

## ***Form #1099 Submission Requirements for 2017***

### Electronic File Specifications and Format:

When the number of forms issued exceeds 50, then the data must be provided electronically in the format described in Internal Revenue Service Publication 1220. The section of the electronic file described as "Record Name: Payer/Transmitter "A" Record, shall have inserted in positions 44 through 51 the payer's City of Philadelphia Tax Account Number.

Persons who issue less than 50 forms are encouraged to provide the information electronically in the same format as above.

### Due Date:

The due date for the filing of 1099s is the last day of the month of February.

### Where and how to file:

1099's must be submitted electronically via our secure FTP site. The link to the secure FTP is: <https://ework.phila.gov/revenue/>.

The City will no longer accept CDs and other electronic media through the mail.

After you've successfully upload the 1099 file, you will see instructions to send contact Information to a City email address.

The email address is: [w2.1099@phila.gov](mailto:w2.1099@phila.gov)

Questions: send an email to [revenue@phila.gov](mailto:revenue@phila.gov)