

# Print EOY Tax Forms

Last Modified on 04/13/2026 3:37 pm CDT

Beginning with the 2019 tax filing, SSI is partnering with Mag-Filer for the filing of tax forms. This comes at no additional cost to our customers. As a result of this partnership, we will no longer support printing 1099s and W-2s through Agvance. Instead, Recipient copy 1099s, W-2s, and W-3s can be printed directly out of MagFiler and SSI will provide full support for the Mag-Filer software.

**Note:** It is important to update to Agvance version 6.0.14071 prior to performing End of Year tax reporting to take advantage of the Mag-Filer software.

Mag-Filer is used to create 1099s and W-2s and print substitute 1099 forms, which print on white paper instead of pre-printed forms. Recipient copies of the 1099-MISC forms may optionally be emailed. Mag-Filer can create electronic files and guides through filing with the federal government and most states. Support for the Mag-Filer software is provided by SSI.

For information on Canadian Tax Forms, see [Canadian T4A and T5 Forms](#).

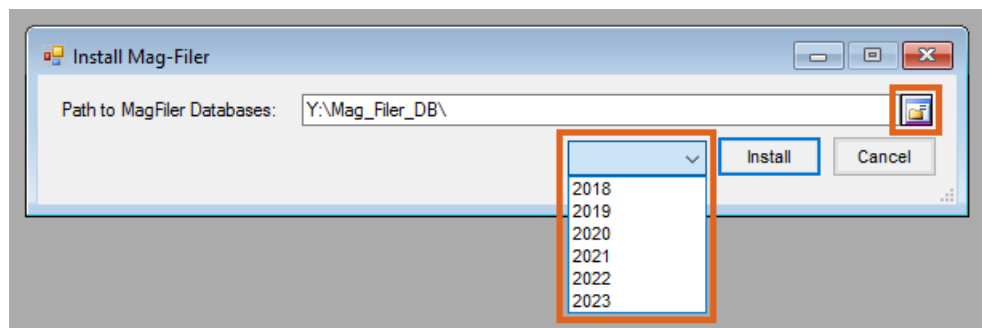
## Setup

This area is used for installing Mag-Filer for tax reporting. To complete the installation, contact SSI Support for the required activation key.

The Mag-Filer program is installed directly from within Agvance. Go to *Accounting / End of Periods / Print EOY Tax Forms / Setup*.

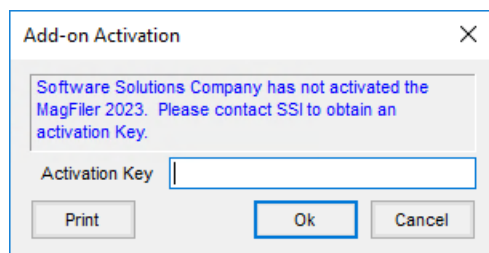
Enter the *Path to MagFiler Databases* or select the **Browse** icon to select where the Mag-Filer database will be created. It is recommended to select the folder current data is in (such as AVDDATA).

Select the version of Mag-Filer to be installed from the drop-down.



Select **Install**.

Enter the *Activation Key* provided by SSI Support.



Select **OK** to continue through the installation process.

The first time Mag-Filer is launched after completing these steps, it must be opened from the *1099* or *W2* menu, NOT from the **Mag-Filer** icon on the desktop. This ensures the desktop icon points to the correct Mag-Filer database.

## 1099s

1. Choose the *1099 Type* to be created.
2. Select the *File Type* under the *File Output* section. Enter the appropriate *Tax Year* and all necessary information for electronic filing. The *Media Output Path* determines where this file will be saved.
3. Select **Write** to create the 1099 file.

**Note:** When selecting *Rent/Misc/Gross* as the *1099 Type*, two files will be created. One file (IRSTAXNEC.csv) is created for nonemployee compensation, which is no longer reported on the 1099 Misc form. The second file (IRSTAX.csv) is created for rent and gross, which is reported on the 1099 Misc form. Both files should be imported into Mag-Filer.

- **1099 Type** – Select the type of 1099 to be issued. Each type prints on a different government form.
- **Get 1099 info from where** – Select whether the 1099s are based on *A/P Vendor* information or the optional Patronage module.
- **Federal Payer ID#** – Enter the Federal Employer ID Number as it should appear on the forms.
- **Minimum Qualifying Amount** – Vendors with a *1099 Type* selected on their file (found at *File / Open / Vendor* on the *1099 / Payment Info* tab) and an amount in the *1099 Paid YTD* equal to or greater than the amount entered here will have a 1099 printed. The *Minimum Qualifying Amount* varies depending on the style of 1099. Check with your accountant if there are any questions about the qualifying dollar figure.
- **State Payer ID** – For printed 1099s, this is the state-assigned ID.
- **Print Account ID as Account number (optional)** – Select this option to print the Vendor ID on the 1099 as the Account Number.
- **Select Vendors** – This is run for all Vendors who qualify for the selected 1099 form type or manually select Vendors.
- **Location** – The Location defaults to *All* which includes all Vendors or Patrons. However, if the 1099s must be reported by Location, select the specific Location to report.
- **Print Address** – These options allow the ability to determine which line or lines of the address from the

Vendor file should print.

- **Media Output Path** – Indicate where the 1099 file should be created. This could be a location on a hard drive or a removable storage device. For example, it might be c:\send\.
- **File Type** – Select *Original*, *Test*, *Replacement*, or *Correction* to indicate the status of the file being sent.
- **Contact Name** – Enter the name of who the government should contact if there are questions.
- **Contact Phone** – Enter the phone number of the contact.
- **Contact Email** – Enter the e-mail address of the contact.
- **Tax Year** – Enter the tax year the file represents.
- **Prior Year Data Indicator** – Select this option if the data is from the year prior to the one just closed.
- **Transmitter Control Code** – Enter the five-character alpha/numeric Transmitter Control Code (TCC) assigned by IRS/MCC. A TCC must be obtained to file data electronically.
- **Payer Name Control** – This 4-character control ID is obtained from the mailing label on the Package 1099 that is mailed to some payers each December. If no packet was received from the IRS, the first five letters of the company name may be entered.

**Note:** There is no posting associated with the running of 1099s.

## Importing 1099 Files

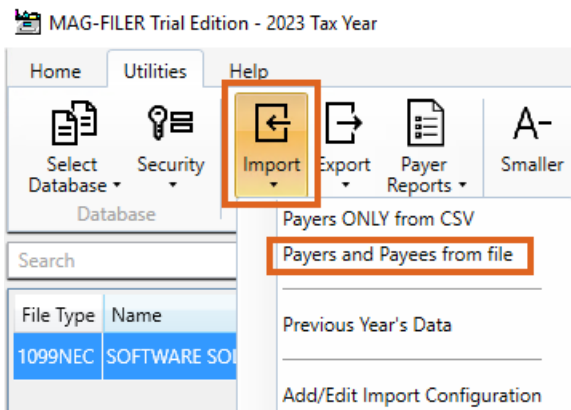
Once the file has been created, it may be imported into Mag-File including both Payer and Payee information. This may be done directly from Agvance or manually from within the Mag-File program.

To import the file directly from Agvance, select **Import to Mag-File**.

Agvance locates the file titled *IRSTAX.csv* and imports it into the Mag-File program which launches after the file is imported. If a username and password were created for the Mag-File database, there will be a prompt to enter User Login credentials. The *IRSTaxNEC* file should be imported into Mag-File using the manual import option.

## Manually Importing Files

In Mag-File go to *Utilities / Import / Payers and Payees from File*.



Select the file created from Agvance. Once the file is imported into Mag-File, the imported data should be reviewed, changes (if necessary) made, and forms printed and/or electronically filed.

## W-2s

Preview and save W-2s.

Go to the *Electronic File* tab of the *Preview / Print W-2/W-3 Forms* window, select the correct *Tax Year* and enter all necessary information for electronic filing. The *Output File Path* determines where the file will be saved. Select **Create File**.

The screenshot shows the 'Preview/Print W-2/W-3 Forms' window with the 'Electronic File' tab selected. The 'Tax Year' dropdown menu is highlighted with a red box and set to '2023'. The 'Create File' button is located at the bottom right of the window. A blue informational box states: 'This process will create an file named 'W2REPORT' in the specified output file path.'

Federal Emp. ID	98-7654321	Total 3rd Party Income Tax Withheld	
User ID	tr		
Tax Year	2023		
Output File Path	Y:\AVData\W2s\		
Company Name	Software Solutions Company		
Address	123 Any Street		
City	Hometown	State	IL
Zip	62565		
Contact Name	Anna Admin		
Contact E-Mail	email@domain.net		
Contact Phone#	217-123-4567	Ext.	
State Tax ID			

## Importing W-2 Files

Once the file has been created, it may be imported into Mag-File including both Payer and Payee information. This may be done directly from Agvance or manually from within the Mag-File program.

To import the file directly from Agvance, select **Import to Mag-File**.

The screenshot shows the same 'Preview/Print W-2/W-3 Forms' window with the 'Electronic File' tab selected. The 'Import to Mag-File' button is highlighted with a red box. The 'Create File' button is no longer visible. The blue informational box remains: 'This process will create an file named 'W2REPORT' in the specified output file path.'

Federal Emp. ID	98-7654321	Total 3rd Party Income Tax Withheld	
User ID	tr		
Tax Year	2023		
Output File Path	Y:\AVData\W2s\		
Company Name	Software Solutions Company		
Address	123 Any Street		
City	Hometown	State	IL
Zip	62565		
Contact Name	Anna Admin		
Contact E-Mail	email@domain.net		
Contact Phone#	217-123-4567	Ext.	
State Tax ID			

Agvance locates the file titled *W2REPORT.csv* and imports it into the Mag-File program which launches after the file is imported. If a username and password were created for the Mag-File database, there will be a prompt to enter User Login credentials.

## State Reporting

Illinois requires an electronic file to be filed monthly for state unemployment. This file can be created by completing the information at *Accounting / End of Periods / Print EOY Tax Forms / State Reporting / Illinois* and choosing **Create File**.

The screenshot shows a dialog box titled "Illinois State Reporting" with the following fields and options:

- Select Employees:** A dropdown menu set to "All" and a "Select" button.
- Select State Code:** A dropdown menu set to "1" and a "Select" button.
- Wage Type:** Radio buttons for "Gross" (selected), "Base", and "Fica".
- Check Date Range:** "Start" date: 11/01/2023; "End" date: 11/30/2023. Both date fields have calendar icons.
- Federal Employment ID #:** Text box containing "37110577".
- State UI Account #:** Text box containing "4105123".
- Limit Reporting Amount:** Text box containing "12960".
- Output File Path:** Text box containing "C:\SUTA\".
- Buttons:** "Create File" and "Cancel" buttons at the bottom.

The file created is a .csv file which may be uploaded on the Illinois TaxNet site.