

Click Federal Section and go to the Income section

The screenshot displays a web interface for tax software. On the left is a sidebar with a 'Form Finder' search box and a navigation menu. The 'Federal Section' is selected, and 'Income' is highlighted. The main area shows a list of income-related forms with their descriptions and action buttons. A yellow callout box with a black border points to the 'BEGIN' button for '1099-NEC'.

Form Name	Description	Action
W-2 (Most Common Form)	Wages and tax statement	EDIT
Form 1099-G Box 2	State or local income tax refunds, credits, or offsets	BEGIN
1099-INT, DIV, OID	Interest income, dividends, and distributions	BEGIN
1099-R, RRB-1099, RRB-1099-R, SSA-1099	Distributions from pensions, annuities, retirement, IRAs, social security, etc.	BEGIN
Form 1099-G Box 1	Unemployment Compensation	BEGIN
1099-MISC	Miscellaneous income	BEGIN
1099-NEC	Nonemployee compensation	BEGIN

**CLICK BEGIN NEXT TO 1099-NEC**



2020

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[SAM HARRIS](#) ▾

[Save & Exit](#) ↗

Form Finder

Enter the form number...

Basic Information

**Federal Section**

Income

W-2 Wage Statement

Deductions

Recovery Rebate Credit

Other Taxes

Payments & Estimates

Miscellaneous Forms

COVID-19 Relief

Recovery Rebate Credit

Health Insurance

State Section

Summary/Print

# Form 1099-NEC

CANCEL

CONTINUE

**1. ENTER THE PAYER INFORMATION**

## Payer Information

Payer's name \*

Test Inc

Check here if foreign address

Address (street number & name) \*

923 South Main

ZIP code \*

79938

City, town, or post office \*

El Paso

State \*

Texas

Use payer's SSN as ID

Payer's TIN \*

Also may be found in the box labeled Payer's Federal Identification Number

58

1111111

**SCROLL DOWN**



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### Recipient Information

Also may be found in the box labeled Recipient's Identification Number

Recipient's name \*

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**2. ENTER THE RECIPIENT INFORMATION**

Check here if foreign address

Address (street number & name) \*

36 SOUTH ST

ZIP code \*

76010

City, town, or post office \*

Arlington

State \*

Texas

Account Number

### Income

1 Nonemployee compensation

\$ 2650

**3. ENTER BOX 1 – COMPENSATION AND ANY OTHER BOXES THAT HAVE AMOUNTS IN THEM**

2

3

**4. SCROLL AND CLICK CONTINUE**



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#### Form Finder

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Form 1099-NEC

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## Transferring 1099-NEC to Schedule

Income recorded on a 1099-NEC is reported as either business income (on a Schedule C) or as farm income (on Schedule F).

How would you like to report this income? \*

Schedule C - Business Income

Schedule F - Farm Income

**5. CHOOSE SCHEDULE C  
AND CLICK CONTINUE**

BACK

CONTINUE

2020

**Schedule C**

**CANCEL**

This business belongs to Taxpayer

**Name and Address**

Business Name  
Leave blank if no separate business name.

Employer ID  
Leave this field blank if you're using an SSN as your EIN.

Address (street number & name)

ZIP code City, town, or post office State  
- Please Sele

**Business Type**

Business Code  
[Click here for a list of Business Codes](#)

Description of Business \*  
MAID SERVICE

**CANCEL**

**6. SELECT WHO THE FORM BELONGS TO**

**7. SELECT WHO THE FORM BELONGS TO**

**8. ENTER BUSINESS CODE AND DESCRIPTION**



## How To Complete Form 1099NEC/Self Employment

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### How to Find This Form:

1. Click the “Federal Section” tab in the white box on the left-hand side of the screen.
2. Click the blue “Common Forms” box towards the top of the screen.
3. Click the blue “1099 NEC– Miscellaneous Income” link.

### How To Complete This Form:

1. Complete the Payer’s information section exactly as it is on the 1099 NEC.
2. Select who is the recipient of the form. It will either be the taxpayer or the spouse.
3. Fill out the form as it appears on the 1099 NEC.
4. After you complete the form, scroll down and click on the green “continue” box.
5. When prompted on how to report the income, Click on the “Schedule C- Business Income” bubble. Then click “continue”.

You should now see a form that reads “Schedule C” at the top of the page.

6. Select whom the form belongs to. It will be either the Taxpayer or the Spouse.
7. On the Schedule C enter the business name and address.
  - a. If the taxpayer doesn’t have a business name you can just enter their name.
8. Enter the business code and business description.
9. Click “continue” to save.