



1099-MISC BOX 10 PRINT MISALIGNMENT INSTRUCTIONS

UAN was recently alerted to a printing misalignment of **Box 10 (Gross proceeds paid to an attorney)** on the **2020 1099-Misc** forms. Your entity has used UAN to report “Gross proceeds paid to an attorney” on a 1099-Misc form in the past. Therefore, we are sending you detailed instructions to correct the 2020 Box 10 alignment in case you need to use this box again for 2020. If your entity does NOT require **Box 10** of the 1099-Misc in UAN to report any “**Gross proceeds paid to an attorney**” for 2020, please ignore these instructions. If you DO need to use Box 10 for 2020 and require assistance correcting the printing alignment beyond the instructions provided below, contact UAN Support at 1-800-833-8261.

2020 1099-Misc Box 10 Printing Alignment Instructions:

Step 1: Go to **General > Maintenance > Entity Setup**

Step 2: Click on the **Forms** tab.

Step 3: In the **1099-Misc Layout** section, select **Use custom layout**.

Step 4: On the right side, select **2020** from the drop-down box.

Step 5: Click the **Design 1099-Misc** button. The form designer will open.

Step 6: On the **left** side, click on the **1099 Part 1** tab (see picture below).

Step 7: Click and drag the **bottom-right box** to the position indicated below.

* Be sure to align the **bottom** of the box with the **bottom of the address box** (“456 Side Street”), and align the **sides** of the box with the **sides of the boxes above**. Use the **blue snap lines** that appear as indicated below to ensure that the position is correct. Align the box exactly as shown in the picture.

Step 8: On the **left** side, click on the **1099 Part 2** tab.

Step 9: Repeat Step 7 to move the **bottom-right box** to the correct position.

If desired, click the **Print Test** button to print a test sheet on **plain paper**. Hold the test sheet on top of a 1099-Misc form to verify the alignments.

Step 10: Click **Save** at the bottom of the form designer.

Step 11: Click **OK** on the popup system message.

Step 12: Click **Close** at the bottom of the form designer.

Step 13: Click **Save** and then **Close** at the bottom of the Entity Setup screen.

1099 Part 1

Detail1

Generic Township			123,456.00
123 Main Street			
Anytown, USA 00000			
(999) 123-4567			123,456.00
10-1565168	10-5146543		123,456.00
Johnny Appleseed			
456 Side Street			
Anytown, USA 00000			
Payee Acct 1			123,456.00

Generic Township	X		123,456.00
123 Main Street			
Anytown, USA 00000			
(999) 123-4567			123,456.00
10-1565168	10-5146543		123,456.00
Johnny Appleseed			
456 Side Street			
Anytown, USA 00000			
Payee Acct 1	X		123,456.00

Preview
Address/Personal Items
Report Explorer
Properties
Signatures and Messages

Reset To Default Reset To Saved Print Test **Save** Close