

Column	Field (*required field)	Example Values	Formatting Guidelines
A	Form Type	1099-CAP	
B	Tax Year	2019	
C	Corporation TIN Type*	SSN	· Must be entered as "SSN" and "EIN"
D	Corporation TaxCorporation ID Number*	123-23-1234	· Digits and dashes only · Business TINs (EIN) must be in XX-XXXXXXX format · Individual TINs (SSN) must be in XXX-XX-XXXX format
E	Corporation Name Type*	Business or Entity Name	· Must be entered as "B" for Business Name or "I" for Individual
F	Corporation Business or Entity Name Line 1*	John Finch Company	· Required if Name Type = "B" · Length: Max 40 characters · May only contain alphabet letters, numbers, blank space ( ), and the following special characters: hyphen (-), pound (#), parentheses ( ), ampersand (&), and apostrophe (') · May not contain leading, trailing, and adjacent spaces
G	Corporation Business or Entity Name Line 2		· Length: Max 40 characters · May only contain alphabet letters, numbers, blank space ( ), and the following special characters: hyphen (-), pound (#), parentheses ( ), ampersand (&), apostrophe ('), slash (/), and percent (%) · May not contain leading, trailing, and adjacent spaces
H	Corporation First Name	John	· Required if Name Type = "I" · Required if Last Name is filled out · Length: Max 20 characters · May only contain alphabet letters, blanks ( ) and hyphens (-) · May not contain leading, trailing, and adjacent spaces
I	Corporation Middle Name	James	· Length: Max 20 characters · May only contain alphabet letters, blanks ( ) and hyphens (-) · May not contain leading, trailing, and adjacent spaces
J	Corporation Last Name (Surname)	Finch	· Required if Name Type = "I" · Required if First Name is filled out · Length: Max 20 characters · May only contain alphabet letters, blanks ( ) and hyphens (-) · May not contain leading, trailing, and adjacent spaces
K	Corporation Suffix		· Length: Max 20 characters · May only contain alphabet letters, blanks ( ) and hyphens (-) · May not contain leading, trailing, and adjacent spaces
L	Corporation Country*	US	· Must be entered according to their designated country abbreviation · Link to country abbreviations: <a href="https://www.irs.gov/e-file-providers/foreign-country-code-listing-for-modernized-e-file">https://www.irs.gov/e-file-providers/foreign-country-code-listing-for-modernized-e-file</a>

M	Corporation Address Line 1*	1234 Midway Rd	<ul style="list-style-type: none"> <li>· Length: Max 35 characters</li> <li>· May only be alpha-numeric characters and the following special characters: hyphen ( - ) ampersand (&amp;) apostrophe ( ' ) period ( . ) hash ( # ) space ( )</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
N	Corporation Address Line 2		<ul style="list-style-type: none"> <li>· Length: Max 35 characters</li> <li>· May only be alpha-numeric characters and the following special characters: hyphen ( - ) ampersand (&amp;) apostrophe ( ' ) period ( . ) hash ( # ) space ( )</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
O	Corporation City/Town*	Dallas	<ul style="list-style-type: none"> <li>· Length: Max 40 characters</li> <li>· May only be alpha-numeric characters and the following special characters: hyphen ( - ) ampersand (&amp;) apostrophe ( ' ) period ( . ) space ( )</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
P	Corporation State/Province/Territory*	Texas (TX)	<ul style="list-style-type: none"> <li>[Domestic]</li> <li>· Must be entered as their 2 letter abbreviation</li> <li>· Link to 2 letter abbreviation: <a href="https://www.irs.gov/pub/irs-utl/zip_code_and_state_abbreviations.pdf">https://www.irs.gov/pub/irs-utl/zip_code_and_state_abbreviations.pdf</a></li> <li>[Foreign]</li> <li>· Length: Max 17 characters</li> <li>· Alpha-numeric characters (A-Z, 0-9) and spaces only</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
Q	Corporation ZIP/Postal Code*	12309	<ul style="list-style-type: none"> <li>[Domestic]</li> <li>· ZIP/Postal Code must be exactly 5, 9 or 12 digits</li> <li>[Foreign]</li> <li>· Length: Max 9 characters</li> <li>· Alpha-numeric characters only (A-Z, 0-9)</li> </ul>
R	Corporation Phone Type	Domestic	<ul style="list-style-type: none"> <li>· Must be entered as "D" for Domestic or "I" for International</li> </ul>
S	Corporation Phone	2145555555	<ul style="list-style-type: none"> <li>· Domestic Phone must be in one of the following formats: 1231231234, 123-123-1234, (123) 123-1234</li> <li>· International Phone must be 15 digits or less and may only include the "+" symbol at the beginning</li> </ul>
T	Corporation Email Address	test@example.com	<ul style="list-style-type: none"> <li>· Email Address must be entered in the following example format: example@domain.com</li> </ul>

U	Shareholder TIN Type	SSN	<ul style="list-style-type: none"> <li>· Required if Taxpayer ID Number is entered.</li> <li>· Must be entered as "SSN", "EIN", "ATIN", "ITIN", "QI-EIN", or "UND"</li> </ul>
V	Shareholder TaxCorporation ID Number	123-23-1234	<ul style="list-style-type: none"> <li>· Business TINs (EIN, QI-EIN) must be in XX-XXXXXXX format</li> <li>· Individual TINs (SSN, ITIN, ATIN) must be in XXX-XX-XXXX format</li> <li>· Undeterminable TINs (UND) must be in XXXXXXXXX format</li> </ul>
W	Shareholder Name Type*	First and Last Name	<ul style="list-style-type: none"> <li>· Must be entered as "B" for Business Name or "I" for Individual</li> </ul>
X	Shareholder Business or Entity Name Line 1	ABC123	<ul style="list-style-type: none"> <li>· Required if Name Type = "B"</li> <li>· Length: Max 40 characters</li> <li>· May only contain alphabet letters, numbers, blank space ( ), and the following special characters: hyphen (-), pound (#), parentheses ( ), ampersand (&amp;), and apostrophe (')</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
Y	Shareholder Business or Entity Name Line 2		<ul style="list-style-type: none"> <li>· Length: Max 40 characters</li> <li>· May only contain alphabet letters, numbers, blank space ( ), and the following special characters: hyphen (-), pound (#), parentheses ( ), ampersand (&amp;), apostrophe ('), slash (/), and percent (%)</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
Z	Shareholder First Name	Sarah	<ul style="list-style-type: none"> <li>· Required if Name Type = "I"</li> <li>· Required if Last Name is filled out</li> <li>· Length: Max 20 characters</li> <li>· May only contain alphabet letters, blanks ( ) and hyphens (-)</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
AA	Shareholder Middle Name	Jasmin	<ul style="list-style-type: none"> <li>· Length: Max 20 characters</li> <li>· May only contain alphabet letters, blanks ( ) and hyphens (-)</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
AB	Shareholder Last Name (Surname)	Finch	<ul style="list-style-type: none"> <li>· Required if Name Type = "I"</li> <li>· Required if First Name is filled out</li> <li>· Length: Max 20 characters</li> <li>· May only contain alphabet letters, blanks ( ) and hyphens (-)</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
AC	Shareholder Suffix		<ul style="list-style-type: none"> <li>· Length: Max 20 characters</li> <li>· May only contain alphabet letters, blanks ( ) and hyphens (-)</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
AD	Shareholder Country*	US	<ul style="list-style-type: none"> <li>· Must be entered according to their designated country abbreviation</li> <li>· Link to country abbreviations: <a href="https://www.irs.gov/e-file-providers/foreign-country-code-listing-for-modernized-e-file">https://www.irs.gov/e-file-providers/foreign-country-code-listing-for-modernized-e-file</a></li> </ul>
AE	Shareholder Address Line 1*	1234 Midway Rd	<ul style="list-style-type: none"> <li>· Length: Max 35 characters</li> <li>· May only be alpha-numeric characters and the following special characters: hyphen ( - ) slash ( / ) space ( )</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>

AF	Shareholder Address Line 2		<ul style="list-style-type: none"> <li>· Length: Max 35 characters</li> <li>· May only be alpha-numeric characters and the following special characters: hyphen ( - ) slash ( / ) space ( )</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
AG	Shareholder City/Town*	Dallas	<ul style="list-style-type: none"> <li>· Length: Max 40 characters</li> <li>· May only be alphabet characters and the following special characters: space ( )</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
AH	Shareholder State/Province/Territory*	TX	<p>[Domestic]</p> <ul style="list-style-type: none"> <li>· Must be entered as their 2 letter abbreviation</li> <li>· Link to 2 letter abbreviation: <a href="https://www.irs.gov/pub/irs-utl/zip_code_and_state_abbreviations.pdf">https://www.irs.gov/pub/irs-utl/zip_code_and_state_abbreviations.pdf</a></li> </ul> <p>[Foreign]</p> <ul style="list-style-type: none"> <li>· Length: Max 17 characters</li> <li>· Alpha-numeric characters (A-Z, 0-9) and spaces only</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
AI	Shareholder ZIP/Postal Code*	12309	<p>[Domestic]</p> <ul style="list-style-type: none"> <li>· Length: Exactly 5, 9 or 12 characters</li> <li>· Digits only</li> </ul> <p>[Foreign]</p> <ul style="list-style-type: none"> <li>· Length: Max 9 characters</li> <li>· Alpha-numeric characters only (A-Z, 0-9)</li> </ul>
AJ	Office Code	1234	<ul style="list-style-type: none"> <li>· Length: Exactly 4 digits</li> </ul>
AK	Form Account Number	1234	<ul style="list-style-type: none"> <li>· Length: Max 20 characters</li> <li>· May not be the same as the Payer or Recipient Taxpayer ID Number</li> </ul>
AL	Box 1 - Date of sale or exchange	01/14/2021	<ul style="list-style-type: none"> <li>· Length: Max 8 characters</li> <li>· Digits only</li> <li>· Date field must be in MM/DD/YYYY format</li> </ul>
AM	Box 2 - Aggregate amount received	2000	<ul style="list-style-type: none"> <li>· Length: Max 18 characters</li> <li>· Must be digits only except 1 decimal is allowed</li> <li>· Must have no more than two digits after the decimal. Check for long numbers in money amount fields that may have been formatted in scientific notation. For example: 1.045E+5.</li> </ul>
AN	Box 3 - Number of shares exchanged	10000	<ul style="list-style-type: none"> <li>· Length: Max 13 characters</li> <li>· Digits only</li> </ul>
AO	Box 4 - Classes of stock exchange	P	<ul style="list-style-type: none"> <li>· Length: Max 10 characters</li> <li>· Alphanumeric only</li> <li>· No special characters allowed</li> </ul>