

How to Print and File 1099-DIV, Dividends and Distributions

Ez1099 software is the simple, fast and affordable tax forms preparing, printing and eFiling solution for businesses and accountants

If you have not set up an account and recipients to prepare to 1099-div form, you can click here to see

- [How to add a new account](#)
- [How to add a new recipient](#)



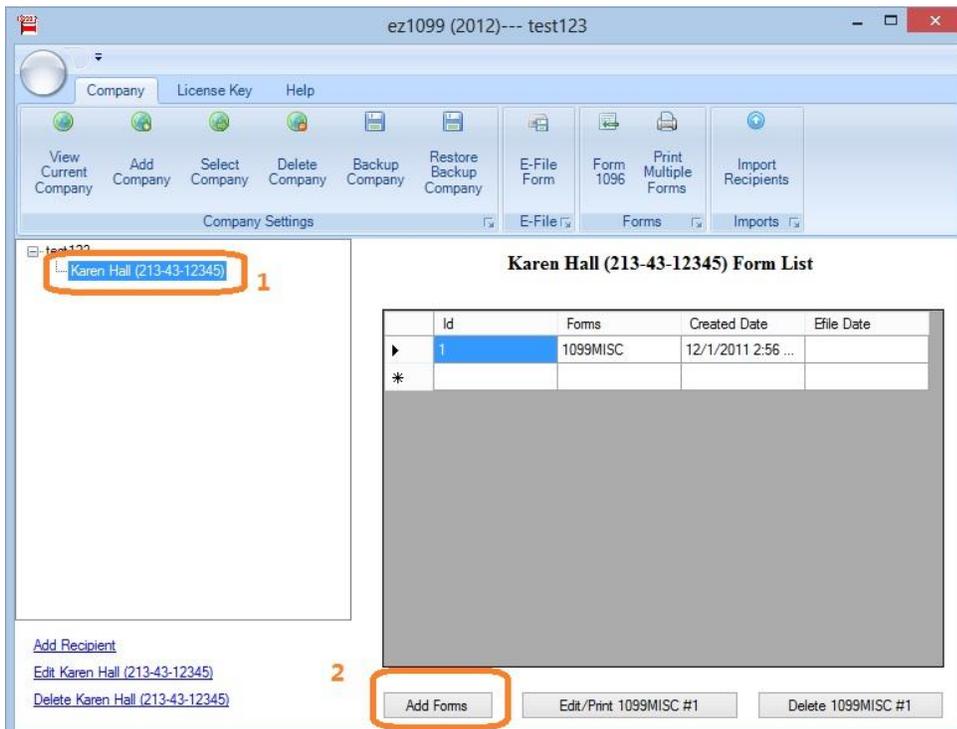
[ez1099 software](#) can prepare, print and efile forms W2G, 1097BTC, 1098s (1098, 1098C, 1098E, 1098 T), 1099s (1099A, 1099B, 1099C, 1099CAP, 1099DIV, 1099G, 1099H, 1099INT, 1099LTC, 1099MISC, 1099OID, 1099PATR, 1099Q, 1099R, 1099S, 1099SA), 5498s(5498, 5498ESA, 5498SA), 8935, 3921, 3922, 1096 forms required by the IRS.

If you do not have ez1099 software installed, try it free today with no obligation and no cost.

[Download Now](#) [Buy Now](#)

Step 1: Add a new 1099-div form

- Start ez1099 software, select the recipient and click the **Add Form** button



The screenshot shows the ez1099 software interface. The main window is titled "ez1099 (2012)--- test123". The menu bar includes "Company", "License Key", and "Help". The toolbar contains buttons for "View Current Company", "Add Company", "Select Company", "Delete Company", "Backup Company", "Restore Backup Company", "E-File Form", "Form 1096", "Print Multiple Forms", and "Import Recipients".

The "Company Settings" dropdown menu is open, showing a list of recipients. The recipient "Karen Hall (213-43-12345)" is selected and circled in orange, with a "1" next to it.

The "Karen Hall (213-43-12345) Form List" window is displayed, showing a table with the following data:

Id	Forms	Created Date	Efile Date
1	1099MISC	12/1/2011 2:56 ...	

Below the table, there are buttons for "Add Forms", "Edit/Print 1099MISC #1", and "Delete 1099MISC #1". The "Add Forms" button is circled in orange, with a "2" next to it.

At the bottom left, there are links for "Add Recipient", "Edit Karen Hall (213-43-12345)", and "Delete Karen Hall (213-43-12345)".

Step 2: Enter 1099-div form information

Enter form details. if you have questions, you can also check Form 1099-DIV Instructions at <http://www.irs.gov/instructions/i1099div/>

If you are ready to print form, you can click the "SAVE" button to save your changes first and click the "PRINT" button to view print options.

Step 3: Print 1099-div form

If you are ready to print form, you can click the "SAVE" button to save your changes first and click the "PRINT" button to view print options.

Recipient copies:

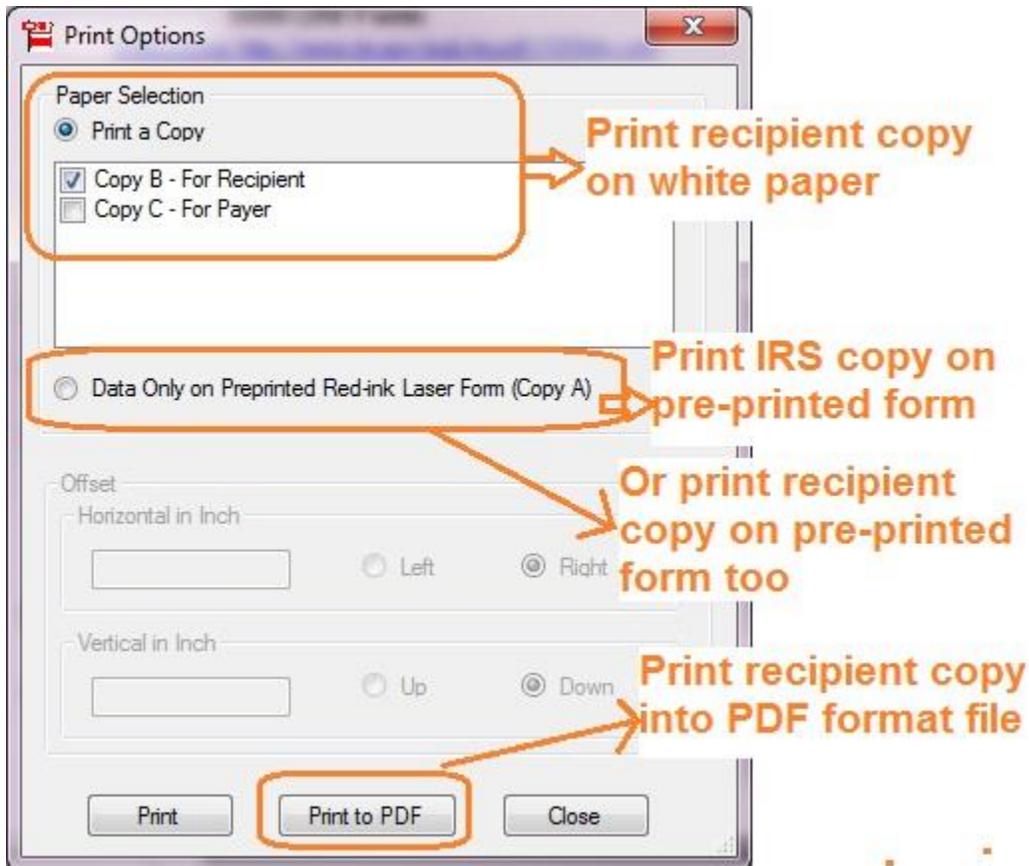
- You can print form on white paper - Or you can fill data on pre-printed forms by choosing data only option for copy A

IRS copy:

The Red-ink form is required since IRS does not certify black-and-white substitute form. You need to choose the "Data only" option

PDF files

You can click the "PRINT TO PDF" button to print recipient copies into PDF files. However, this feature is only available for advanced version.



Note:

- **Multiple forms printing**

If you need to print multiple IRS copies for different recipients at the same time, please check this article on [how to multiple copies of 1099s form at the same time](#)

- **eFile 1099-DIV**

If you need to efile your forms, you can view this article on [How to eFile 1099s form](#)