

# 1099-K Report

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Go to **Reports** and then select **1099-K**.

There are three sections to the 1099-K report: a list of 1099 forms available to view, detail 1099-K amounts by month for the year selected, and detail 1099-K amounts by day for the month selected. Use the [filters](#) to locate a specific year's 1099 form.

If you accept ACH as a payment type on your account, you will also see an additional row for each reporting year with the PDF copy of your Form 1099-MISC.

See our articles on how to [reconcile your 1099-K](#), [reconcile your 1099-MISC](#), or the [FAQ](#) for more information on 1099 forms.

*Note: If you do not have access to the 1099-K report and would like access, please see the administrator for your account.*

## 1099 Summary Table

Report Field	Description
Tax Year	Year for which the 1099 form was generated.
Merchant ID	Your Qualpay Merchant ID.
DBA Name	The "Doing Business As" name on file with Qualpay for your business.
Legal Name	The Legal Name of your company. Shown as it was filed with the IRS.
Tax ID	The Tax ID can be a Social Security Number (SSN) or Employer Tax Identification (EIN), depending on the business type filed with the IRS.
Date Generated	The date the 1099 form was generated for viewing on the Qualpay Manager.
\$ Sales	The total dollar amount of sales (in USD) processed on your account for the year.
Description	Description of the 1099 form. The descriptions are IRS-Draft (have not yet been filed with the IRS), Replaced (a newer version of this 1099 exists due to corrections), or IRS-Current (version filed to the IRS).
Form	A link to the 1099 form.

## 1099-K Monthly Detail Table

Report Field	Description
Month	Month of the year.
# CP Sales	The total number of CP (Card Present) sales processed on your account for the month.
\$ CP Sales	The total dollar amount of CP sales (in USD) processed on your account for the month.
# CNP Sales	The total number of CNP (Card Not Present) sales processed on your account for the month.
\$ CNP Sales	The total dollar amount of CNP sales (in USD) processed on your account for the month.
# Sales	The total number of sales processed on your account for the month.
\$ Sales	The total dollar amount of sales (in USD) processed on your account for the month.

1099-K Detail By Day Table

Report Field	Description
Transaction Date	Date of the month.
# CP Sales	The total number of CP (Card Present) sales processed on your account for the day.
\$ CP Sales	The total dollar amount of CP sales (in USD) processed on your account for the day.
# CNP Sales	The total number of CNP (Card Not Present) sales processed on your account for the day.
\$ CNP Sales	The total dollar amount of CNP sales (in USD) processed on your account for the day.
# Sales	The total number of sales processed on your account for the day.
\$ Sales	The total dollar amount of sales (in USD) processed on your account for the day.