

Print Management Partners (PMP) Year End File Creation Process

Once you have created and reviewed the W-2s, 1099-MISCs, and/or 1095-Cs and are ready to have PMP print, mail and/or e-file, you need to create a file(s) in the format needed to upload to the Go2TaxSolutions website.

There are templates that must be downloaded to CyberTax to ensure the files are created properly and without error. Login to the Client Website and choose Support and Downloads. Then choose Miscellaneous.



Find the three templates shown below. If they aren't at the top of your screen click "Date Posted" a couple of times to have them appear.

Miscellaneous Downloads		
Filename	<u>Size</u>	Date Posted
Print Management Partners 2018 ACA Template.xlsx	0.1 MB	11/16/18
Print Management Partners 2018 W-2 Template.xlsx	0 MB	11/14/18
Print Management Partners 2018 1099 Template.xlsx	0 MB	11/14/18

Click the desired template to download. Open and Enable Editing. Then Save As to a location within your CyberPay Data folder. Temp or Data is a good choice.

Û	PROTECTED VIEW Be	careful—files from the l	nternet can contain viruses. Unless you need to edit, it	's safer to stay in Protected View. Enable	Editing	
A1	3 • : 🗙	✓ fx				
	А	В	С	D	E	
1	FormType	PFIN	PName	PAddress1	PAddress2	PCity
2	Form 1099 type	Payer's Fed Identification N		Payer Address Line	a 1 Payer Address Line 2	Pa
-	EXAMPLE					
	W-2 Template Instructions	12-3456789	ABC Corporation	1 Main Street	Suite 00	Sunrise
6 7 8 9 10	All cells include in Cells shaded red are re At least one amount m Enter Form Type exact If filing multiple form	nstructions for filling equired fields. Just be entered in ar ly as shown in field 4 types, fill in the info	in data. amount field. All amounts must be positive r iA, including hyphen and capital letters. rmation for each form using the tabs at the bo at Row 12. Any thing above Row 10 will be ig	ttom of this document. All forms will be		nange the name of
	← → ✓ ↑ ↓ Downloa ► Pictures ▲ OneDrive		C > Second Disk (E:) > CyberP Name Print Management Partner Print Management Partner Print Management Partner	s 2018 1099 Template.xlsx s 2018 ACA Template.xlsx		

Open CyberTax. Choose 2. Magnetic Media and 4. Create Magnetic Media File

User: Admin	Friday, October 06, 2017		
1. Ta <u>x</u> Forms ->	1. Map Layout		
2. <u>M</u> agnetic Media ->	2. Set O <u>v</u> erride Data		
3. <u>G</u> lobal Tax Updates ->	3. <u>C</u> ustom W2 S Records		
4. Year End Procedures ->	4. Create <u>M</u> agnetic Media File		
5. <u>U</u> tilities ->	5. <u>P</u> rint W2 Proofs		
6. Print Reports ->			
	<u>A</u> bout <u>E</u> xit		



Choose All or Selected companies to create files for. This can be done as a bulk file creation but we always recommend choosing a group of 20-25 companies in case an error occurs. It's much easier to determine what went wrong with 1 of 25 companies versus 1 of 100.

For W-2s:

- 1. Scroll to the "SSA Mag Media for PMP Excel File" option
- 2. Click the magnifying glass next to file name to create a file name and choose a file location
- 3. Click the magnifying glass next to the Template File Name and find the W-2 template you just downloaded and saved
- 4. Click Create
- 5. Feel free to open the file in Excel and check as needed
- 6. Follow steps 1-5 if additional files need to be created

Сог	mpany to Process ————	Combin	ied Filling	Year	12010	Start Date:	
С	All		Hide Co		rter: Third Quarter	End Date:	
6	Selected		Not In Group	. I Mon	th: November	\sim	
	Select Group				ect File Layout:	Force ACA R	edownload
	0333	0333	33333333		A EFW2C (2011)		~
	1099 Test Company	1099	109910991		4 EFW2C (2012)		
	1317	1317	171371365		A EFW2C (2013-2016		
	132 Brookline's Ave LLC	CAL1	85444555		A Mag Media for PMF	^o Excel File	
	132112 TEM1	TEM1	222222222		A Magnetic Media		
	133640 MOZA	MOZA	141454444		A Magnetic Media Co		
	134613 CPRV	CPRV	565465465		N Verification Service		¥
	134613 SQRA	SQRA	454566666		Name	/ F1	
	134626 FHF1	FHF1	232154654				
	700 Employees	700E	77777777		CyberPayData\Temp\		
	943 Company	943C	943943943		nclude Supplemental	Records	View File
	944 Company	944C	944944944	Г			V IGVV I IIO
	ABC Sample Company	ABCC	112233445	- F			
	ACA Company 1	ACA1	111156841	1	Use State Totals i	in HT record	
	ACA Company 2	ACA2	852211113	Tem	iplate File Name		
	ACA Company 3	ACA3	586425232	E:\C	uberPayData\Temp\	Print Management Par	thers 2018 W-2 Ter
	C106	C106	555555555			-	
	Calc In Cloud Testing	CALC	544445555		Edit Data Before Crea	iting File	
	California Company 2	CAL2	885599665				
	CD ACA Company 1	CDA1	856965235				
	CD ACA Company 2	CDA2	851222552				
	CD ACA Company 3	CDA3	844666665				
	Conviof ACA Company 1		145445123	1			



For 1099s:

- 1. Scroll to the "1099 Mag Media for PMP Excel File" option
- 2. Click the magnifying glass next to file name to create a file name and choose a file location
- 3. Click the magnifying glass next to the Template File Name and find the 1099 template you just downloaded and saved
- 4. Click Create
- 5. Feel free to open the file in Excel and check as needed
- 6. Follow steps 1-5 if additional files need to be created

Ô			Magnetic N	Media Files		
- Company to Process	Combined Filling	_	-	018	Start Date:	
C All	=	e Co it In	Quarter:	hird Quarter	End Date:	
Selected		oud	Month: N	lovember	~	
Select Group		2	Select File L	layout:	Force ACA Redov	vnload
0333	0333 33333333	~			f Service Upload	~
1099 Test Company	1099 109910991			Media for PMP 8	Excel File	
1317	1317 171371365		1099-Misc			
132 Brookline's Ave LL0	CAL1 854444555		1099-R Ele			
132112 TEM1	TEM1 22222222			t Magnetic Medi		
133640 MOZA	MOZA 141454444			rlyExpress Mag		
134613 CPRV	CPRV 565465465			t Magnetic Medi		¥
134613 SQRA	SQRA 454566666		File Name			
134626 FHF1	FHF1 232154654			data\temp\PMf		_
700 Employees	700E 777777777				-	्र
943 Company	943C 943943943		I Include	Supplemental R	ecords View	/ File
944 Company	944C 944944944				~	
ABC Sample Company	ABCC 112233445			State Totals in I	BT record	
ACA Company 1	ACA1 111156841 ACA2 852211113				11 100010	
ACA Company 2 ACA Company 3	ACA3 586425232		Template Fil			
C106	C106 555555555		E:\CyberPa	yData\Temp\Pr	int Management Partners	2018 1099 Te 🍳
Calc In Cloud Testing	CALC 544445555		🗖 Edit Dat	a Before Creatin	ig File	
California Company 2	CAL2 885599665					
CD ACA Company 1	CDA1 856965235					
CD ACA Company 2	CDA2 851222552					
CD ACA Company 3	CDA3 844666665					
Conv of ACA Company		× .				
<u>0</u> ver	ide Data View Errors		C <u>r</u> eate	<u>S</u> ummary - All	Summary - Selected	<u>C</u> lose

For 1095-C and 1094-Cs:

Note the process for ACA forms is different than the other forms. PMP requires both 1095-C and 1094-C data.

- 1. Scroll to the "1095-C Mag Media for PMP Excel File" option
- 2. Click the magnifying glass next to file name to create a file name and choose a file location
- 3. Click the magnifying glass next to the Template File Name and find the ACA template you just downloaded and saved
- 4. Click Create
- 5. Review file if desired



- 6. Scroll to the "1094-C Mag Media for PMP Excel File" option
- 7. Click the magnifying glass next to file name to create a file name and choose a file location
- 8. Click the magnifying glass next to the Template File Name and find the file <u>that you just created</u> with 1095-C data.
- 9. Click Create
- 10. Please review the 1094-C data, particularly the Part 3 data in columns AB to CM. The complexity of the ACA codes, makes this difficult to accurately calculate
- 11. Follow steps 1-10 if additional files need to be created

ô	Magnetic Media Files
Company to Process Combined Filling C All Hide Not I Selected Solution 0333 0333 333333333 1099 Test Company 1099 109910991 1317 1317 171371365 132 Brookline's Ave LLC CAL1 854444555 132112 TEM1 TEM1 22222222 133640 MOZA MOZA 141454444 134613 CPRV CPRV 565465465 134613 SQRA SQRA 454566666 134626 FHF1 FHF1 232154654 700 Employees 700E 77777777 943 Company 944C 944944944 ABC Sample Company ABCC 112233445 ACA Company 1 ACA1 111156811 ACA Company 3 ACA3 586425232 C106 C106 55555555 California Company 2 CAL2 88599665 CD ACA Company 1 CDA1 856965235	Year 2018 Start Date: Co Quarter: Third Quarter End Date: Months: Maxambas
CD ACA Company 2 CDA2 851222552 CD ACA Company 3 CDA3 844666665 Conv of ACA Company 1 CACA 145445123 Override Data View Errors	✓ Create Summary - All Summary - Selected Close



Uploading newly created files to the Go2TaxSolutions website:

Navigate to www.GO2TaxSolutions.com/CyberPay. Fill in the required information, choose your level of service and upload your file. If you created multiple files, you will need to complete this process for each file you upload. Each upload will be treated as a separate order. If you have multiple file uploads, specify this in the notes field to receive a consolidated invoice. **It is highly recommended you purchase a CD with your PDF images by selecting the <u>"Ship CD w/images back to me"</u> option. CDs are created per batch file upload; you will need to select this option for each file you upload. This will be the only copy for your records of the actual forms that were generated and sent.**

Enter your information below and an associate will contact you within 2 business days. Step 1: Enter your personal information All fields other than the Phone Extension are required to submit your data file. Name Email Address	It's as easy as 1-2-3 to Process your year-end documents: 1 Order the type of service you need 2 Securely upload your document. 3 Your documents will be processed and a confirmation will be sent.
Company Name Phone Number (999) 555-1234	How it works:
Phone Ext 55555 Address	Upload your files online to our secure server.
Shipping Address for Bulk Delivery or CD (if different from above) Step 2: Select your service(s) Service Price Print & Mail to Recipients Contact us for Pricing Bulk Delivery (deadline to submit files is Jan 20th) michelle.wheeler@ourpartners.com E-file kathy.wiley@ourpartners.com Ship CD w/ images back to me (800) 545-0792 Data Conversion/Technical Support SSN Masking on Recipient Document (excluding W-2's) TIN Matching (Available Oct – Dec)* CASS Address Validation (Available Oct – Dec)* Validation services	Data is processed in our SSAE 16, SOC II, HIPPA compliant facility. We e-file directly to the IRS. We print and mail to the recipient.
Step 3: Select Your Form Type and Attach File Provide any instructions and Upload Your File (Allowed types: csv, xls, xlsx, pdf, txt and Select a form type Select your file Software used to generate file.	zip)
Notes / Instructions - Limit to 200 characters (Example: 'Test File')	



You will then receive an email confirming your file was successfully uploaded. A secure email with your PDF images and a Totals Report will be provided for your review and approval for processing. Once approved, Print Management Partners will contact you to secure postage via credit card or ACH. Upon receipt of postage, forms will be printed, mailed and submitted for e-File processing within 48 hours.

	Total Report					
	Filer: ABC	03/23/2017				
	454-54-5454					
Invoice #:385014	Address: E V Blvd					
Order Status: T	ventura, CA 93003					
Order Date: 11/23/2016						
m 1099-MISC 2016						
orm(s) Filed: 1						
	Bax 1: Rents	\$0.00				
	Box 2: Royalties	\$50.00				
	Box 3: Other income	\$20.00				
	Box 4: Federal income tax withheld	\$0.00				
	Box 5: Fishing boat proceeds	\$0.00				
	Box 6: Medical and health care payments	\$0.00				
	Box 7: Nonemployee compensation	\$0.00				
	Box 8: Substitute payments in lieu of dividends or interest	\$0.00				
	Box 10: Crop insurance proceeds	\$0.00				
	Box 13: Excess golden parachute payments	\$0.00				
	Box 14: Gross proceeds paid to an attorney	\$0.00				
	Box 15a: Section 409A deferrals	\$0.00				
	Box 15b: Section 409A income	\$0.00				
	Box 16: State tax withheld	\$0.00				
	Box 18: State income	\$0.00				

You will receive an email confirmation when the file process is complete. Lastly, you will receive a detailed invoice from Print Management Partners.

Contact Information:

Michelle Wheeler - Michelle.wheeler@ourpartners.com

Kathy Wiley - Kathy.wiley@ourpartners.com

800-545-0792