1099 READINESS CHECKLIST FOR BUSINESS CENTRAL

At the Start of the Year

☐ Confirm reporting year / period
☐ Identify all 1099-eligible vendors
☐ Assign correct form and box
☐ Validate vendor address and tax ID
☐ Run "Suggest Vendors" (if available)

During the Year

☐ Post AP transactions consistently
☐ Avoid mid-year vendor mapping changes
☐ Review Vendor 1099 Statistics quarterly
☐ Add new vendors to 1099 mapping immediately

Before Filing

☐ Generate 1099 forms or reports
☐ Review totals by vendor and box
☐ Validate vendor information
☐ Preview or print forms
☐ Resolve discrepancies

Submission

☐ Submit electronically (BC SaaS) or
☐ Print / export for IRS submission (NAV / on-prem)
☐ Retain confirmation and copies for audit

After Filing

☐ Lock or archive reporting data
☐ Document any corrections
☐ Prepare notes for next year improvements