Prepare Your 1099 Tax Forms
in Rentec Direct

1099 TAX SEASON PREP

- ☐ **Verify accurate contact information in your Rentec Direct account for yourself, vendors, and owners. Check:**
  - ☐ Your Federal & State Tax ID or EIN
  - ☐ Your contact information
  - ☐ Owner Tax ID and contact information
  - ☐ Vendor Tax ID and contact information

- ☐ **Check for duplicates:**
  - ☐ Delete duplicate vendors and assign transactions to the appropriate vendor

- ☐ **Reactivate archived properties:**
  - ☐ Properties must be active for transaction to be included in 1099s

- ☐ **Complete tenant move-outs**

- ☐ **Tenant security deposits:**
  - ☐ Confirm tenant security deposits are reconciled and up to date

- ☐ **Maintenance expenses:**
  - ☐ Record all pending maintenance expenses

- ☐ **Review transactions:**
  - ☐ Verify that all transactions are categorized
  - ☐ Verify that all transactions are assigned to a property
  - ☐ Post any pending transactions

- ☐ **Review Rentec Direct 1099 Tax Assistant Report**

- ☐ **Create an account with Nelco** or sign in to update your password

eFile your 1099s in your software with Rentec Direct & Nelco Solutions

RD | RENTEC DIRECT

PREP BEFORE THE FEB 2ND DEADLINE

Rentec Direct recommends you complete the following now to ensure you are ready to eFile your 1099 tax forms.