Tax Year 2013 1099-MISC Instructions to Agencies

The purpose of this information is to provide business units/agencies supported by the statewide TeamWorks Financials system with instructions and important dates associated with the 1099-MISC reporting process for the current calendar year. Please make sure this information is conveyed to relevant staff in your agency/business unit. Click here to access SAO's 1099 Processing web page.

Please note that this information exclusively addresses procedures related to 1099-MISC reporting. If business units/agencies file other types of 1099 forms with the IRS, the applicable requirements should be followed in those situations as well.

The main topics covered in the Year-End 1099-MISC Instructions to Agencies are:

- IRS Requirements of the 1099-MISC form
- Procedures for Submitting 1099-MISC
- Year-End 1099-MISC Vendor Verification Guidelines
- Year-End 1099-MISC Processing Schedule
- Year-End 1099-MISC Process Job Aids

IRS Requirements for 1099-MISC form

The Internal Revenue Service (IRS) requires that the 1099-MISC form be filed when:

- At least $10 in royalties or broker payments in lieu of dividends or tax-exempt interest
- At least $600 in rents, services (including parts and materials), prizes and awards, other income payments, medical and health care payments, crop insurance proceeds, cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish, or, generally, the cash paid from a notional principal contract to an individual, partnership, or estate;
- Any fishing boat proceeds; or
- Gross proceeds of $600 or more paid to an attorney

http://www.irs.gov/uac/Form-1099-MISC,-Miscellaneous-Income-

All withholding codes will be populated on the 1099-MISC form.

For **IRS 1099-MISC Reporting Requirements,** click here.

For **frequently asked questions,** click **here.**

Procedures for Submitting 1099-MISC

The State Accounting Office (SAO) is responsible for compiling and printing 1099-MISC information on behalf of the state agencies. SAO must transmit the electronic 1099-MISC form file to the IRS by **March 15** (following the calendar year for which earnings are being reported). Each agency is responsible for mailing the 1099-MISC forms so that their recipients receive the 1099-MISC form no later than **January 31** (following the calendar year for which earnings are being reported).

State agencies must ensure that corrections are included on the final file that is used for printing and mailing. **Incorrect information on any 1099-MISC form can result in the State being penalized by the IRS.**

For the **1099-MISC Processing Schedule,** click **here.**

In order to ensure the most accurate information is distributed to the 1099-MISC recipients, review guidelines are provided in the following section of this communication along with a schedule reflecting when these procedures should be performed. State agencies must review and verify all vendor information by **January 3**.

Year-End 1099-MISC Vendor Verification Guidelines

The end-of-year activities to be performed by the agencies for 1099-MISC reporting consist primarily of reviewing 1099-MISC payments for accuracy and completeness, and to ensure that the applicable 1099 vendors are properly identified in the system. A brief description of the primary reports used in the verification process follows:

- **1099 Summary Report (APXXX0412, where XXX = Business Unit)** - This report provides a list of the vendors by vendor name and the 1099 codes/amounts from the 1099 Ledger. In TeamWorks, the 1099 Ledger balances on a daily basis for each Business Unit. Vendor balances displayed within this report include 1099 adjustments entered on the Adjust Withholding page (real-time update) or the Update Voucher Line Withholding page (updated during batch).
- **1099 Detail Report (APXXX0413, where XXX = Business Unit)** - This report provides a detailed list of vouchers by vendor name that are 1099 eligible. TeamWorks maintain this detailed information throughout the year. 1099 adjustments entered on the Adjust Withholding page are not displayed on this report, but may be viewed by running query 0AP001_M1099_ADJUST.

Agency reviews should address the following in regards to the Verification List (For the **1099 Verification List,** click **here**):

- By **January 6,** verify the accuracy and completeness of agency address and phone number information.
- By **January 3,** verify that the vendor information in TeamWorks (i.e., vendor name and address, taxpayer number, 1099 code, and payment total) is correct.
- By **January 03,** confirm the updated 1099 Verification List on the SAO website.
- By **January 09,** determine completeness of the APXXX0412 summary report.
- By **January 10,** if a vendor is considered a 1099 reportable entity, verify that payments issued are considered tax reportable payments.

Year-End 1099-MISC Processing Schedule

Please review the Year-End 1099-MISC Processing Schedule for a list of all key activities and their related deadlines.

For the **1099-MISC Processing Schedule,** click **here.**

Year End 1099-MISC Process Job Aids

Various review steps and related job aids are provided below for your convenience.

1099 Voucher

During vendor set-up, vendors (if appropriate) should be designated as 1099 eligible. As a result, all lines on a voucher payable to that vendor will be marked as 1099 eligible. The 1099 transactions are based on amounts **paid** from vouchers that have voucher lines marked as 1099 eligible. A voucher line previously selected as 1099 eligible can be deselected as needed prior to a payment posting to the voucher.

- For the job aid for **Creating a 1099 Voucher,** click **here.**
- For the job aid for **Deselecting Voucher Lines,** click **here.**

1099-MISC Adjustments

To ensure that all 1099-MISC eligible payments are captured within the appropriate calendar year, the Withhold Date on the Payment Selection Criteria (Pay Cycle) page **must fall within the applicable calendar year**. The Withhold Date (usually the payment date) defaults to the current date, and should be updated as needed to

reflect the appropriate withholding period. The Withhold Date determines the reporting period in which a withholding amount is reported for a vendor (e.g., January 1 to December 31, 2013 for the 2013 calendar year).

Once the 1099 balance is posted for a voucher, any changes to the balance must be entered via the Adjust Withholding page or the Voucher Line Withholding page.

A 1099-MISC form may be issued for a vendor/payee who received a payment that was not originally issued from the TeamWorks Financial system (e.g., for payment to a death beneficiary who had not been identified as a 1099 payee, or 1099 vendor payments during the calendar year that originated in another financial system but were converted to TeamWorks Financials during the reporting period). As mentioned above, a payee must be set up as a 1099 vendor in TeamWorks Financials before payments can be captured for 1099-MISC reporting.

- For the job aid for **1099 Adjustments,** click **here.**

1099 Balance Inquiries

Balance inquiries for 1099 vendors are available in TeamWorks, and should be used for reconciliation of vendor balances.

- For the job aid for **1099 Balance Inquiries,** click **here.**

Follow-up Communications

SAO will send a communication out to this distribution group to inform you that 1099-MISC processing is complete.

QUESTIONS: SAO Customer Service Center - Financials
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