# 1099-S Corrections

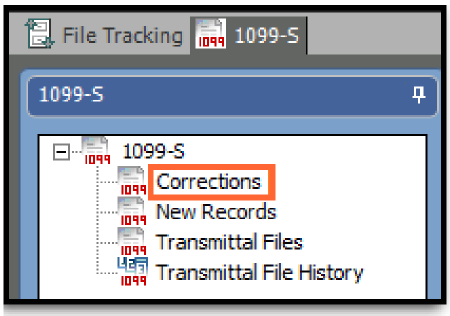
This document outlines the steps required to make corrections to a 1099-S record **after** it has been transmitted to the IRS.

If the record has not been sent to the IRS, corrections can be made by accessing the file directly and making the required changes in the 1099-S data entry screen.

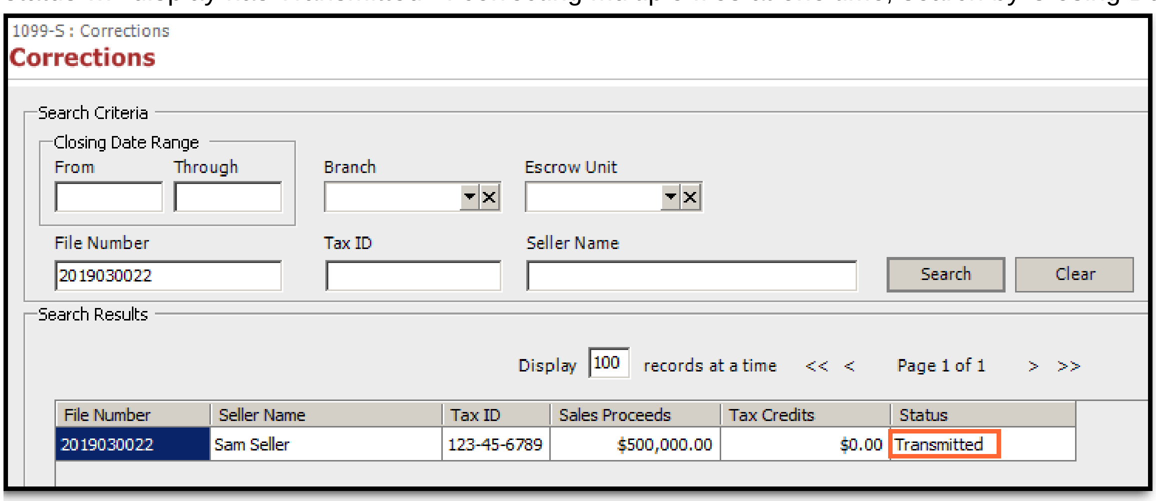
## Correcting a 1099-S Record

### *Steps*

1. Go to **Module | 1099-S**. In the left pane, select **Corrections**.




2. Input the **File Number** (or other search criteria) and click **Search**. If the file has been sent to the IRS, the status will display has Transmitted. If correcting multiple files at one time, search by Closing Date Range.




3. Double-click the record to open the *Edit 1099-S Records* window.

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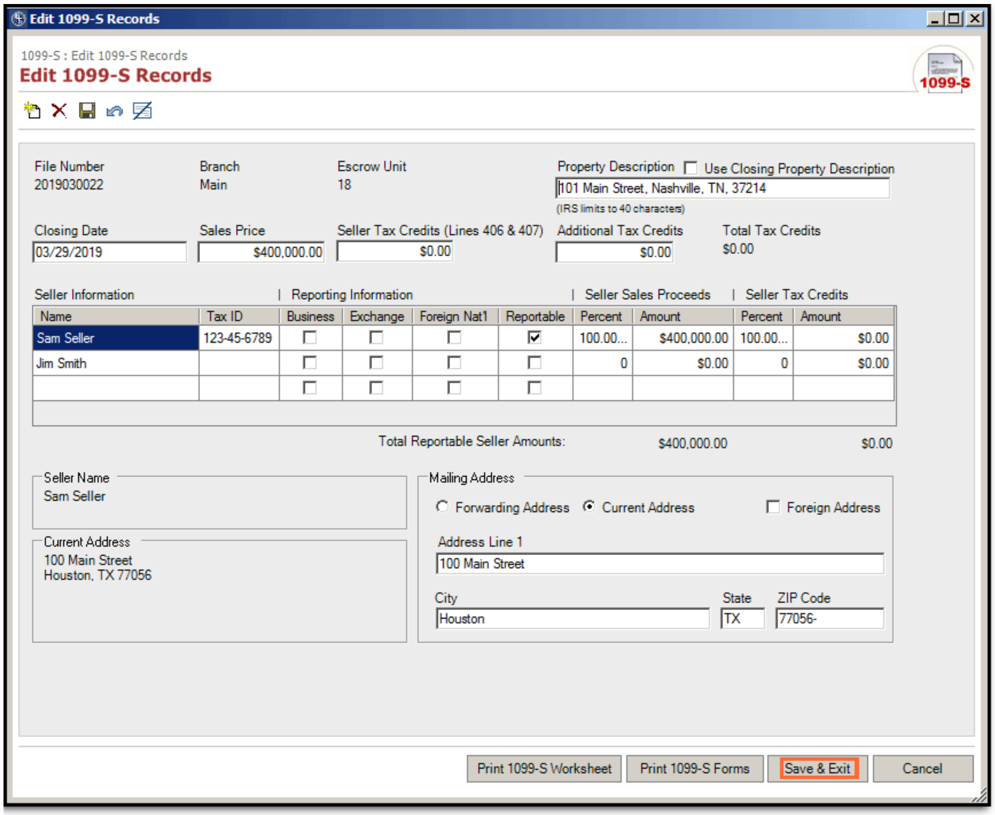
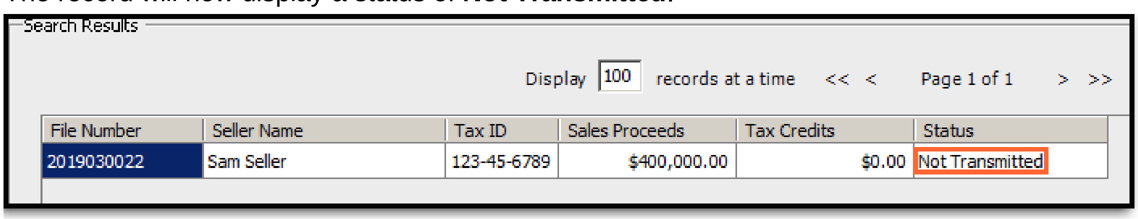
4. Make the necessary corrections and click **Save & Exit**.




5. The record will now display a status of **Not Transmitted**.




6. Once all records have been corrected, you will need to create a new 'Corrected' file to send to the IRS.

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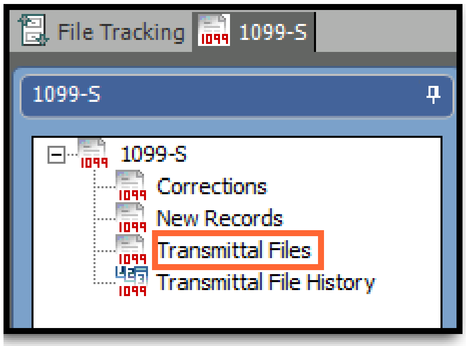
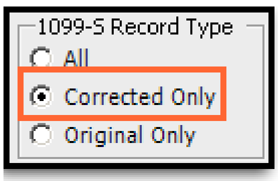
7. In the left pane, click **Transmittal Files**.




8. Enter the **Closing Date Range**. Select the **Branch** and **Escrow Unit**.
9. Under *1099-S Record Type* select **Corrected Only**, then click **Retrieve 1099-S Data**.




10. Only the records that were corrected will appear in the results.
11. Click the **Create IRS File** button in the lower right corner.
12. Complete the required information in the *Create IRS File – Contact Information* window and click **Save to File**.
13. Save the file to your desired location.
14. When uploading the file to the IRS FIRE website, be sure to indicate the file as a **Correction File** when prompted for the type of file.