

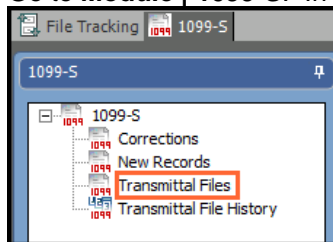
Reporting IRS Transactions

This document details the steps required to create a transmittal file in the 1099-S module of AIM+ and upload the file to the IRS FIRE site.

Creating a 1099-S Transmittal File

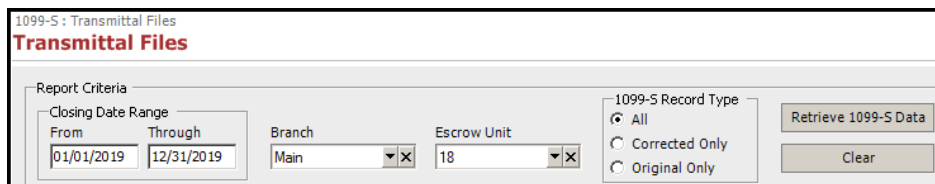
Steps

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

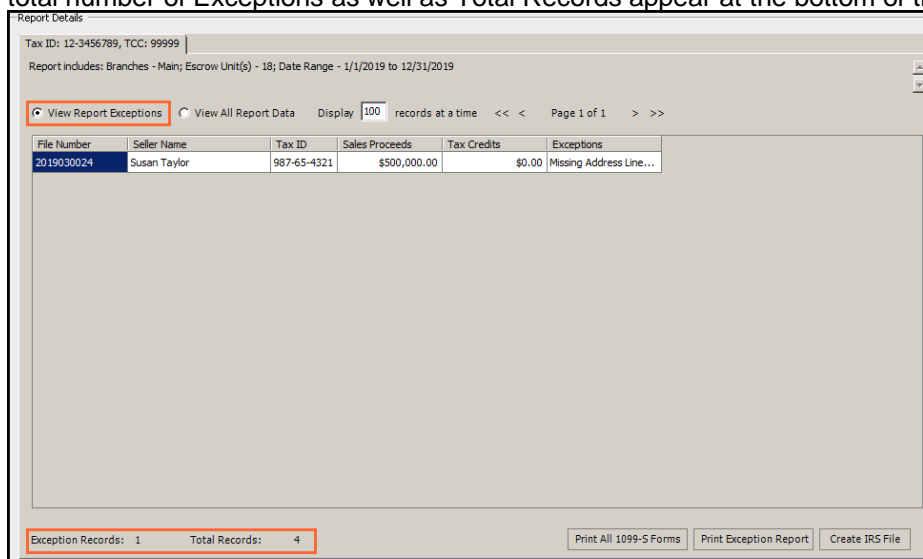


2. Input the **Closing Date Range** for period being reported. Select the **Branch(es)** and **Escrow Unit(s)**, then click **Retrieve 1099-S Data**.

Tip: The date must be entered in **MM/DD/YYYY** format.



3. If there are any exceptions that need to be addressed, the results will show only the Exception Records. Notice the total number of Exceptions as well as Total Records appear at the bottom of the screen.



File Number	Seller Name	Tax ID	Sales Proceeds	Tax Credits	Exceptions
2019030024	Susan Taylor	987-65-4321	\$500,000.00	\$0.00	Missing Address Line...

Exception Records: 1 Total Records: 4

4. To correct the files with exceptions from this screen, double-click on the file number. The 1099-S data entry screen will open for that file. Make the corrections and save. If you need to research some of the files before making corrections, click the **Print Exception Report** button in the lower right corner of the screen. When you are ready, you can go into each file individually and make the corrections on the 1099-S data entry screen.

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5. When all exceptions have been corrected, click the **View All Report Data** radio button to view all records. Then click the **Create IRS File** button in the bottom right corner of the screen.

Report Details

Tax ID: 12-3456789, TCC: 99999

Report includes: Branches - Main; Escrow Unit(s) - 18; Date Range - 1/1/2019 to 12/31/2019

View Report Exceptions
 View All Report Data
 Display records at a time
 << < Page 1 of 1 > >>

File Number	Seller Name	Tax ID	Sales Proceeds	Tax Credits	Exceptions
2019030022	Sam Seller	123-45-6789	\$500,000.00	\$0.00	
2019030024	Susan Taylor	987-65-4321	\$500,000.00	\$0.00	
TRHC12	Jim Smith	222-33-4444	\$250,000.00	\$450.55	
TRHC9	John Doe	111-22-3333	\$500,000.00	\$700.00	

Create IRS File

6. The *Create IRS File – Contact Information* screen will appear. Enter the required information and click **Save to File**.

Create IRS File - Contact Information

1099-S > Create IRS Files & Reports : Create IRS File - Contact Information

Create IRS File - Contact Information

Company Name: PICSsupport_SUPP Tax ID: 12-3456789 TCC: 99999

Contact Name *

Address Line 1 *
 Foreign Address

City * State * ZIP Code *
 TX 12345-

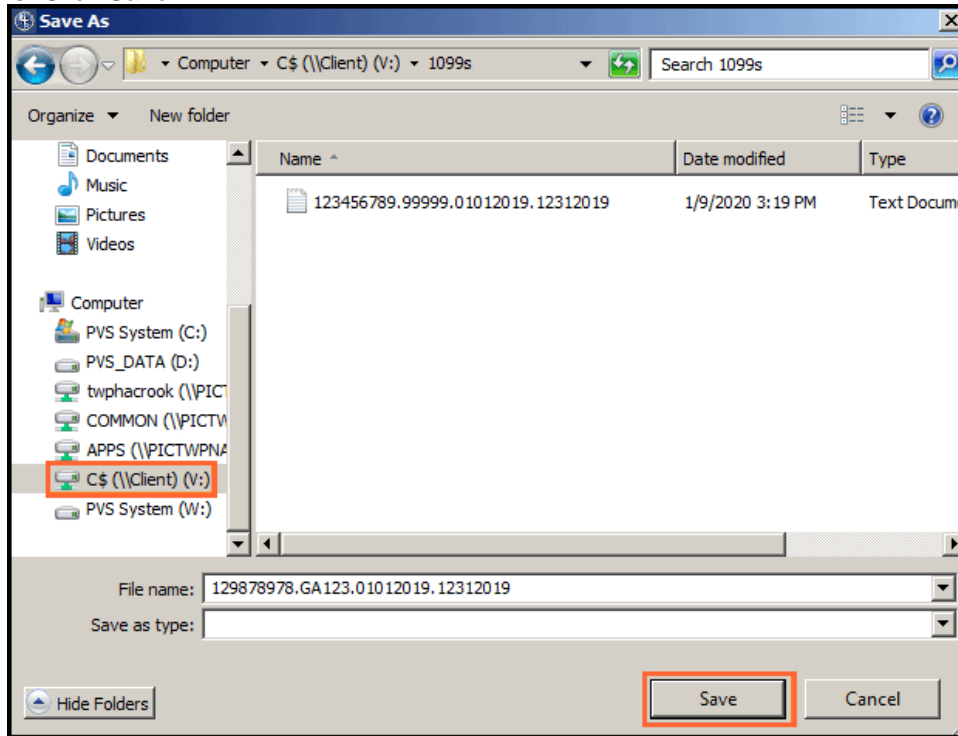
Phone Number * Extension E-mail Address *

Test File

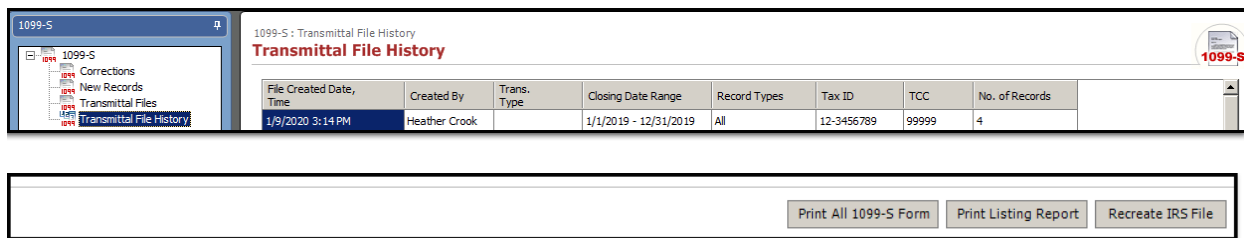
Save to File

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- The Save As window will appear. In the left pane, scroll down and click **C\$ (\Client) (V:)**. This is your local C: drive. Double-click the folder where you'd like to save the file. It is recommended that you leave the *File Name* as is. Click **Save**.



- When you click Save, a 1099-S Listing Report will print to your default printer.
- If the listing report did not print or to print another copy, go to **Transmittal File History**, highlight the desired file and click the **Print Listing Report** button in the bottom right corner. You can also go here and click the **Recreate IRS File** button if you are unable to locate the file you created when it's time to upload it to the IRS FIRE site.



- To upload the file and submit it to the IRS, go to the IRS FIRE website at <https://fire.irs.gov/> from your local computer (or <https://fire.test.irs.gov/> if submitting a test file).

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Need Further Assistance?

Please contact the **Agency Support Center** at **844-835-1200, Option 3** for assistance with creating or uploading the file.

For questions related to filing deadlines, accessing the IRS FIRE website, or if a specific file should be reported or not, please contact the IRS directly or refer to the following link on the IRS website for more information regarding the FIRE system: <https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire>.