

Tax Details

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Tool Search: Payments Setup

Use **Tax Details** to select how you receive 1099 tax documents and to access them online. You can select one delivery method:

By Mail

- Sends 1099 documents to the address shown.
- The address comes from **Vendor Management > Business Details**.
- The Email Address field is disabled.

Paperless

- Enables online access to 1099 documents.
- Requires a valid email address.
- The Email Address field becomes editable and required.

Tax Details

Tax Form Delivery

To select Paperless and view 1099 tax documents through this section, you must enter a valid email address. Only one delivery method can be selected. To update your mailing address, go to Vendor Management > Business details (above).

Tax Form Delivery Method

☐ By Mail (4321 109th Avenue Northeast, Blaine, MN 55449, US)
 ☒ Paperless

Email Address: (Required)

Communication about 1099 processing and delivery will be sent to this email address.

Save

Tax Documents

Before you start

- Stripe onboarding must be completed.
- Tool rights must be granted for Tax Details.

Setup Tax Form Delivery Method

1. Select **By Mail** or **Paperless**.
2. (Paperless only) Enter a valid email address.
3. Click **Save**.
4. **Note:** If the email is missing or invalid, the field is highlighted in red, and you must correct it before saving.
5. An **Allow 1099 E-Delivery** dialog appears.
6. Review the terms.
7. Click **Agree**.

View Tax Documents

Paperless must be enabled before the 1099 is generated.

1. Click **Tax Documents**.
 2. Click **View** for the desired year. The system downloads the document as a **PDF file**.
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