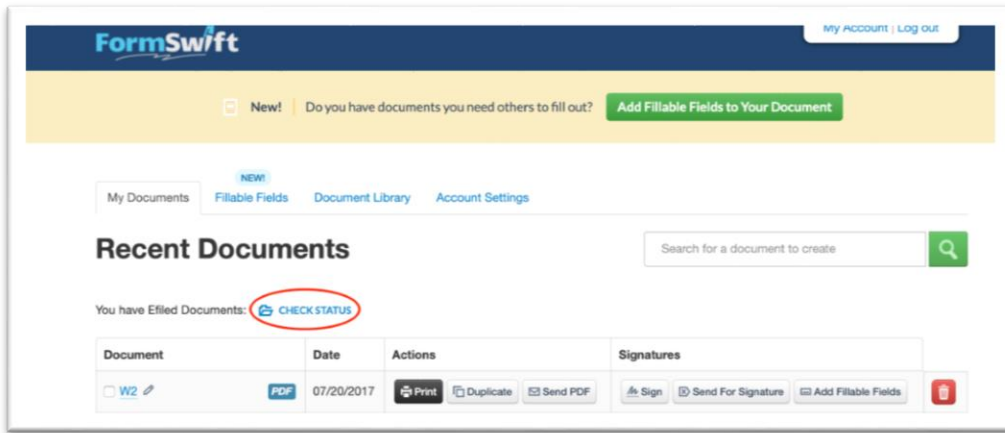
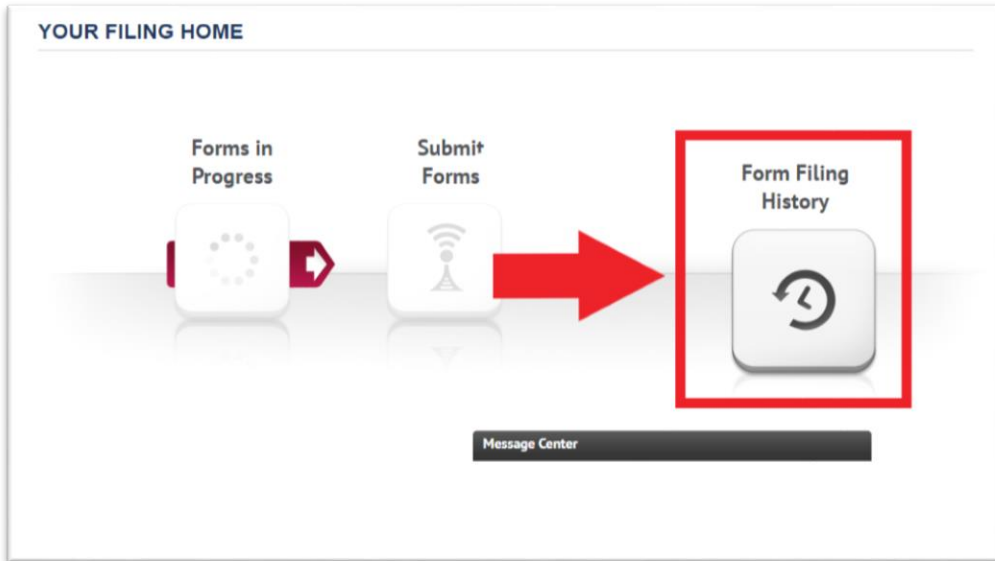


You can retrieve all stored data from the Formswift / Nelco portal directly. To access the data, please follow steps below:

Enter the Nelco portal via the Formswift application by clicking “Check Status”



Click on “Form Filing History”



Click on the printer icon to access form data (you may need to click each submission to access all data)

Return to Your Filing Home

Form Filing History

Search by TIN, Payer Name, Recipient Name, or Confirmation #

LEGEND:

- Check Status
- Print Forms & Receipt

2019			
DOMESTIC PAYER NAME LINE ONE			
Confirmation #: 216452	Submitted: 3/25/2020	1099-MISC	
Confirmation #: 216451	Submitted: 3/25/2020	1099-MISC	
My Company			
Confirmation #: 216453	Submitted: 3/25/2020	1099-MISC	

Leave all recipients selected and click "Next"

Return to Form Filing History

Print Forms & Receipt

Search by TIN or Payee Name

DOMESTIC PAYER NAME LINE ONE

Confirmation #: 216452 Submitted: 3/25/2020 Service: Federal & State E-filing & Recipient Mail & Online Retrieval

Name	Form Type
<input checked="" type="checkbox"/> Tom Smith	1099-MISC

Choose "Detail Report" and then click "Download"

Return to Print Forms & Receipt

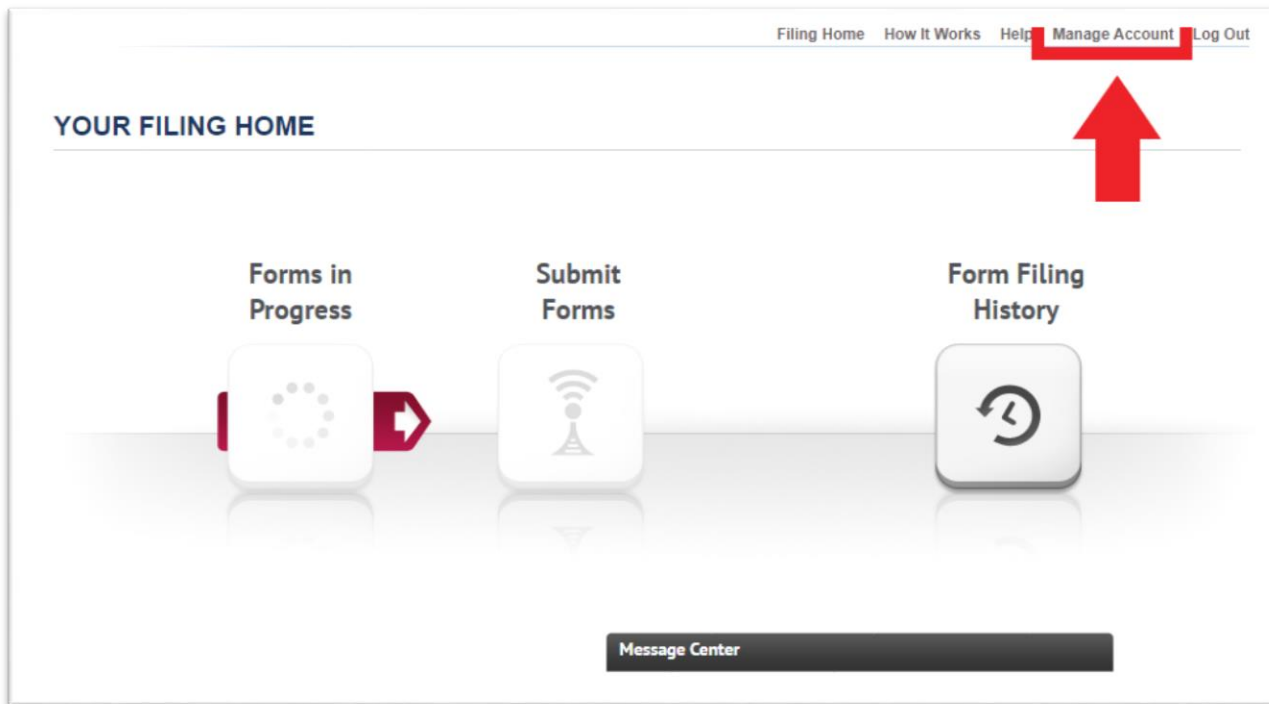
Print Forms & Receipt

Form/Report	Description	Format
<input type="checkbox"/> Copy B	Replacement copy for the Recipient's records	PDF
<input type="checkbox"/> Copy C	A Payer copy	PDF
<input type="checkbox"/> Copy 1	State Tax Department copy	PDF
<input type="checkbox"/> Copy 2	Replacement copy for the Recipient's state income tax form	PDF
<input type="checkbox"/> 096	Annual Summary and Transmittal of U.S. Information Returns (Do not file. Record copy only.)	PDF
<input type="checkbox"/> Summary Report	Recap of all monetary fields at the TIN level, by form type.	PDF
<input checked="" type="checkbox"/> Detail Report	Detailed listing of all fields for selected forms, with totals by form type.	CSV
<input type="checkbox"/> Receipt	Receipt for the entire batch.	PDF

PDF will also include any applicable state reconciliation forms.

This will provide a CSV file containing all that submissions information.

To view account information, click on “Manage Account” in the top toolbar:



To access all information in a portable format, please email jjenison@nelcosolutions.com