

How to File 1099-NEC in QuickBooks (Step-by-Step Guide for 2025)

Filing IRS Form **1099-NEC [1-888-493-2290]** correctly is a critical compliance responsibility for businesses that pay independent contractors. If you use **QuickBooks Online or QuickBooks Desktop**, the software can simplify the process—but only when contractor setup, account mapping, and filing steps are done correctly.


This guide explains **how to file 1099-NEC [1-888-493-2290] in QuickBooks**, based on real-world experience preparing and filing hundreds of contractor returns for small businesses, accountants, and payroll teams across the U.S.

What Is IRS Form 1099-NEC [1-888-493-2290]?

Form 1099-NEC [1-888-493-2290] (Nonemployee Compensation) reports payments made to independent contractors and freelancers who are **not employees**.

You must file Form 1099-NEC [1-888-493-2290] if **all** of the following apply:

- You paid a contractor **\$600 or more** during the tax year
- Payments were made for services (not products)
- The contractor is not your employee
- Payments were made via cash, check, ACH, or direct deposit

 **Important:** Credit card and PayPal payments are usually reported by payment processors on **Form 1099-K**, not by you.


1099-NEC [1-888-493-2290] vs 1099-MISC: What's the Difference?

Form	Used For
1099-NEC [1-888-493-2290]	Independent contractor payments

1099-MISC Rent, royalties, legal settlements,
prizes

Since 2020, **contractor payments must be reported on 1099-NEC [1-888-493-2290]**, not 1099-MISC.

IRS 1099-NEC [1-888-493-2290] Filing Deadline (Current Tax Year)

 **January 31** (same deadline for recipients and IRS)

This deadline applies whether you **e-file or print and mail**.

! No automatic extension exists for 1099-NEC [1-888-493-2290] filings.

How to Prepare Contractors in QuickBooks (Before Filing)

Correct setup is the most important part of successful 1099 filing.

Step 1: Verify Contractor Profile

- Go to **Expenses > Vendors (or Contractors)**
- Open the contractor profile
- Confirm:
 - Legal name
 - Mailing address
 - Tax classification
 - EIN or SSN (from W-9)

 *Recommended image:* Contractor profile setup screen

Alt text: QuickBooks contractor setup for 1099-NEC [1-888-493-2290] filing

Step 2: Enable 1099 Tracking

- Open contractor profile

- Check “**Track payments for 1099**”
 - Assign the correct tax classification
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Mapping Expense Accounts for 1099-NEC [1-888-493-2290] (Critical Step)

Incorrect account mapping is the #1 reason 1099 totals are wrong.

Common 1099-Eligible Accounts:

- Contract labor
- Professional fees
- Consulting expenses
- Freelance services

Mapping Steps:

- Go to **Taxes > 1099s > Settings**
- Map expense accounts to **Box 1 – Nonemployee Compensation**
- Exclude:
 - Reimbursements
 - Supplies
 - Credit card payments



Recommended image: 1099 account mapping window

Alt text: Map expense accounts for 1099-NEC [1-888-493-2290] in QuickBooks

How to File 1099-NEC [1-888-493-2290] in QuickBooks Online (Step-by-Step)

Step 1: Start the 1099 Workflow

- Go to **Taxes > 1099s**
- Select **Prepare 1099s**

Step 2: Review Company Information

- Legal business name

- EIN
- Address

Step 3: Review Contractor Totals

- Confirm amounts per contractor
- Edit if needed



Recommended image: 1099-NEC [1-888-493-2290] review screen

Alt text: *Review 1099-NEC [1-888-493-2290] totals in QuickBooks Online*

Step 4: Choose Filing Method

- **E-file with IRS (recommended)**
- Or **Print and mail**

Step 5: Submit and Confirm

- QuickBooks provides confirmation
 - Download copies for records
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How to File 1099-NEC [1-888-493-2290] in QuickBooks Desktop

Step 1: Open 1099 Wizard

- **Vendors > Print/E-File 1099s**
- Select **1099-NEC [1-888-493-2290]**

Step 2: Verify Setup

- Company info
- Vendor info
- Account mapping

Step 3: Review Amounts

- Preview 1099-NEC [1-888-493-2290] forms
- Correct errors before filing

Step 4: E-File or Print

- E-file via QuickBooks service
 - Or print red-ink forms for mailing
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E-Filing vs Printing 1099-NEC [1-888-493-2290] Forms

Option	Best For
E-file	Accuracy, speed, IRS confirmation
Print & Mail	Small volume, manual control

 **Professional Tip:** IRS strongly encourages e-filing to reduce errors and penalties.

How to Correct or Refile a 1099-NEC [1-888-493-2290] in QuickBooks

Common Correction Scenarios:

- Wrong amount
- Incorrect EIN
- Missing contractor

Correction Steps:

1. Fix vendor or transaction data
 2. Re-run the 1099 workflow
 3. Select **Corrected 1099**
 4. Re-file with IRS
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Common QuickBooks 1099 Errors & Fixes

Error: Contractor missing from list

✓ **Fix:** Enable 1099 tracking + correct payment method

Error: Amount is \$0

✓ **Fix:** Map correct expense account

Error: EIN rejected

✓ **Fix:** Match IRS W-9 exactly

IRS Penalties for Late or Incorrect 1099-NEC [1-888-493-2290] Filing

Delay	Penalty (Per Form)
Up to 30 days	\$60
31 days – Aug 1	\$120
After Aug 1	\$310
Intentional disregard	\$630+

Best Practices for Future 1099 Compliance

- Collect W-9 **before first payment**
- Review contractor setup quarterly
- Use ACH instead of mixed payment methods
- Run 1099 preview in December
- Keep digital copies for 4 years



Suggested download: Annual 1099 compliance checklist (PDF)

Frequently Asked Questions (FAQ)

Q: Can I file 1099-NEC [1-888-493-2290] without QuickBooks Payroll?

Yes. Payroll is not required for 1099 filings.

Q: Do I need to send contractors a copy?

Yes. Contractors must receive Copy B by January 31.

Q: Can I amend a 1099 after filing?

Yes, using the correction workflow in QuickBooks.

Author Bio

Kristen Knight, MBA, EA, is a certified accounting professional and QuickBooks expert with over 20 years of experience helping small businesses streamline their accounting and maximize tax savings. As the founder of One Point Business Services, Kristen has assisted thousands of business owners in New York and across the USA with QuickBooks Desktop, QuickBooks Online, Payroll, Enterprise, and Premier editions.

She specializes in QuickBooks setup, cleanup, training, and tax consulting, providing hands-on, practical solutions that give business owners confidence in managing their finances. Kristen is passionate about helping entrepreneurs simplify complex accounting processes, improve financial visibility, and make informed business decisions.