Quick Steps for

2025 YEAR-END CLOSE

in Rent Manager Express

Introduction & eFiling

What's a 1099 again?

1099 is a tax form that reports certain types of income paid to recipients throughout a tax year. Rent Manager supports the **1099-NEC**, which includes payments made to independent contractors, and the **1099-MISC**, which covers rent, prizes and awards, and other kinds of miscellaneous income.

Between your daily responsibilities, recuperating from the holidays, and planning for the year ahead, finding time to navigate the foggy road of proper 1099 filing can feel almost impossible.

But don't worry, we're here to help! Rent Manager is designed to handle tax season with ease so you can spend more time rebounding from the busy holiday season.

This guide delivers tips for organizing and preparing your 1099s accurately and efficiently.

The IRS requires electronic filing for 10 or more information returns (like 1099s, 1098s, etc.). Rent Manager can help make this simple, as **we support electronic filing through the IRS FIRE system.** To use the system, you need a **Transmitter Control Code (TCC),** which is provided by the IRS. If you don't have a TCC, start your application ASAP—the approval process can take up to 45 days to complete.

For more information, please visit **Filing Information Returns Electronically (FIRE)**.

If you plan to print your information returns, you must purchase the forms from **Safeguard** to guarantee your Rent Manager data aligns properly.

Step 1:

Verify 1099 Amounts

Before you generate your vendor 1099s, you'll want to run a report to make sure your numbers look correct. The *1099 Vendor Breakdown Report* is an easy way to check your data before you move forward.

[Click here](#) for step-by-step instructions on accessing this report.

The report will display 1099 vendors and the following relevant info:

Tax ID
Entered on the vendor's account.

Total 1099
The amount that will display on the vendor's 1099.

YTD 1099
Amounts entered on the vendor's account as payments made prior to using Rent Manager (often these are payments made from your previous software).

1099 Amount
Total of the checks written within Rent Manager with the 1099 box selected on the check. This amount will be included in the vendor's 1099.

Non-1099 Amount
Total of the checks written within Rent Manager with the 1099 box deselected on the check. This amount will not be included in the vendor's 1099.

Next, you need to make sure your vendor information is accurate. Let's say you forgot to mark all of your payments to 1099 vendors as 1099 expenses… *Don't panic!*

You can use the *Vendor 1099 Adjustment Tool* to quickly see all payments made to each of your vendors and make your corrections in seconds. No one is perfect at record keeping, so we've made it easy to make adjustments when you need to most.

Find out how to use this tool by [clicking here](#).

If you notice a 1099 vendor is missing from your list, select the **Non-1099 Vendors** checkbox to show transactions for those contractors. Then, mark any transactions that are considered 1099 expenses. You'll be asked if you want to update the vendor to a **1099 Vendor**, which is required if you plan to generate a 1099 for the contractor.

Note: In certain situations, such as reimbursements, checks SHOULD BE excluded from the 1099. Leave those 1099 boxes deselected. To view all details on a specific check, double-click the row and the check will open.

Easily make up for lost time so your records are kept perfectly, no matter when you started using Rent Manager.

If you started using Rent Manager *after* January 1, 2025, or have fallen slightly behind on your data entry, use the *1099 YTD Balances Tool* to quickly input the balance of any missing transactions that should be included in the vendor's 1099 balance.

[Click here](#) to learn how to update these balances.

Now, when you generate your 1099s, the program will add the YTD balances to the Rent Manager 1099 activity, enabling you to provide each vendor with a single 1099.

As with your Vendor 1099s, you'll want to run a report for your Owner 1099s to make sure your numbers look correct. The *Owner 1099 Breakdown Report* is a simple, straightforward way to review your data before generating any final information returns for your owners.

Get in-depth instructions for accessing this report by [clicking here](#).

IMPORTANT! Owner 1099s should be based on the *TOTAL* income collected for the owner's entire portfolio (that means gross income), instead of net income. This is a common misconception when filing.

All 1099s are not created equal...There's a distinct difference between a Vendor 1099 and an Owner 1099!

For *Vendor 1099s,* Rent Manager totals the amount of the year's checks written to each contractor designated as a 1099 vendor and any YTD Balance.

For *Owner 1099s,* the program tallies the amount of the year's income received for the property within the contract dates. The amount the owner was paid throughout the year *IS NOT* considered in the 1099 total.

Additionally, income received outside of the owner's contract dates *WILL NOT* be included in the 1099 amount.

If instead you print your completed 1099s directly from the software, contact **Safeguard** to obtain 1099-NEC and 1099-MISC forms.

Rent Manager supports both the 1099-NEC and 1099-MISC forms.

Find out how to generate these forms for Vendors by **clicking here**.

For directions on generating these forms for Owners, **click here**.

As a reminder, Owner 1099s are based on the TOTAL income collected for the owner's entire portfolio (that means gross income), instead of net income.

Step 2:
Export or Print 1099s

Rent Manager supports electronic filing of 1099 information returns to the IRS via the **Export 1099** tool. Remember that if you have 10 or more information returns, the IRS requires that you file electronically. The Export 1099 tool creates a file to be uploaded to the FIRE system, which requires a **Transmitter Control Code (TCC)** issued by the IRS.

When you file your 1099-NEC or 1099-MISC returns electronically, there's no need to submit corresponding 1096 paper forms. The export file automatically includes that information.

The simplified wizard in Rent Manager Express walks you through the process of exporting your 1099s for both vendors and owners. It also offers more options for Transmitter, Payer, and other fields to provide greater flexibility.

Click here to learn how to use this tool for Vendors.

Click here to learn how to use this tool for Owners.

Step 3:

Generate 1099 Copies for Your Owners & Vendors

After double checking that all your vendor information is correct and up-to-date, you can create copies of your 1099s for your owners' and vendors' records. The *Vendor 1099 Copy B Report* in Rent Manager creates both the 1099-MISC Copy B and the 1099-NEC Copy B forms without needing a pre-printed form.

Note: The Vendor 1099 Copy B Report is solely for your vendors' records and *CANNOT* be substituted as a submission to the IRS.

You have the option to print this report, send it via **Virtual Post Office (VPO)**, or email it to individual vendors. We recommend referring to official IRS publications and consulting with your accountant to determine the proper methods to furnish these copies to the recipients.

Click here for directions on how to generate this report for Vendors.
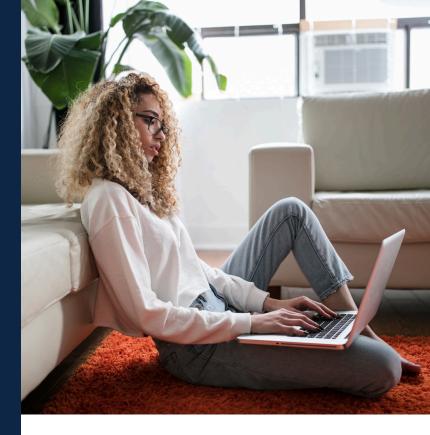
You can generate the *Owner 1099-MISC Copy B Report* in Rent Manager without needing a pre-printed form.

To print these reports for Owners, click here to access Rent Manager Express Help. Remember, these reports are solely for your owners' records and CANNOT be substituted as a submission to the IRS.

We recommend referring to official IRS publications and consulting with your accountant to determine the proper methods to furnish these copies to the recipients.

IRS FIRE System Retirement

The IRS is replacing its **FIRE System** with the **IRIS System** starting with the **2027 filing season**. Rent Manager is preparing for this change, but currently only supports filing through FIRE. We'll keep you informed as we move closer to this transition.

CONGRATULATIONS!

You're now on your way to a less-taxing tax season!

For more help with your year-end preparations, check out our online comprehensive tax-prep information center:

Rent Manager Help - **How to Prepare Vendor 1099s**

Rent Manager Help - **How to Prepare Owner 1099s**

Also, visit the **Rent Manager User Forum** every day for helpful peer-driven tips and advice.

From our office to yours,

We wish you a happy, profitable start to 2026!

Rent Manager
PROPERTY MANAGEMENT SOFTWARE