

# 1099-INT Upload Instructions

## Recipient Information with form data

### Document Overview:

Tax Year	Template Version	Last Updated on	New Updates
2025	1099INT_Recipient_2.0	Nov, 2025	The column name has been updated from 'Recipient name (if EIN)' to 'Recipient business name (if recipient TIN is EIN or TIN not provided)' to improve clarity and user friendliness.
2024	1099INT_Recipient_1.0	Sep, 2024	No new updates
2023	1099INT_Recipient_1.0	Aug, 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:**
  - You can edit the column headers 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 < > ; { } [ ] \_ \ ! : ? =
- If the entered data contains any disallowed characters, they will be removed during processing. Additionally, if any text includes a dot followed by letters, a space will be added after the dot.

Field Name	Description	Maximum Length	Allowed Input Characters
Recipient reference number	The recipient reference number is a unique identifier assigned to each recipient.	100	Alphabets and Numbers All special characters allowed
<b>If the type of TIN is individual TIN (SSN, ITIN, and ATIN), First name and Last name fields are mandatory.</b>			
Recipient 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 recipient.	16	Allowed entries are EIN, SSN, ITIN, and ATIN. Alternatively, you can use the following numbers to indicate TIN type.  1 = EIN 2 = SSN 3 = ITIN 4 = ATIN 5 = TIN not provided

			<p>If you leave the Recipient TIN field blank, it will be considered an error. The Recipient TIN cannot be empty.</p> <p>When the TIN type is 'TIN not provided', the Recipient name field is mandatory.</p>
Recipient TIN*	A nine-digit number issued to businesses, U.S. citizens, permanent residents, and temporary (working) residents. The acceptable formats are XX-XXXXXXX, XXX-XX-XXXX, XXXXXXXXXX.	11	<p>Numbers</p> <p>Allowed special character is -</p>
Recipient business name (if recipient TIN is EIN or TIN not provided)*	Full legal name of the entity receiving the payment.	75	<p>Alphabets and Numbers</p> <p>All special characters allowed except &lt; &gt; ; { } [ ] _ \ ! : ? =</p>
Recipient first name (if the recipient TIN is SSN, ATIN or ITIN)*	First name of the individual receiving the payment.	20	<p>Alphabets and Numbers</p> <p>All special characters allowed except &lt; &gt; ; { } [ ] _ \ ! : ? =</p>
Recipient middle initial (if the recipient type of TIN is SSN, ATIN or ITIN)	Middle initial of the individual receiving the payment.	20	<p>Alphabets and Numbers</p> <p>All special characters allowed except &lt; &gt; ; { } [ ] _ \ ! : ? =</p>

Recipient last name (if the recipient TIN is SSN, ATIN or ITIN)*	The family or surname of the individual receiving the payment.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Recipient 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 recipient'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".
Recipient 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.
Recipient 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".
Recipient address line 1*	Enter the primary street address for recipient residence or business.	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Recipient address line 2	Optional field for additional address details such as apartment, suite,	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =

	unit, or building number.		
Recipient 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 . ' -
Recipient 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 < > ; { } [ ] _ \ ! : ? =
Recipient zip code/postal code*	If the recipient 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 (/).
Recipient email address	Enter recipient's email address if you want to opt for online access for the recipient. Online Access is a feature that allows recipients to view or download the form copies online.	100	Alphabets and Numbers Allowed special characters are . - _ + and @
Recipient phone number	Enter the recipient'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 recipient for the same tax year.	20	Alphabets and Numbers All special characters allowed
Second TIN not.	Enter Yes if the IRS sent you a notice twice in the last three calendar years stating that the payee used an incorrect TIN.	5	Allowed values are Yes/No or 1/0 or True/False or X/Y=Yes (Checked) N=No (Unchecked)  <b>Note:</b> If you leave this field blank, it will be automatically assigned as 'No' for the recipient.
FATCA filing requirement	Specify if the FATCA filing requirement is applicable or not.	5	Allowed values are Yes/No or 1/0 or True/False or X/Y=Yes (Checked) N=No (Unchecked)  <b>Note:</b> If you leave this field blank, it will be automatically assigned as 'No' for the recipient.
Payer RTN	Enter the payer's routing transit number (RTN) if you are a financial institution and want to participate in the program for direct deposit of refunds,	9	Numbers Payer RTN - The format must start with the first two digits ranging from 01 to 12 or 21 to 32, followed by 7 digits. The total field length must be 9 digits.
Box 1 Interest income	This field reports the taxable interest earned, excluding amounts in Box 3.	13	Numbers including decimals  <b>Note:</b> Do not enter

	It includes interest payments of \$10 or more to individuals and \$600 or more paid in the course of a trade or business.		amounts with positive/negative signs
Box 2 Early withdrawal penalty	Enter the interest or principal forfeited due to an early withdrawal from time deposits, that the recipient can deduct from their gross income. Don't subtract the forfeited amount from what you report in Box 1.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with positive/negative signs
Box 3 Interest on U.S. Savings Bonds and Treasury obligations	Report interest earned on U.S. Savings Bonds, Treasury bills, Treasury Notes, and Treasury bonds, but do not include this amount in Box 1.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with positive/negative signs
Box 4 Federal income tax withheld	Enter the amount of taxes withheld from interest payments. Also, include this amount on income tax return as tax withheld.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with positive/negative signs
Box 5 Investment expenses	Any amount shown is the recipients share of investment	13	Numbers including decimals <b>Note:</b> Do not enter

	expenses for a single-class REMIC. This amount is included in Box 1.		amounts with positive/negative signs
Box 6 Foreign tax paid	Enter any foreign tax paid on interest and report this amount in U.S. dollars.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with positive/negative signs
Box 7 Foreign country or U.S. possession	The country or U.S. possession for which the foreign tax was paid and reported in box 6. Enter the Country or Country Code as per the IRS standards. <a href="#">Refer to IRS Country Codes</a>	02	Alphabets Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? = .
Box 8 Tax-exempt interest	Enter the tax-exempt interest that is not OID of \$10 or more that is credited or paid to the recipient by the payer during the calendar year. Note that this amount may be subject to backup Withholding.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with positive/negative signs
Box 9 Specified private activity bond interest	Enter interest of \$10 or more received from specified private activity bonds.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with positive/negative signs

Box 10 Market discount	For a covered security acquired with market discount, if the recipient has elected under Section 1278(b), report the accrued market discount of \$10 or more for the tax year.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with positive/negative signs
Box 11 Bond premium	For a taxable covered security purchased at a premium, report the bond premium amortization amount allocated to the interest paid during the tax year.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with positive/negative signs
Box 12 Bond premium on Treasury obligations	Enter the bond premium amortization amount allocated to the interest paid during the tax year for a U.S. Treasury obligation.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with positive/negative signs
Box 13 Bond premium on tax-exempt bond	For a tax-exempt covered security, enter the amount of premium amortization allocated to the interest payment.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with positive/negative signs
Box 14 Tax-exempt and tax credit bond CUSIP no.	Enter the CUSIP number of the tax-exempt bond for which	09	Alphabets and Numbers

	tax-exempt interest is reported in Box 8, or for a tax credit bond for which a tax credit or taxable interest, is reported in Box 1. This applies to single bonds or accounts containing a single bond.		
Box 15a State	Enter the U.S. State Name or State Code.	27	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Box 16a State identification no	This refers to the state account number of the payer.	20	Alphabets and Numbers Allowed special characters are / - space
Box 17a State tax withheld	Enter the total amount of state tax withheld from the payments made during the tax year.	13	Numbers including decimals <b>Note:</b> Do not enter amounts with positive/negative signs
Box 15b Second state	If the payer need to file for two states, enter the details for the second state.	27	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Box 16b Second payers state no	Enter the U.S. State Name or State Code.	20	Alphabets and Numbers Allowed special characters are / - space
Box 17b Second state tax withheld	Enter the total amount of second state tax withheld from the payments	13	Numbers including decimals <b>Note:</b> Do not enter

	made during the tax year.		amounts with positive/negative signs
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Below are the accepted state ID Number Formats					
State	State ID Number Format 1	State ID Number Format 2	State ID Number Format 3	State ID Number Format 4	State ID Number Format 5
Alabama (AL)	123456	R007999999	-	-	-
Arizona (AZ)	99-9999999	999999999	23-123456	-	-
Arkansas (AR)	99999999-ZZZ	999999999	-	-	-
California (CA)	999-9999-9	999999999	Z99999999	9999999999999 9	9999999999
Colorado (CO)	999999999	99-999999	99-999999-999	9999999999999	-
Connecticut (CT)	999999999-999	9999999999-99 9	99999999999-999	99-99999999	-
Delaware (DE)	9-999999999-999	-	-	-	-
District of Columbia (DC)	9999999999999	-	-	-	-
Georgia (GA)	9999999-AA	-	-	-	-
Hawaii (HI)	999999999-99	W999999999-99	WH-999-999-99999-99	WH-999-999-9999-99	-
Idaho (ID)	9999999999	-	-	-	-
Illinois (IL)	99-99999999	99-99999999 999	-	-	-
Indiana (IN)	999999999999 999	999999999999 999 9	-	-	-
Iowa (IA)	99-9999999999	99-99999999-99	-	-	-

	9	9			
Kansas (KS)	036999999999 F99	036-Z9999999 9Z99	999-Z999999 99Z99	-	-
Kentucky (KY)	999999	-	-	-	-
Louisiana (LA)	9999999-999	9999999999	-	-	-
Maine (ME)	99-9999999AA	99-999999999	-	-	-
Maryland (MD)	99999999	-	-	-	-
Massachusetts (MA)	99-9999999	999-999-999	999999999	WTH-9999999 9-999	-
Michigan (MI)	ZZ-9999999	99-9999999	-	-	-
Minnesota (MN)	1234567	-	-	-	-
Mississippi (MS)	99-9999999	9999-9999	99-9999999-9	99-9999999 9	-
Missouri (MO)	99999998	-	-	-	-
Montana (MT)	9999999-999- WTH	-	-	-	-
Nebraska (NE)	9999999	99999999	999999999	21-999999999	-
New Jersey (NJ)	999999999/99 9	999-999-999/9 99	-	-	-
New Mexico (NM)	99-9999999-99- 9	99-9999999-999	-	-	-
New York (NY)	999999999	999999999-9	-	-	-
North Carolina (NC)	999999999	-	-	-	-
North Dakota (ND)	12345678901	-	-	-	-
Ohio (OH)	99-999999	99 999999	59 999999	-	-
Oklahoma (OK)	99-9999999	WTH-99999999 -99	999999999	-	-
Oregon (OR)	9999999-9	-	-	-	-
Pennsylvania (PA)	9999 9999	999999999	-	-	-
Rhode Island (RI)	99-9999999	999999999	99999999999	-	-
South Carolina (SC)	999999999	999999999-9	-	-	-
Utah (UT)	12345678901W TH	999999999-999- WTH	-	-	-
Vermont (VT)	430999999999 F99	WHT12345678	-	-	-
Virginia (VA)	30V99999999F	99-Z99999999	99999999999	-	-

	999	F-999			
West Virginia (WV)	99999999	-	-	-	-
Wisconsin (WI)	369999999999 99	036-99999999 99-99	-	-	-

## Error Handling

Once the data is uploaded, you can review the import summary. If there are any errors in the imported data, you can fix the errors by clicking **'Fix Error'** under the **'Action'** column. You'll also have the option to skip the errors and proceed with the success records.

If there are multiple errors, follow these steps to export and fix the errors.

1. To export the entries as a CSV file, click **'Export'** on the **'Import Summary'** page and download the file.
2. After fixing the errors, upload the file again and proceed with filing.

We recommend you follow the instructions carefully and double-check the information before uploading to avoid errors.