

Drake Accounting - Processing Forms W-2 and 1099

Course Description: This two-hour webcast reviews what is required to generate, process, and upload W-2s and 1099s (regular and on-the-fly).

The objectives of this course are to:

- Review the setup required in Drake Accounting to process and print regular and on-the-fly Forms W-2 and 1099s.
- Prepare and print Forms W-2 and 1099s.
- Discuss the steps that are required in order to electronically upload Forms W-2 and 1099s.
- Demonstrate how to produce on-the-fly Forms W-2 and 1099s, with minimal setup, for clients who keep their own books.

Course Fee: \$39.00. Register by midnight 30 days prior to the date of the course and receive a 5% discount.

How to Register:

Log in to <https://Support.DrakeSoftware.com> and select **Training > Classroom Training** from the menu on the left side of the web page. Refer to the FAQs on the web page for more details.

CPE Facts:

Affiliation*	CPE Awarded	Delivery Method / Course Format	Field of Study	Course ID #	Sponsor ID #
NASBA	2	Internet Based	Accounting	N/A	103137
CTEC**	0/0	Interactive	Federal Tax	N/A	3038
IRS	0	Online / Group	Federal Tax	N/A	FQTGU
TX State Board of Accountancy	2	Internet Based	Accounting	100329	100246

* Individuals with other professional credentials should check with their state licensing board or accrediting organization to determine if this program meets their continuing education requirements.

** CTEC credits are not available for this course at this time.

Course Level: Basic

Last Revision: Winter 2020

Prerequisites: Prerequisites are not necessary to participate in this course and no advance preparation is needed.

Course Policies: Refund requests must be sent in writing to the Drake Software Education Department via mail, fax, or e-mail. Refunds will not be granted by phone. Drake will grant a full refund if the refund is requested within 72 hours of the start of the webcast. Registrants who are "no-shows" for the Live Webcast will not qualify for a refund. For more information regarding the refund policy, administrative policies, and complaint resolution, please contact our office at (828) 524-8020 or Education@DrakeSoftware.com.



Drake Software is an IRS qualified sponsor of continuing professional education.

Drake Software is registered with the Texas State Board of Public accountancy as a CPE sponsor. This registration does not constitute an endorsement by the Board as to the quality of our CPE program.



Drake Software is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.