

## ***Form #1099 Submission Requirements for 2022***

### **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 can mail them to Philadelphia Department of Revenue, PO Box 1670, Philadelphia, PA 19105.

### **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.

For inquiries regarding data file errors, send an email to [w2.1099@phila.gov](mailto:w2.1099@phila.gov).

