

# 1099-S Upload Instructions

## Payer and Recipient Information with form data

### Document Overview

Tax Year	Version	Last Updated on	New Updates
2025	1099S_Payer_Recipient_2.0	Nov, 2025	Added new fields such as contact person first name, contact person middle initial, contact person last name, and contact person suffix (1=Jr 2=Sr 3=I 4=II 5=III 6=IV 7=V 8=VI 9=VII)
2024	1099S_Payer_Recipient_1.0	Oct, 2024	No new updates
2023	1099S_Payer_Recipient_1.0	Sep, 2023	No new updates

### General Instructions

#### File Specifications

- **File Format:** Ensure the file is saved as .CSV (Comma-Separated Values). Other formats like .xls or .xlsx are not supported. [See how to convert other file formats to CSV.](#)
- **File Size:** The file size should not exceed the specified limit (e.g., 15 MB). Split large files into smaller ones if necessary.
- **Row Limit:** Rows exceeding 20,000 entries should be split into multiple files to ensure smooth processing.
- **Encoding:** Use UTF-8 encoding to avoid errors with special characters or unsupported languages.

#### Data and Input Specifications

- **Mandatory Fields:** Fields marked as required or mandatory must be filled for every record.
- **Empty Fields:** If a value is not applicable, leave the field blank rather than using placeholders like "N/A" or "NULL."
- **Comma in Values:** If any of the values contain commas, enclose them in double quotes (EX. "Brown, Davis & Partners").
- **Headers & Column Order:**
  - Headers can be edited as needed.
  - **Do not change the order of columns**, as the system maps data based on column position.

- **Duplicate Records:** Duplicates can cause errors or inconsistencies in the submission process. Therefore, ensure that each record is unique by removing any duplicate rows.
- **Predefined Values:** For fields with fixed-choice options, ensure you use values exactly as defined in the template instructions.
- **Special Characters:** All special characters are allowed except <>;{}[]\_ \! : ? = (These characters will be removed before upload.) If any text has a dot followed by letters, a space will be added after the dot.
- **Contact Information:**
  - For each recipient, you can add up to 5 contact information.
  - Even if a payer has multiple recipients, the maximum allowed is 5 contacts per payer.
  - If a 6th contact is added for the same payer in the Bulk Upload Template and uploaded through the UI, the system will throw an error.
  - In the UI, the user can set any one of the 5 contacts as the primary contact.

Field Name	Description	Maximum Length	Allowed Input Characters
Filer reference number	The Filer reference number is a unique identifier assigned to each Filer (payer).	50	Alphabets and Numbers All special characters allowed
Filer type of TIN (1=EIN 2=SSN)*	The type of the Taxpayer Identification Number (TIN) applicable to the Filer.	4	Allowed values are 1, 2, EIN, SSN 1 = EIN 2 = SSN
Filer TIN*	A nine-digit number issued to businesses, U.S. citizens, permanent residents, and temporary (working) residents. The acceptable formats are 22-5454665, 234-54-5434, 898765463.	11	Numbers Allowed special character is - TIN is allowed with or without hyphen

**If the type of TIN is individual TIN (SSN, ITIN, ATIN, and Other), First name and Last name fields are mandatory.**

Filer name (if the filer TIN is EIN)*	Filer name refers to the name of the entity or business responsible for making payments.	75	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Filer first name (if the filer TIN is SSN)*	The first name of the Filer	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Filer middle initial (if the filer TIN is SSN)	The middle initial of the Filer	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Filer last name (if the filer TIN is SSN)*	The family or surname of the Filer	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Filer suffix (if the filer TIN is SSN)(1=Jr 2= Sr 3=I 4=II 5=III 6=IV 7=V 8=VI 9=VII)	Generational or professional titles (e.g., Jr., Sr., III) to the Filer name for accurate identification.	6	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =  Allowed values: "Junior", "Jr", "Senior", "Sr", "I", "II", "III", "IV", "V", "VI", and "VII".
Filer DBA/trade name	The registered name under which a business operates and conducts its affairs, distinct from its legal or registered name.	75	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =  If you have multiple trade names separate them with a comma.
Filer country*	Enter the Country or Country Code as per the IRS standards. <a href="#">Refer to IRS Country Codes</a>	27	Alphabets  <b>Note:</b> If left blank, it will be considered as "US".
Filer address line 1*	Enter the primary street address for the Filer's residence or business.	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =

Filer address line 2	Optional field for additional address details such as apartment, suite, unit, or building number.	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Filer city/town*	The municipality or urban area where the Filer resides or conducts business.	50	Alphabets and Numbers Allowed special characters only . ' -
Filer state/province/territory*	State/province/territory in which the Filer resides or conducts business.	50	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Filer ZIP code/postal code*	If the Filer is from the US, the zip code must be filled out. Otherwise, the postal code should be provided.	16	US: Numbers - 5 digits, plus an optional 4 digits (ZIP+4 format). Foreign: Up to 16 characters allowed. Special character allowed hyphen (-) slash (/).
Contact person first name	The first name of the contact person.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Contact person middle initial	The middle initial of the contact person.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Contact person last name	The family or surname of the contact person.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Contact person suffix (1=Jr 2= Sr 3=I 4=II 5=III 6=IV 7=V 8=VI 9=VII)	Generational titles (e.g., Jr., Sr., III) to the payer name for accurate identification. (If individual)	6	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? = Allowed values: "Junior", "Jr", "Senior", "Sr", "I", "II", "III", "IV", "V", "VI", and "VII"
Contact person email address	Enter the contact person's email address	100	Alphabets and Numbers Allowed special characters are . - _ + and @
Contact person phone	Enter the contact person's	15	Numbers Allowed special characters

number	phone number		are + - ( ) and spaces
Group names	Enter the group name you want to assign to this Filer.	75	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Transferor reference number	The transferor reference number is a unique identifier assigned to each transferor (recipient).	50	Alphabets and Numbers All special characters allowed
Transferor type of TIN (1=EIN 2=SSN 3=ITIN 4=ATIN 5=TIN not provided)*	The type of the Taxpayer Identification Number (TIN) applicable to the transferor.	16	Allowed entries are EIN, SSN, ITIN, ATIN, Others. Alternatively, you can use the following numbers to indicate TIN type.  1 = EIN 2 = SSN 3 = ITIN 4 = ATIN 5 = TIN not provided 10 = Others  If you leave the Recipient TIN field blank, it will be considered an error. The Recipient TIN cannot be empty.  When the TIN type is 'TIN not provided', the recipient name field is mandatory.  If you provide 'Others', TIN type will be considered as 'SSN'.
Transferor TIN*	A nine-digit number issued to businesses, U.S. citizens, permanent residents, and temporary (working) residents. The acceptable formats are 22-5454665, 234-54-5434, 898765463	11	Numbers Allowed special character is - TIN is allowed with or without hyphen

Transferor name (if recipient TIN is EIN or TIN not provided)*	Full legal name of the entity receiving the payment. (Applicable only if the transferor is a business)	75	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Transferor first name (if the recipient TIN is SSN, ATIN or ITIN)*	First name of the individual receiving the payment. (Applicable only if the transferor is an individual)	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Transferor middle initial (if the recipient TIN is SSN, ATIN or ITIN)	Middle initial of the individual receiving the payment. (Applicable only if the transferor is an individual)	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Transferor last name (if the recipient TIN is SSN, ATIN or ITIN)*	The family or surname of the individual receiving the payment. (Applicable only if the transferor is an individual)	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Transferor suffix (if the recipient TIN is SSN, ATIN or ITIN) (1=Jr 2=Sr 3=I 4=II 5=III 6=IV 7=V 8=VI 9=VII)	Use this field to add generational or professional titles (e.g., Jr., Sr., III) to the transferor's name for accurate identification.	6	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =  Allowed values: "Junior", "Jr", "Senior", "Sr", "I", "II", "III", "IV", "V", "VI", and "VII".

Transferor DBA/trade name	A DBA/trade name is a registered name under which a business operates and conducts its affairs, distinct from its legal or registered name. It allows businesses to operate under a name different from the owner's legal name.	75	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =  If you have multiple trade names separate them with a comma.
Transferor country*	Enter the Country or Country Code as per the IRS standards. <a href="#">Refer to IRS Country Codes</a>	27	Alphabets  <b>Note:</b> If left blank, it will be considered as "US".
Transferor address line 1*	Enter the primary street address for transferor residence or business.	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Transferor address line 2	Optional field for additional address details such as apartment, suite, unit, or building number.	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Transferor city/town*	The city/town refers to the municipality or urban area where the taxpayer resides or conducts business.	50	Alphabets and Numbers Allowed special characters only . ' -
Transferor state/province/territory*	It typically requires the taxpayer to indicate the state/province/territory in which they reside or have earned income subject to state taxation.	50	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =

Transferor ZIP code/postal code*	If the transferor is from the US, the zip code must be filled out. Otherwise, the postal code should be provided.	16	US: Numbers - 5 digits, plus an optional 4 digits (ZIP+4 format). Foreign: Up to 16 characters allowed. Special character allowed hyphen (-) slash (/).
Transferor email address	Enter transferor's email address if you want to opt for online access for the transferor. Online Access is a feature that allows transferors to view or download the form copies online.	100	Alphabets and Numbers Allowed special characters are . - _ + and @
Transferor phone number	Enter the transferor's phone number	15	Numbers Allowed special characters are + - ( ) and spaces.
Account number	Account number is a unique identifier used to distinguish same type of return filed for the transferor for the same tax year.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Box 1 Date of closing*	Enter the closing date. If a Closing Disclosure is not used, the closing date is the earlier of the date title transfers or the date the economic burdens and benefits of ownership shift to the transferee.	10	Enter the date in MM/DD/YYYY format.
Box 2 Gross proceeds*	Enter the gross proceeds from the sale or exchange of real estate.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with

			positive/negative signs
Box 3 Address (including city, state, and ZIP code) or legal description*	Enter the address of the property, including the city, state, and ZIP code.	39	Alphabets and Numbers Acceptable special characters are ( ) & ' , - .
Box 4 The transferor received or will receive property or services as part of the consideration	If the transferor received or will receive property (other than cash and consideration treated as cash in figuring gross proceeds) or services as part of the consideration for the property, enter an "X".	5	Allowed values are Yes/No or 1/0 or True/False or X=Yes (Checked) Y=No (Unchecked)  <b>Note:</b> If you leave this field blank, it will be automatically assigned as 'No' for the recipient..
Box 5 The transferor is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust)	If the transferor is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust), enter an "X".	5	Allowed values are Yes/No or 1/0 or True/False or X=Yes (Checked) Y=No (Unchecked)  <b>Note:</b> If you leave this field blank, it will be automatically assigned as 'No' for the recipient.
Box 6 Buyers part of real estate tax	For a real estate transaction involving a residence, enter the real estate tax paid in advance that is allocable to the buyer.	13	Numbers including decimals  <b>Note:</b> Do not enter amounts with positive/negative signs