

Mortgage+Care

1098 / 1099 Reporting

Forms must be mailed to borrowers and investors by January 31st.

++++

To create Borrower 1098s, menu to Servicing > Borrower > Borrower 1098s.

First prepare the 1098 report and check that Tax ID and address information is complete. You can exclude certain borrowers from 1098 reporting by checking boxes on the **Borrower Input Screen** > Borrower Info tab > Job/Work Information section. For example, you might not want to report in-house or non-borrower “Z loans”.

Select a calendar year. Typically this would be last year. Keep in mind forms change occasionally, so re-printing older years may require a different form.

Include Amounts under \$600 checkbox: You are not required to send 1098s for borrowers with payments under \$600, but we recommend leaving this box checked.

Include Late Fees in Interest Expense: If this box is checked, payment amounts in the Late Fees field will be included in box 1 Mortgage interest received.

Include Borrower Collection Fees: If this box is checked, payment amounts in the Broker field will be included in box 1 Mortgage interest received.

Box 6 of the 1098 form – Points: This is only filled in if the Borrower Property Address match the Present Address street and the **Date Funded** is in the reporting year. The amount comes from the Closing Cost tab > **Points to Broker + Loan Origination Amounts**. You may need to adjust this amount if it is different from the amounts filled in at closing.

Box 7 and 8 are also dependent on Borrower Property Address matching the

Present Address street.

Plain Paper Form: The easiest way to process IRS forms is to mail plain paper forms and electronically file. The form can be folded and mailed in a plain double window envelope. No extra supplies are needed. Be sure to print and include the back page instructions.

Red and Black Forms: If you order forms, you can print them using this option. You will need to manually complete an IRS form 1096. **The IRS copy is due at the end of February.**

Electronic Filing: This is required if you have over 10 or more (total) 1098's and/or 1099-INTs or use the Plain Paper option. A file starting with IRSTAX... will be created. Follow the instructions on the printout to send these to us for processing. **Electronic filings are due March 31st. Please send them to us way before that date.** There is a filing fee for this service. Contact support for details.

Securely upload forms from this link: www.mortcare.com/upload

The password is loadit.

++++

To create Investor 1099s, menu to Servicing > Investor > Investor 1099s.

The process is similar to preparing 1098s.

Report Type: Net Income is the amount paid after servicing fees. Confirm with your accountant if this is best for your situation.

Investors can be excluded from the forms by menu to Edit > Investor. Then check Exclude from Printed and Magnetic 1099s.

++++

To create Vendor 1099-MISC forms, menu to Escrow > Vendor > 1099s.

The process is the same as the other forms.

We do not support 1099-NEC forms.