

2024

1099-S FILING SEASON



The filing season for 1099-S FORMS is fast approaching.

The Form 1099-S, along with the appropriate Form 1096 transmittal, must be submitted to the Internal Revenue Service no later than February 28, 2024, if filing on paper, or by April 1, 2024, if filing electronically.

As you know, the IRS has reduced the e-filing threshold from 250 forms per year to only **10 forms** per year. If you have not yet reviewed the IRS materials on this topic, please refer to our [Agent Alert](#).

The table presented below is intended to serve as a quick reference to the filing process.

HOW	WHAT	WHEN	WHERE
TO TRANSFEROR(S)			
By Hand Delivery at the Closing - Or - By U.S. Mail to Transferor's Address	Copy B of Form 1099-S - Or - Substitute Form 1099-S	At the time of the Closing - Or - On or before February 15, 2024	Address given by Transferor - should be the address used as of January 31, 2024.
TO THE INTERNAL REVENUE SERVICE			
VIA ELECTRONIC FILING <i>(Required if filing 10 or more forms)</i> All remitters need to validate their identities & establish an account at www.irs.gov/iris . To do so, apply for a Transmitter Control Code (aka TCC). Allow up to 45 calendar days for processing. Any questions or issues regarding application for TCC, please feel free to contact the IRS at 866-455-7438, Monday-Friday 8:30 a.m. – 5:30 pm. EST.	The IRIS Taxpayer Portal is a free, web-based filing system that allows you to: <ul style="list-style-type: none"> E-File up to 100 returns at a time Enter Manually or by .csv upload Download payee copies to distribute Keep a record of completed, filed and distributed forms Save & Manage issuer information Refer to: IRIS Taxpayer Portal User Guide	No Later Than April 1, 2024	E-file Forms 1099 with IRIS Internal Revenue Service (irs.gov) IRIS Help: Call 866-937-4130 Available Monday-Friday 7:30 a.m. - 7:00 p.m. ET Reference Video for IRIS: Information Returns Portal

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CATIC'S 1099-S TEAM

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HOW	WHAT	WHEN	WHERE
<p>VIA PAPER FILING</p> <p><i>(Allowed if filing less than 10 forms)</i></p> <p><i>See Gen Inst for Certain Info Returns, page 6 "Private delivery services" & addresses, if you plan to use a courier other than U.S.P.S. to send filing to IRS.</i></p> <p>(IRS does not accept Substitute Form 1099-S. See Gen Inst for Certain Info Returns, para G for details.)</p>	<p><u>Copy A of Original Form 1099-S</u> together with Original Form 1096</p> <p>(3 to a page carbonized form with Red Print)*</p>	<p>No Later Than February 28, 2024</p>	<p>For AL, FL, GA, KY, MA, ME, NH, NJ, NY, NC, OH, VT: Internal Revenue Service Austin Submission Processing Center P.O. Box 149213 Austin, TX 78714</p> <hr/> <p>For CT, PA & RI: Dept. of the Treasury IRS Submission Processing Center 1973 North Rulon White Blvd. Ogden, UT 84201</p> <hr/> <p>For IL, IN, SC & TN: Dept. of the Treasury IRS Submission Processing Center P.O. Box 219256 Kansas City, MO 64121-9256</p> <hr/> <p><i>(See Gen Inst for Certain Info Returns if your principal business address is in any other state.)</i></p>

Above information is taken from the [2023 General Instructions for Certain Information Returns and Instructions for Form 1099-S](#), which may be found on www.irs.gov for further reference.

More information on next page.



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*For Paper Document Reporting, all forms must be prepared in accordance with IRS guidelines. Do not cut or separate Copies A of the triplicate form. Do not staple, tear, tape or photocopy any forms. Please remember the IRS DOES NOT ACCEPT SUBSTITUTE FORM 1099-S filings. (See Paragraph G of the 2023 General Instructions for Certain Returns for more detailed information.) If you choose to give a substitute form to the Transferor, it must comply with Pub. 1179.

You may obtain Forms 1099-S and 2023 Forms 1096 by calling the IRS at 800-829-3676 or by visiting [Order Products | Internal Revenue Service \(irs.gov\)](#) (Order Forms & Publications).

CATIC® has a limited supply of Forms 1099-S and Forms 1096 for distribution to our agents. Orders may be placed via our website <https://lf.catic.com/Forms/Supply-Order-Form>. Or you may call our Corporate Headquarters at 800-842-2216.

If you have specific questions about reporting on Form 1099-S or need guidance on technical aspects of electronic filing through the FIRE Systems, please call the IRS information reporting customer service site toll free at 866-455-7438. They are available Monday through Friday 8:30 a.m. – 5:30 p.m. EST.

A presentation is available on CATIC Academy® entitled "[Form 1099-S Proceeds from Real Estate Transactions.](#)" Enter your login name and password, click on Agent Home, access CATIC Academy® and browse Education by State, select "Industry-Wide." The CATIC Academy webinar also includes a presentation about using PrepExpress and recent updates to the 1099-S module.

Should you have any further questions, please feel free to email CATIC's 1099-S TEAM at Filings@catic.com or call your local CATIC® office.



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