



Passport Software Proxy Filing Services Tax Year 2024

PBS™ Payroll W-2 & 1099s for Payroll/Accounts Payable

Passport Software, Inc. is again offering proxy filing of Federal W-2 and 1099s to our PUP-current customers. Pricing is per company ID and per filing submission, e.g., 1099 MISC and 1099 NEC are charged separately.

1-100 W-2s	\$325
101-300 W-2s	\$425
301-500 W-2s	\$525
501- 1,000 W-2s	\$825
1,001-2,000+ W-2s	\$1,625

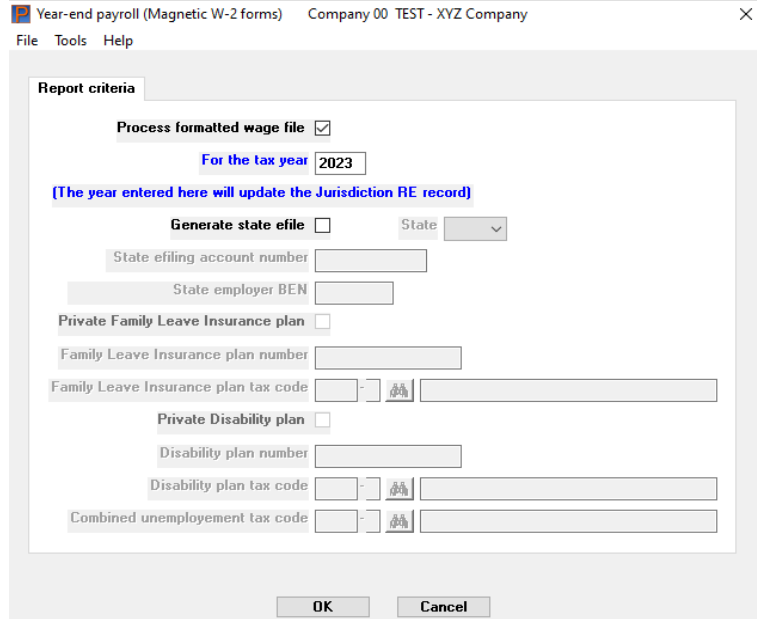
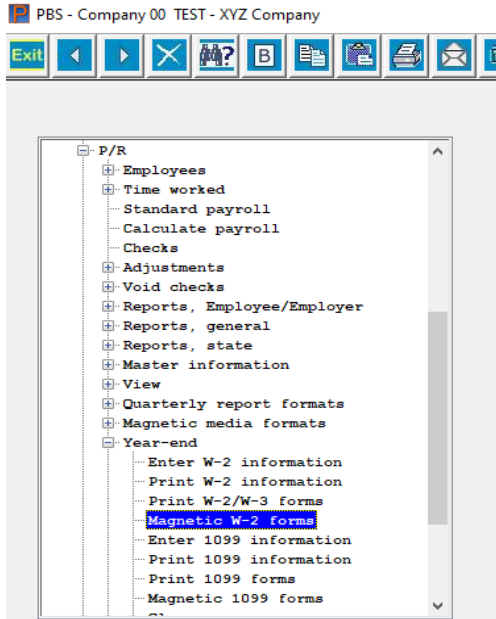
Passport will also submit to the Social Security Administration covering [Social Security Number Verification Services](#) (SSNVS). Please add \$300 retail to any of the above options.

W2-Cs - Resubmissions are billable at our current hourly support rates.

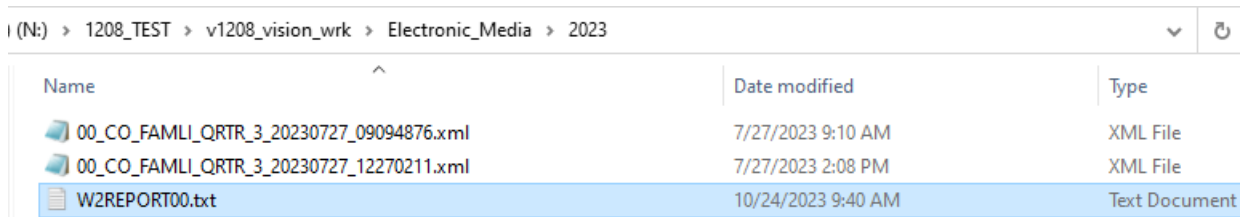
Passport will upload client-generated Electronic Filing W-2 (EFW2) files to the IRS (BSO) with notification to the client of acceptance by email. This is Federal filing only—not individual states and does not include printed hard copy forms.

Client Responsibilities

1. Place order and submit payment for Proxy filing services
2. Client creates their EFW2 Federal magnetic media
 - a. Go to **Payroll>>Year-end>>Magnetic W-2 forms**.
 - b. On the selections screen, Federal files only require that the first box is checked and the correct year is entered. Click OK.



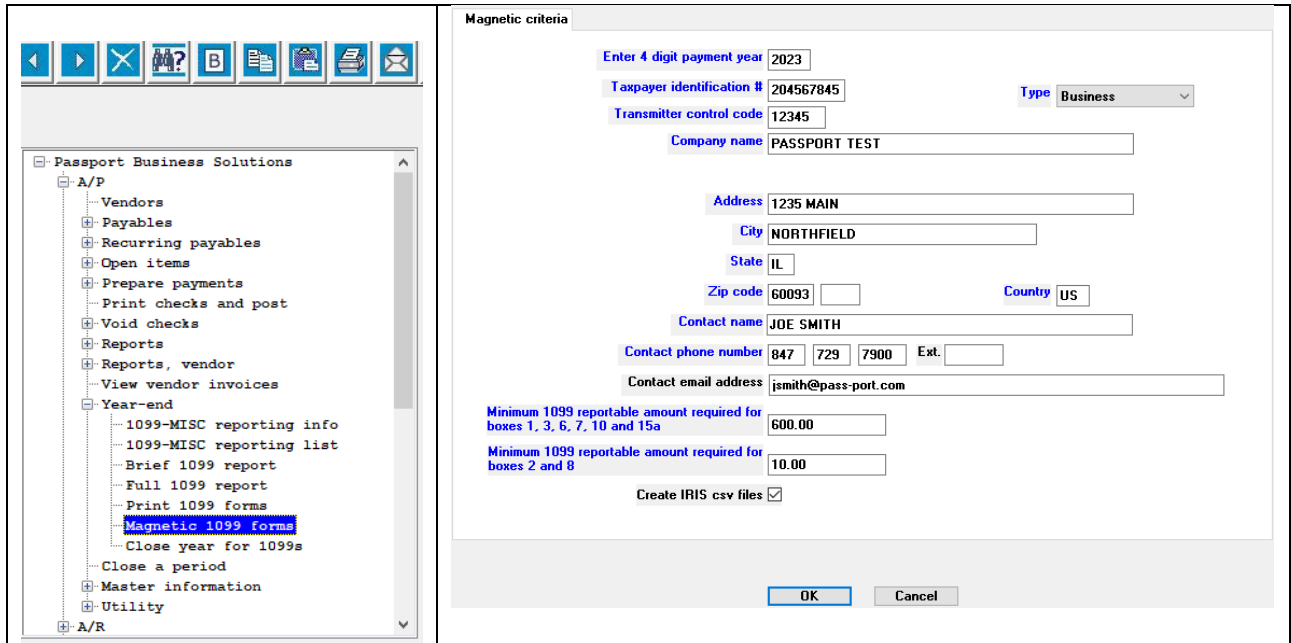
- c. The EFW2 formatted text file will be in the top level of the PBS install, under the **Electronic_Media>>(year)** sub-folder. It will be named **W2REPORTxx.txt**, where "xx" will be the PBS Company ID. In this screenshot the year/sub-folder is "2023" and the Company is "00".



- d. The transmission file contains sensitive data. Do not email it to Passport. Instead, please upload it to your secure [FMS](#) area or use a direct file transfer during a screenshare with a Passport Support Member. If you don't have or don't remember your FMS login credentials, or if you need assistance uploading your file(s), please contact your Passport Partner or [Passport Software](#).

TY 2024 PSI Proxy submission for Payroll or Accounts Payable 1099s:

1. Place order and submit payment for Proxy filing services. NEC and MISC are both covered and each are separate filings/submissions.
2. Client creates the CSV Magnetic Media
 - a. Go to **Payroll or Accounts Payable>>Year-end>>Magnetic 1099 forms**.
 - b. On the selection screen, enter the year, Passport's Transmitter Control Code (DBCY4), Payee information, and check the box to **Create IRIS csv files**.



- c. The .csv file will be in the top level of the PBS install, under the **Electronic_Media>>(year)** sub-folder. The naming convention is CompanyID_FormType_Year_Date_Module_Count.csv, as in 00_1099-MISC_2023_20231201_AP_00000000.csv. Each csv file can only contain 100 forms, in other words 100 records/rows. The count is incremented by 1 for each additional file needed.

1208_TEST > v1208_vision_wrk > Electronic_Media > 2023

Name	Date modified	Type
IRSTAX00	12/5/2023 1:24 PM	File
00_1099-MISC_2023_20231205_AP_00000000.csv	12/5/2023 1:24 PM	Microsoft Excel Comma Sepi
00_1099-NEC_2023_20231205_AP_00000000.csv	12/5/2023 1:24 PM	Microsoft Excel Comma Sepi

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For 1099 Proxy filing *without* accompanying W-2 filing services, the rates are as follows for each filing of either NEC or MISC:

1-100 1099s	\$325
101-300 1099s	\$425
301-500 1099s	\$525
501- 1,000 1099s	\$825
1,001-2,000+ 1099s	\$1625

PBS and CashPoint Payroll customers electing Passport Software to proxy file their W-2s will receive a 25% discount on all 1099 proxy filings completed by Passport Software.

1099 corrections are billable at current support rates.

Affordable Care Act (ACA) software and/or services, including proxy filing and penalty consultation are available as well, please inquire for pricing.

We are here to help and we thank you for your business!

The Passport Software Team

Passport Software, Inc.

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