



Passport Software Proxy Filing Services Tax Year 2025

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

Passport Software, Inc. is offering proxy filing of 2025 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

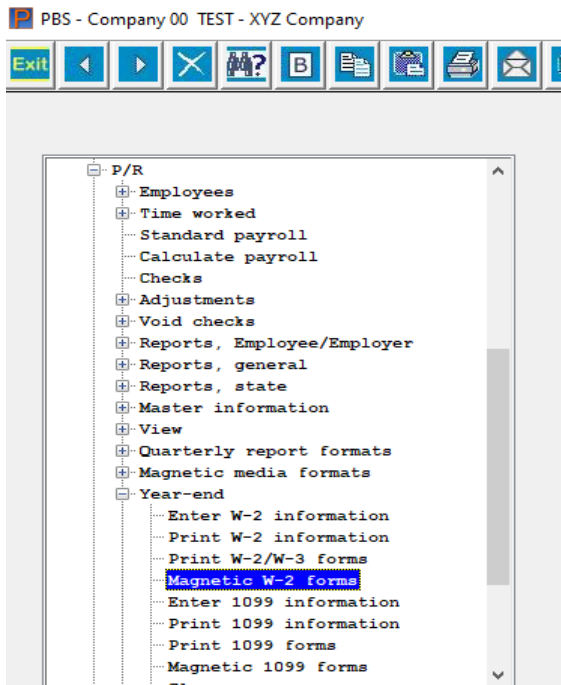
Passport will also perform [Social Security Number Verification Services](#) (SSNVS) via the SSA. Please add \$300 retail to any of the above options.

Form W2-C services - 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.



Year-end payroll (Magnetic W-2 forms) Company 00 TEST - XYZ Company

File Tools Help

Report criteria

☒ **Process formatted wage file**

For the tax year 2025

(The year entered here will update the Jurisdiction RE record)

☐ **Generate state efile** State ▼

State efile account number

State employer BEN

☐ **Private Family Leave Insurance plan**

Family Leave Insurance plan number

Family Leave Insurance plan tax code

☐ **Private Disability plan**

Disability plan number

Disability plan tax code

Combined unemployment tax code

MW508 Employer rep. title

NAICS Code

- 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 “2025” and the company is “00”.

N:) > 1208_TEST > v1208_vision_wrk > Electronic_Media > 2025

Name	Date modified	Type	Size
IRSTAX00	10/1/2025 2:11 PM	File	0 KB
W2REPORT00AR.txt	6/6/2025 8:55 AM	Text Document	4 KB
W2REPORT00AR	6/6/2025 8:48 AM	File	4 KB
W2REPORT00.txt	6/5/2025 3:27 PM	Text Document	12 KB
W2REPORT00RI.txt	6/5/2025 3:20 PM	Text Document	4 KB

- 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 2025 PSI Proxy submission for Payroll or Accounts Payable 1099s:

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

Year-end (Magnetic 1099 forms) Company 00 TEST - XYZ Company

File Tools Help

Magnetic criteria

Enter 4 digit payment year: 2025

Taxpayer TIN type: EIN Taxpayer ID: 204567845

Transmitter control code: CBCY4

Company name: TEST-XYZ COMPANY

Address: 1235 MAIN STREET

City: NORTHFIELD

State: IL

Zip code: 12345 Country: US

Contact name: JOE SMITH JR

Contact phone number: 123 234 3454 Ext.

Contact email address: Support@pass-port.com

Minimum 1099 reportable amount required for boxes 1, 3, 6, 7, 10 and 15a: 600.00

Minimum 1099 reportable amount required for boxes 2 and 8: 10.00

Create IRIS csv files ☒

<F2> = TEST - XYZ COMPANY, <F3> = enter a person's name

OK Cancel



- 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_2025_20251201_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.

N:) > 1208_TEST > v1208_vision_wrk > Electronic_Media > 2025

Name	Date modified	Type	Size
00_1099-MISC_2025_20251001_AP_0001....	10/1/2025 2:16 PM	Microsoft Excel Co...	3 KB
00_1099-NEC_2025_20251001_AP_0001.csv	10/1/2025 2:16 PM	Microsoft Excel Co...	3 KB
IRSTAX00	10/1/2025 2:11 PM	File	0 KB
W2REPORT00.txt	6/5/2025 3:27 PM	Text Document	12 KB

- 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 do not have or remember your FMS login credentials, or if you need assistance uploading your file(s), please contact your Passport Partner or [Passport Software](#).

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

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