

Form #1099 Submission Requirements for 2021

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.

Persons who issue fewer 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:

Use our new tax and filing website, [the Philadelphia Tax Center \(https://tax-services.phila.gov\)](https://tax-services.phila.gov). Follow these instructions:

- If you have used the Philadelphia Tax Center previously, go to the homepage and log in using your username and password.
- If this is your first time using the Philadelphia Tax Center, select "Create a username and password" under the "Existing Taxpayers" panel and follow the instructions. Please be aware verifying your existing tax account can take a week or more.
- Once you log in, select the tab "More options..."
- Then select "1099 upload" under the panel "1099s and W-2s."
- Read the instructions for submitting 1099s and select "Next."
- Select "Add" to upload your 1099s as attachments.
- Finally, select "Submit" to complete the submission.

The City will no longer accept paper 1099s or CDs and other electronic media through the mail.

Questions: Please send us a secure message through the [Philadelphia Tax Center](https://tax-services.phila.gov). Log in and select the "More options..." tab. Under the panel "Messages," select "View messages" and then "Send a message."