Instructions for Filing 1099s

The 1.44 release will resolve the following 1099 issues:

A. 1099s generated from the VRM application will adhere to the new 1099 format. The last page of the 1099 will apply an 'x' within the '1099-Misc' check box. Last year the format was changed resulting in an 'x' being applied to the incorrect check box.

B. An owner's 1099 amount will consist of the sum of the year to date Rental Income and the Other Credit amounts. The rental income and other credit amounts are displayed within the summary section of the owner statement. The Other credit amount consists of owner referral fees and transfers to the owners account.

C. Owner's containing multiple properties in different offices can now have 1099s generated for each specific office. If the VRM application is configured to utilize one 1099 configuration for all offices, the owner can have one 1099 generated for all properties regardless of the properties residing in different offices. If each office within the VRM application is configured with its' own independent 1099 configuration, an owner with multiple properties within different offices will have multiple office specific 1099s generated.

Please follow the 1099 filing instructions below. When printing the 1099s, the page scaling option needs to be set to 'None'. Printing the 1099s from the VRM application has been verified on three different printers. If after following these instructions the 1099 printouts are not aligning accurately, please contact your IT person. VRM has no way to determine the accurate printer settings required for all printer types.

When generating the 1099s if the accurate printer settings can not be determined, for a nominal fee VRM will generate your 1099s. Please send an email to <u>help@vrmgr.com</u> with your request.

Future Functionality

The request to have an owner's expenses separated into categories will be applied within a release scheduled for February 2008.

- 1. Paper File Instructions begin on Page 2.
- 2. Electronic File Instructions begin on Page 11.

1099 Paper Filing Instructions

1. Purchase the Necessary 1099 Forms. I have provided samples of each of the forms below:

A. 1099 Pink Copy A (For SSA). An example of this form can be viewed by copying and pasting the following link into an address field: <u>http://www.vrmu.com/members/taxinfo/images/Form1099-A.pdf</u>

B. 1099 Black Copy B (For Recipient). An example of this form can be viewed by copying and pasting the following link into an address field: http://www.vrmu.com/members/taxinfo/images/Form1099-B.pdf

C. 1099 Black Copy C (For Payer). An example of this form can be viewed by copying and pasting the following link into an address field: <u>http://www.vrmu.com/members/taxinfo/images/Form1099-C.pdf</u>

D. 1099 Summary Form 1096. An example of this form can be viewed by copying and pasting the following link into an address field: http://www.vrmu.com/members/taxinfo/images/Form1096.pdf

2. Select the 1099 button from the Accounting menu.

	^
Reservations 😵 Calendar 🔢 Members & Guests 🚎 Properties 🗊 Maintenance 🏰 Accounti	ng 🧾 Misc. 🔀 Update Hk 🟹
Hourlies 🕥 Non-Rentals 🚫 Long-Terms 🏦 Owners 👰 Housekeeping 🔬 System	Configuration 🙀 Log Out 😭
As of October 15th, the 1.43 release has been applied to your VRM application. You may find the release docur and then selecting the Manual button. Also, an important message sent 9/18/2007 regarding owner	
Accounting	
Accounts Receivable	
Transfers	
Accounts Payable Deposits	
Reconciliation	
Expense Ledger Balances	
Check Queue	
Manual Overrides	
Reports	You are logged in as: Christian VRM (HHV)
	~

3. Select the '1099 Info' tab on the 1099 page.

https://t	est.vrmgr.com - Virtual Reso	rt Manager - 1099s - I	Microsoft Internet Explore	r (🛛
Öwner Bala	ance Forwards 1099 Info				
Year:	Office:				
2003 🐱	Coastal Home & Villa Rentals 💌 🌔	Populate Tax Year	Print Summary)	
	Create Media File	Print 1099s	1099 Info		
					-
				Close	
				Ciuse	
Done) 🌍 Internet	

4. Select the Year and office options. From the '1099 Info' tab the end user will select the Year and office option the 1099s are to be generated for.

	ft Internet Explorer
Done	https://test.vrmgr.com - Virtual Resort Manager - 1099s - Microsoft Internet Explorer Uwner Balance Forwards 10991n/o Vear: Office: 2003 Coastal Home & Villa Rentals Populate Tax Year Print Summary Coastal Home & Villa Rentals Print 1099s 1099 Info Close Close
	🗿 Done 🕒 🔮 🕲 Internet

The management company's 1099 configuration can be setup for each office independently or one set of 1099 configuration values can be used for all of the offices residing within the VRM application.

The 1099 configuration used when generating 1099s is driven by the '1099 Setup for All Offices' check box on the 'Misc' tab of the Financial Configuration page.

If the '1099 Setup for All Offices' check box is NOT selected. Each office will need to be setup with an independent set of 1099 configuration values. Office specific 1099 configurations are applied on the 'Offices' tab of the Company Configuration page. If the end user wants to issue office specific 1099s, each office will need to be configured with its' own 1099 configuration. If owners contain properties residing in different offices and office specific 1099s are to be generated, please configure each office with independent 1099 configuration values.

Charge Reservation Fee When Cancelling Number of Days Before Refund 30 E Down Payment Amount 40.00 Down Payment Miniman Rent 0.00 M Starting Check Number 13317 M Months to Walt for Escheat 48 Amount to Advance (%) 0.00 Rete Calculate Nethod Prorate New Season P EFT Setue for All Offices	Holds Misc Cancellation Fee 50.00 Extra Day Rate Fractio Down Payment Type Percen Number of Days 1 Minimum Shott Term Balance 0.00 Check Form Type Form A Escheet Recipient Disable	nal V t Rent + Insurance V ad V Disabled V	Truel Resort A	From the 'Misc' tab of the Financial Configuration page, the end user will decide whether to configure all offices with the same 1099 configuration or setup each office with independent 1099 configurations. By NOT selecting the '1099 Setup for All Offices' check box, the end user will need to setup each office with its' own 1099 configuration.
When the '1099 Setu Offices' check box selected, the end user to setup each office wit independent 1099 conf Office specific 10 configurations are setu 'Offices' tab of the Co configuration page. Th button will not appear a an office option is high	is not will need th its' own figuration. 099 up on the ompany he '1099' active until	Mountenenny Group: Markeny Markeny Contra trong 3 Vili Fordat Pittor Head Vili Good Anna Fordat Pittor Head Vili Good Anna Fordat Management Fee Base: Croose Management Fee Base:		Sezionel Enal Settingi Seach Older Preferencei Travel Agencies Long Terme Music Reservation Enable New Edit Edita Cresto Agency 1000 F77 Setup F77 Setup Close

If one 1099 is to be generated for all owners regardless of the owner having different properties within different offices, the end user will select the '1099 Setup for All Offices' check box, select the '1099 Setup' button, and setup the 1099 configuration.

Selecting the '1099 Setup for All Offices' check box and then selecting the 'Save' button will result in a '1099 Setup' button to appear on the 'Misc' tab of the Financial Configuration page. Selecting the '1099 Setup' button and applying the 1099

configuration values will result in all 1099s generated from the VRM application to use the same 1099 configuration data.

When the 1099 configuration data is setup for all offices, the office option drop down menu on the '1099 Info' tab will appear inactive.

https://test.vrmgr.com - 1	Virtual Resort Manager -	Financial Configuration -	Microsoft In	ternet Explorer			
Banks Accounts Credit Card	s Taxes Travel Insurance	Holds Misc			-, [^]		
Cancellation Refund Days Charge Reservation Fee When Number of Days Before Refund Down Payment Amount Down Payment Minisum Rent Starting Check Number Months to Wait for Escheat Amount to Advance (%) Amount of Minjant Fee to Advance	30 40.00 0.00 13317 48 0.00 e 0.00	Extra Day Rate Down Payment Type Number of Days Minimum Short Term Balance Check Form Type Escheet Recipient Advance Type	1 0.00 Form A Disabled None / Disab	 t + Insurance • 	, M		Selecting the '1099 Setup for All Offices' check box and selecting the 'Save' button will result in the '1099 Setup' button
Rate Calculate Method	Prorate New Season	Allow Negative Expensing					to appear.
✓ 1099 Setup for All Offices	1099 Setup	Print Checks Payee Name		Save			
					umar com	Wie	tual Resort Manager - 1099s - Microsoft Internet Explorer
Done				Owner Balance F	Forwards [199 Ini	
21 Jonn.			1 1 1	Landston have been	e Offices 😒 Create Medi	a File	Populate Tax Year Print Summary Print 1099s 1099 Info
configura all offic drop	es, the of	is setup for fice option nu on the vill display					
							Close
				Done			🔒 🔮 Internet

5. Select the 'Populate Tax Year' button. Once the end user has selected the year and office options the 1099s are to be generated for, the 'Populate Tax year' button will be selected.

	est.vrmgr.com - Virtual Reso ance Forwards 1099 Info	rt Manager - 1099s - Mi	crosoft Internet Explor	er .	
	Office:		1		
2007 💌	Coastal Home & Villa Rentals 💌	Populate Tax Year	Print Summary		
	Create Media File	Print 1099s	1099 Info		
				Close	
Done				👌 🥥 Internet	

Selecting the 'Populate Tax Year' button will result in the application displaying the 1099 data per the office and year options selected.

The entries are displayed in the order of:

- 1. Tax type (Individual or Business). Individual entries are displayed first.
- 2. By Office.
- 3. By Property Name.

At this time the end user needs to verify, edit, add, or delete the 1099s.

Owner Balance Forwards 1099 Info		Explorer	
ffice: Coastal Home & Villa Rentals			
⊙ All Entries ○ Flagged Entries ○ Pending Approval	Tax Year: 200	-	
] Jarrett Sharp 999-99-9999 [\$8,544.09]	- Back	Add	
[] Gretchen Saenger 999-99-9999 [\$6,544.09] [] Gretchen Saenger 999-99-9999 [\$18,989.00]	Edit	Delete	
] Ralph Mills 999-99-9999 [\$14,775.66]] National City Bank Ret. Acct. 999-99-9999 [\$23,748.00]	Flag	Approve	

When the 1099 edit page is initially displayed the end user can select the following two buttons and can expect the following results:

- **1.** Back. The back button will return the end user to the original '1099 Info' page.
- **2.** Add. The end user has the ability to manually add a 1099 record.

Highlighting a 1099 entry will activate the Edit, Delete, Flag, and Approved buttons.

owner bak	ance Forwards 1099 Info						1
Office: Vac	ation Realty, Inc.						
	ries O Flagged Entries		anroval		Tax Year: 200	7	
310 2000 200	Muncus 999-99-9999 [!				«- Back	Add	
	Sawver 999-99-9999 [\$3				Edit	Delete	
	Kevin Anderson 999-9				Flag	Approve	
[] Josepł	n & Karen Rombull 999	-99-9999 [\$7,2	85.00]	~			
	Alyce Muncus	Payee 2					
Payee #1							
	999999999	Payment Amount	\$2,181.13				
Taxpayer ID		Payment Amount Period	\$2,181.13 1/1/2007 - 12/3	31/2007			
Taxpayer ID	905 Dinkins Rd			31/2007			
Taxpayer ID	905 Dinkins Rd	Period Tax ID Type	1/1/2007 - 12/3	31/2007			

The following buttons will perform the following functions:

1. Edit. The edit button will allow the end user to edit the highlighted 1099 entry.

2. Delete. The delete button will delete the highlighted 1099 entry. If an entry is accidentally deleted the end user can return to the original '1099 Info' page and reload the 1099 data by selecting the same year option, office option , and the 'Populate Tax Year' button.

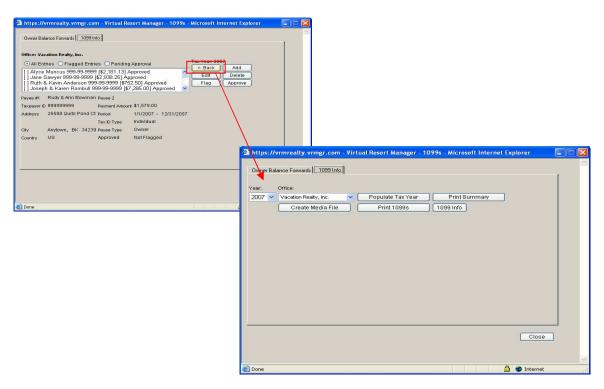
3. Flag. The flag button will mark the highlighted entry. Selecting the 'Flagged Entries' radial button will only display the 1099 entries which have been flagged.

4. **Approve.** The approve button is very important. When a 1099 entry is highlighted and the approve button selected, the end user is flagging the entry so it will not change if the 1099 data is reloaded. Selecting the 'Pending Approved' radial button will only display 1099 entries which have not been flagged as approved.

Every time the end user selects a year option, office option, and the 'Populate Tax Year' button, the application collects the original 1099 data. If the end user has edited 1099 entries, not flagged the entries as approved, closes the 1099 page, and than reloads the 1099 data, the edited entries will return back to their original amounts. When an entry is approved the entry will not change if the 1099 data is reloaded. Flagging entries as approved saves the changes made to the entry. If a new 1099 entry is manually applied, after the entry is added it needs to be fagged as approved.

All 1099 entries need to be flagged as Approved before moving to the next step.

6. Select the 'Back' button. By selecting the back button the end user will be returned to the original '1099 Info' page.



7. The end user can select the 'Print Summary' button to view a report which will consist of the 1099 entries' names, addresses, TIN/EIN,SOC numbers, and amounts. After reviewing the Print Summary report, if there is a discrepancy within one of the 1099 entries the end user can select the '1099 Info' button to be returned to the 1099 editing page.

A https://vrmrealty.vrmgr.com - Virtual Resort Manager - 1099s - Microsoft Internet Explorer Owner Balance Forwards 10391r/o Year: Office: 2007 Vacation Reaty, Inc. Populate Tax Year Print Summary Create Media File Print 1099s 1099 Info 1099 Info Internet Explorer Internet Explorer Owner Balance Forwards 1099 Info Owner Balance Forwards 1099 Info 1099 Info Internet Explorer Internet Explorer Internet Explorer Internet Explorer Internet Explorer	Payee Name Ayre Minos Jare Bayer Ruth Stein Anterson Jares Bayer Ruth Stein Anterson Jares Bayer Ruty & Anto Benan Jares Stot May Loyd Shek Vana Luny Rices Geograf Serena Notes Sumers Mein & Lince Miter Janes Ceaning Stop Janes Ceaning	Vacation Reality.inc. 1099 Summary for 2000 Other: Vacation Reality.inc. Address 500 Device TG, Laskinik, BY, 6996, U 1010 ad Street, Ayvaner CD, K. 9913, U 465 Shory Lane, File Study, Z. (2000, US 4010 Lask Obserat, Incenda, NA, 9996, U 1010 ad Street, Ayvaner CD, K. 9913, U 1010 Borock Street, Ayvaner B, 2010, U 1010 Borock Street, Ayvaner B, 2010, U 1010 Borock Street, Ayvaner, B, 2010, U 1010 Borock, Janob Street, G, 7777, US 50 Borock Street, D, SK, 8773, u 1024 Adtreet, Dance CD, SK, 8773, u	7 Thi EN/ 50C Box 100 - 20 - 20 - 20 - 20 - 20 - 20 - 20 -	Amount 51;161:13 52;861:35 57;2660 53;575:00 53;255:00 53;255:00 54;255:00 55;255:00 5
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8. Select the 'Print 1099s' button. After the 1099 entries have been verified for accuracy select the 'Print 1099s' button. This action will generate the 1099s.

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	Ruth & Kevin Anderson					Helen Keller		
	456 Shady Lane					1234 Oak Street		Comp.
	Pine Bluff, ZX, 00000					Marni, FA, 99993		
nents	Vacation Reality, inc. 127 Dunes Boulevard Dunes City, BK 38457 843 737-3436		7285.00			Vacation Realty, Inc. 127 Dunes Boulevard Dunes City, BK 38457 843 737-3436	1579.00	
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Done					0010		🔒 u	Jnknown Zone

9. *Printing the 1099s.* Once the 1099s have been generated, it is now time to print the 1099s. Place the 1099 forms accurately into the printer. From the 1099 main menu toolbar select the File option, this action will cause the file drop down menu to appear. Select the Print option from the drop down menu.

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12-3455789		599-99-9999		643 737-3436 12-3456769 999-96-9999 Rudy & Ann Sowman

The 'None' page scaling option needs to be selected. Select the 'OK' button, this action will print the 1099s.

Print	2 🛛
Printer Name: \Marry\Brother HL-5140 series Status: Ready Type: Brother HL-5140 series	Properties Comments and Forms: Document and Stamps
Print Range All Current yiew Current yiew Current yiew Current yiew Pages from: 1 to: 10 Subset: All pages in range Reverse pages Page Handling Copies: 1 Collate Page Scaling: None Auto-Botate Fit to Printer Margins Reduce to Printer Margins	Preview 8.5
Print to file Printing Tips Advanced	Document: 8.5 x 11.0 in Paper: 8.5 x 11.0 in 1/10 (1) OK Cancel

Printing the 1099s from the VRM application has been verified on three different printers. If after following these instructions the 1099 printouts are not aligning accurately, please contact your IT person. VRM has no way to determine the accurate printer settings required for all printer types.

When generating the 1099s if the accurate printer settings can not be determined, for a nominal fee VRM will generate your 1099s. Please send an email to <u>help@vrmgr.com</u> with your request.

1099 Electronic Filling Instructions

1. Select the 1099 button from the Accounting menu.

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Reservations 🎨 Calendar 🔢 Members & Guests 🗙 Properties 🔐 Maintenance 🏰 Accounting 📓 Misc. 🏹 Update Hk 🗹 Hourlies 🌒 Non-Rentals 🚫 Long-Terms 🙀 Owners 🔮 Housekeeping 🔬 System Configuration 🎬 Log Out 🔅	
As of October 15th, the 1.43 release has been applied to your VRM application. You may find the release documentation <u>here</u> or by selecting the Misc. mo and then selecting the Manual button. Also, an important message sent 9/18/2007 regarding ownership changes may be found <u>here.</u>	odule
Accounting	
Accounts Receivable	
Transfers	
Accounts Payable Deposits	
Reconciliation	
Expense Ledger Balances	
1099	
Manual Overrides You are logged in	
Reports Christian VRM (HH	IV) ~

3. Select the '1099 Info' tab on the 1099 page.

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Owner Bala	ince Forwards 1099 Info			1
and the second s	Office:			
2003 💌	Coastal Home & Villa Rentals 💌	Populate Tax Year	Print Summary	x ·
	Create Media File	Print 1099s	1099 Info	
				Close
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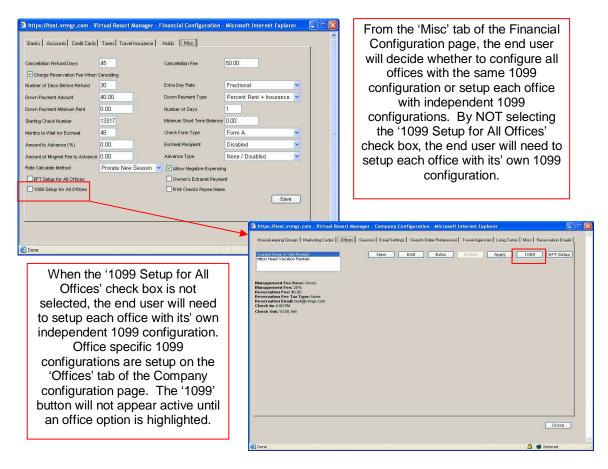
4. Select the Year and office options. From the '1099 Info' tab the end user will select the Year and office option the 1099s are to be generated for.

Done Cosstal Hone & Vila Rentals Populate Tax Year Print Summary Cosstal Hone & Vila Rentals Print 1099s 1099 Info Info	ft Internet Explorer
	Owner Balance Forwards 1099 Into Year Office: 2003 Coastal Home & Villa Rentals Coastal Home & Villa Rentals Populate Tax Year Print 1098 1099 Info

The management company's 1099 configuration can be setup for each office independently or one set of 1099 configuration values can be used for all of the offices residing within the VRM application.

The 1099 configuration used when generating 1099s is driven by the '1099 Setup for All Offices' check box on the 'Misc' tab of the Financial Configuration page.

If the '1099 Setup for All Offices' check box is NOT selected. Each office will need to be setup with an independent set of 1099 configuration values. Office specific 1099 configurations are applied on the 'Offices' tab of the Company Configuration page. If the end user wants to issue office specific 1099s, each office will need to be configured with its' own 1099 configuration. If owners contain properties residing in different offices and office specific 1099s are to be generated, please configure each office with independent 1099 configuration values.



If one 1099 is to be generated for all owners regardless of the owner having different properties within different offices, the end user will select the '1099 Setup for All Offices' check box, select the '1099 Setup' button, and setup the 1099 configuration.

Selecting the '1099 Setup for All Offices' check box and then selecting the 'Save' button will result in a '1099 Setup' button to appear on the 'Misc' tab of the Financial Configuration page. Selecting the '1099 Setup' button and applying the 1099 configuration values will result in all 1099s generated from the VRM application to use the same 1099 configuration data.

When the 1099 configuration data is setup for all offices, the office option drop down menu on the '1099 Info' tab will appear inactive.

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Banks Accounts Credit Cards	Taxes Travel Insurance	Holds Misc			<u>^</u>		
Cancelation Refund Days Charge Reservation Fee When Number of Days Before Refund Down Payment Amount Down Payment Minimum Rent Starting Check Muniter Morths to Wait for Escheat Amount to Advance (%) Amount of Minjant Fee to Advance Refe Calculate Method	45 cenceling 30 40.00 000 13317 48 0.00	Cancellation Fee Extra Day Rate Down Payment Type Number of Days Mirrimum Short Term Balance Check Form Type Escheat Recipient Advance Type	1 0.00 Form A Disabled None / Disal	t + insurance V	, Mi		Selecting the '1099 Setup for All Offices' check box and selecting the 'Save' button will result in the '1099 Setup' button to appear.
EFT Setup for All Offices	1099 Setup	Owner's Extranet Paym					
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				Done 2		-	🔒 🥥 Internet

5. Select the 'Populate Tax Year' button. Once the end user has selected the year and office options the 1099s are to be generated for, the 'Populate Tax year' button will be selected.

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Owner Bal	ance Forwards 1099 Info	
	Office: Coestal Hone & Vila Rentals & Populate Tax Year Print Summary Create Media File Print 1099s 1099 Info	
Done	Close Distance	2

Selecting the 'Populate Tax Year' button will result in the application displaying the 1099 data per the office and year options selected.

The entries are displayed in the order of:

1. Tax type (Individual or Business). Individual entries are displayed first.

2. By Office.

3. By Property Name.

At this time the end user needs to verify, edit, add, or delete the 1099s.

Owner Balance Forwards 1099 Info				1	
ffice: Coastal Home & Villa Rentals		Tax Year: 20(17		
⊙ All Entries ○ Flagged Entries ○ Pending Approval		<- Back	Add	ן ר	
[] Jarrett Sharp 999-99-9999 [\$8,544.09]	^	Edit	Delete		
[] Gretchen Saenger 999-99-9999 [\$18,989.00] [] Ralph Mills 999-99-9999 [\$14,775.66]		Flag	Approve		
[] National City Bank Ret. Acct. 999-99-9999 [\$23,748.00]	~				

When the 1099 edit page is initially displayed the end user can select the following two buttons and can expect the following results:

- 1. Back. The back button will return the end user to the original '1099 Info' page.
- **2.** Add. The end user has the ability to manually add a 1099 record.

Highlighting a 1099 entry will activate the Edit, Delete, Flag, and Approved buttons.

Office: Vac	ation Realty, Inc.					
	ries OFlagged Entries	O Pending A	pproval	Tax Year: 200		
	Muncus 999-99-9999		^	«- Back	Add	
	Sawyer 999-99-9999 [\$			Edit	Delete	
	& Kevin Anderson 999- h & Karen Rombull 999			Flag	Approve	
Payee #1	Alyce Muncus	Payee 2				
Taxpayer ID	999999999	Payment Amount	\$2,181.13			
		Period	1/1/2007 - 12/31/200	7		
Address	905 Dinkins Rd	renou	1/1/2007 - 12/31/200			
Address	905 Dinkins Rd	Tax ID Type	Individual			
Address City	Lewisville, BK 99999	Tax ID Type		10		

The following buttons will perform the following functions:

1. Edit. The edit button will allow the end user to edit the highlighted 1099 entry.

2. Delete. The delete button will delete the highlighted 1099 entry. If an entry is accidentally deleted the end user can return to the original '1099 Info' page and reload the 1099 data by selecting the same year option, office option , and the 'Populate Tax Year' button.

3. Flag. The flag button will mark the highlighted entry. Selecting the 'Flagged Entries' radial button will only display the 1099 entries which have been flagged.

4. **Approve.** The approve button is very important. When a 1099 entry is highlighted and the approve button selected, the end user is flagging the entry so it will not change if the 1099 data is reloaded. Selecting the 'Pending Approved' radial button will only display 1099 entries which have not been flagged as approved.

Every time the end user selects a year option, office option, and the 'Populate Tax Year' button, the application collects the original 1099 data. If the end user has edited 1099 entries, not flagged the entries as approved, closes the 1099 page, and than reloads the 1099 data, the edited entries will return back to their original amounts. When an entry is approved the entry will not change if the 1099 data is reloaded. Flagging entries as approved saves the changes made to the entry. If a new 1099 entry is manually applied, after the entry is added it needs to be fagged as approved.

All 1099 entries need to be flagged as Approved before moving to the next step.

6. Select the 'Back' button. By selecting the back button the end user will be returned to the original '1099 Info' page.

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Owner Balance Forwards 1099 Into	
Office: Vacation Ready, Inc. Office: Vacation Ready, Inc. I Alyce Muncus 593-959-9905 [12:391:25], Approved I Auta Sawyer 993-993-99399 [12:392:25], Approved I Ruth & Kwien Rombull 1999-99-9999 [12:25], Approved I Ruth & Kwien Rombull 1999-99-999 [12:25], Approved I Ruth & Kwien Rombull 1999-99-9999 [12:25], Approved I Ruth & Kwien Rombull 1999-99-9999 [12:25], Approved I Ruth & Kwien Rombull 1999-99-9999 [12:25], Approved I Ruth & Kwien Rombull 1999-99-99	
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7. The end user can select the 'Print Summary' button to view a report which will consist of the 1099 entries' names, addresses, TIN/EIN,SOC numbers, and amounts. After reviewing the Print Summary report, if there is a discrepancy within one of the 1099 entries the end user can select the '1099 Info' button to be returned to the 1099 editing page.

Intps://vrmrealty.vrmgr.com - Virtual Resort Manager - 1099s - Microsoft Internet Explorer Owner Balance Forwards 1099 Into Year: Office: 2007 Vacation Realty, hc. V Populate Tax Year Print Summary Create Media File Print 1099s 1099 Info	Payee Name Ayos Nanos Jané Saiyee Ruti Ja Keen Anderson Jange S Janes Renau Hean Kaler Rudy J Ann Boarnon Jane Sott	Vacation Realty.inc. 1099 Summary for 2007 Office: Vacation Realty.inc. Address 900 Drives Fd., Learning, BK, 9099, US 1034 Call Street, Anywhere City, BK, 9019, US 1012 Call Street, Anywhere City, BK, 9019, US 1012 Call Street, Minn, FA, 9999, US 1023 Call Street, Minn, FA, 9999, US 1025 Call Street, Minn, FA, 9999, US 1025 Call Street, Minn, FA, 9999, US 1025 Call Street, Minn, FA, 9999, US	7 TN/EN/SOC Box Amount T9999999999 (1) 52,543,2 999999999 (1) 57,2550 999999999 (1) 57,2550 999999999 (1) 53,57500 9999999999 (1) 51,57500 9999999999 (1) 51,57500 9999999999 (1) 51,57500 9999999999 (1) 51,57500 9999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 99999999 (1) 51,57500 99999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 99999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 999999999 (1) 51,57500 99999999 (1) 51,57500 99999999 (1) 51,57500 99999999 (1) 51,57500 99999999 (1) 51,57500 99999999 (1) 51,57500 99999999 (1) 51,57500 9999999 (1) 51,57500 999999 (1) 51,57500 9999999 (1) 51,57500 99999999 (1) 51,57500 999999 (1) 51,57500 99999 (1) 51,57500 999999 (1) 51,57500 99999 (1) 51,57500 999999 (1) 51,57500 99999 (1) 51,57500 99999 (1) 51,57500 99999 (1) 51,57500 99999 (1) 51,57500 9999 (1) 51,57500 9999 (1) 51,57500 9999 (1) 51,57500 9999 (1) 51,57500 9999 (1) 51,57500 9999 (1) 51,57500 999 (1) 51,57500 999 (1) 51,57500 999 (1) 51,57500 999 (1) 51,57500 999 (1) 51,57500 999 (1) 51,57500 999 (1) 51,57500 999 (1) 51,5750
https://vrmreality.vrmgr.com - Virtual Resort Alanager - 1099s - Microsoft Internet Explorer Dwner Balance Forwards 10991rbs Office: Vacation Readly, Inc. OAll Entries O Flagged Entries O Pending Approval Tax Year: 2007 Ald	Mary clore Stella Vitina Lang Yotoes Geogra Forenan Chates Contigen Merin & Loha Mere Dunes Ceating Group Jones Ceating	847 047 647 7418), (Resign (R., 2012), us 121 65 695 94990, LG 2012), us 1305 Denvirol Woods Drive, Watchington, PA, 90199, us 1305 Denvirol Rotal, (Watchington, PA, 90199, us 1310 Benotic Agent, Alymone, B, 16999, us 1345 Nice Street, Burr, R., 56696, us 1345 Nice Street, Burr, R., 56696, us 1345 Nice Street, Burr, R., 5678, US 134 Dunes Way, Dures O, 190, US, 1873, us 134 A Street, Dures OJ, US, 81734, us 134 A Street, Dures OJ, SK, 83734, us 134 A Street, Dures OJ, SK, 83734, us 135 Total Records: Total Amount:	999999999 (1) 52,000 999999999 (1) 55250 999999999 (1) 51,2400 999999999 (1) 51,2400 999999999 (1) 51,2400 999999999 (1) 52,2500 9999999999 (1) 52,2500 9999999999 (1) 52,0500 999999999 (1) 53,072,13
Alyce Muncus 999-9999 [52,161.13] Approved Jane Savyer 999-99999 [52,265.13] Approved Jane Savyer 999-99999 [52,252.50] Approved Ruth & Kevin Anderson 999-999999 [57,255.00] Approved Joseph & Karen Rombull 999-99-9999 [57,285.00] Approved Soveral Savet Sav	butto the e the en	electing the 'Print s in will provide a re ntries within the 1 end user needs to try, the '1099 Info' urn the end user to editing page	port outlining 099 batch. If edit a 1099 button will o the entry

8. Select the 'Create Media File' button. This action will generate the Electronic 1099 file. Before the file can be sent to the IRS the file has to be reconfigured as a text file.

Owner Balance Forwards 1099 Into.) Year: Office: 2007 V Vacation Restly, Inc. V Populate Create Media File Print	Tex Year Print Summary 0995 1099 info	RSTAX - Microsoft Internet Explorer
	T2007 12345678912345 VACATION A2007 123456789 A17 B2007 99999999021 B2007 B2007 99999999021 B2007 B2007 99999999021 B2007 B2007 99999999021 B2007 B2007 99999999023 B2007 B2007 99999999024 B2007 B2007 99999999025 B2007 B2007 9999999025 B2007 B2007 99999990525 B2007 B2007 99999905025 B2007 B2007 99999905025 B2007 B2007 99999990525 B2007 B2007 99999990525 B2007 B2007 99999990525 B2007 B2007 99999999052 B2007 B2007 99999999052 B2007 B2007 99999999052 B2007 B2007 99999999052 B2007 B2007 9999999052 B2007 B2007 999999052 <td< th=""><th>Image: Control of the second second</th></td<>	Image: Control of the second

To reconfigure the file as a text file place the mouse cursor within the body of the file and right click. This action will cause a drop down menu to appear. Select the 'View Source' option from the drop down menu.

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This will cause the file to be opened within Notepad.

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T2007 1234 A2007 B	123456783 999999999027 999999999020 999999999020 99999999021 99999999023 99999999023 99999999023 99999999025 99999999025 99999999025 99999999055 99999999055 99999999055 99999999	00002835000000000 00002130000000000 000072850000000000	REALTY VACATION REALTY, INC. 0000002181130000000000000000000000000000	
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From the 'Notepad' main menu select the 'File' option. This action will cause the file drop down menu to appear. Select the 'Save As' option from the drop down menu.

Selecting the 'Save As' option will allow the end user to save the file as a text file, (.txt). Once the file has been saved as a text file it is ready to be sent/uploaded to the IRS.

