

# Instructions for Electronic Filing of 1099 Miscellaneous Tax Forms

Following are instructions to assist you in retrieving the 1099 Miscellaneous Download data from the HP 3000 for electronic transfer to the IRS.

1. To set up the user responsible for performing the download, in Application Security, add the process MM2207D to his or her User ID.
2. Run the job MM2207J (1099 Miscellaneous Report Process) in Final mode.
3. Run the download process.  
To do so, log on to the HP3000. From the FMS System Menu, type **MM2207D**. Once the process is started, indicate which folder the MISC1099.DAT file should be downloaded to, for example, C:\TEMP\MISC1099.DAT
4. After the file is downloaded, follow the instructions in the IRS Publication 1220 on how and where to send the data.