

Mortgage+Care

1098 / 1099 Reporting

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

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NEW – WE DO IT ALL OPTION. We mail and file for you!

Contact support at 800-481-2708 for details.

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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.

1098 Form: 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 250 borrowers or use the Plain Paper option. A file named IRSTAX.001 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.**

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

The password is loadit.

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

The process is similar to preparing 1098s.

Report Type: Net Income is amount paid after servicing fees. This is the recommended setting.

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

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

The process is the same as the other forms.