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1099/1042-S Tax Bolt-On Process Overview

The annual IRS 1099 and 1042-S tax reporting is produced from data that is stored in the UW 1099 Bolt-On table.

When requesting a new supplier, each campus is responsible to request a W-9 form. If, based on information from the supplier W-9, any payments might be subject to 1099 reporting, that information must be entered into the SFS Supplier Request. This is done by checking the withholding box and completing the additional 1099 fields. This information is then carried over to any vouchers entered for the 1099 supplier. If the supplier is identified as 1099 reportable, any vouchers to the supplier are automatically identified as 1099 reportable. This can be overridden at the time the payment is vouchered. This is discussed further in the PO Voucher Entry and the Non-PO Voucher Entry business process documents on our [SFS Training and Documentation website](#). Institutions should notify the Share Supplier group at when they become aware of any changes needed to a supplier (i.e. new W-9 information, withholding flag needs to be updated, etc.) They must certify 1099 reports and 1042S balances to UWSA at the end of each calendar year so that the data can be loaded into the UW 1099 Bolt-On table. UWSA document 'Working with 1099 Transactions' is supplied to Institutions at the end of the year with instructions for the 1099 process in SFS. It is also available on the [SFS Training and Documentation website](#).

After UW System Administration (UWSA) uploads the 1099-Misc records on the Bolt-On table in SFS during the first week of January, UWSA contacts all campuses to complete the 1042-S panel for nonresident aliens. Additions and changes to the 1099 record in the Bolt-On reporting application for 1099-MISC and 1042-S records are the focus of this business process document.

Process Frequency	Annual tax reporting for IRS 1099 and 1042-S
Dependencies	None
Assumptions	None
Responsible Parties	Institution staff responsible for 1099/1042-S tax processing with support from UWSA
Alternate Scenarios	None

Process Detail

I. Search/Update for Existing Value 1099 MISC / 1042 Records on the Bolt-On table

Navigate to Accounts Payable WorkCenter, Tax (1099/1042S), select the Update 1099, 1042S Records Link

OR

Navigator > SFS Extensions > Tax Processing > Use > Update 1099,1042s Rclds

1. Click **Search** for a specific 1099/1042-S record using any of the criteria shown below:

Update 1099,1042s Rclds

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

UW Tax Year = 2021

MIF Taxpayer ID Nbr begins with

Item Number =

MIF Taxpayer Name begins with BEAR

Business Unit begins with

Supplier ID begins with

Inactive Indicator =

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

2. Enter *UW Tax Year*
3. Enter *MIF Taxpayer ID Nbr* or enter the first letters of the *MIF Taxpayer Name* (Last)
4. Click **Search**
5. Select a record to review.
 Notice that a *MIF Taxpayer ID Nbr* could have several records with each record identified by a unique *Item Number*. The example is JINDRICH JENNIFER A who has *Item Numbers* '1' and '2'.
6. **1099 MISC Address** will display the MIF Taxpayer header record information for review of a specific *Item No.* (number) that should identify a 1099 or 1042-S payment. Notice the *1042S Indicator* will identify the record as being a '1099' or '1042S' record.

1099 MISC Address		1042S Tax Withhold	
*Business Unit	<input type="text" value="UWMSN"/>	UW Tax Year	2021
Tax ID	<input type="text" value="123456788"/>	*Pymnt Dt	<input type="text" value="02/17/2021"/>
*Taxpayer Name	<input type="text" value="BEAR BOBBY"/>	*Item No.	<input type="text" value="1"/>
		Supplier ID	<input type="text" value="1414725836"/>
Addr 1	<input type="text" value="ONE WEST FOREST ST"/>		
Addr 2	<input type="text"/>		
City	<input type="text" value="PARK CITY"/>		
State	<input type="text" value="UT"/>	Province Code	<input type="text"/>
		Country Cd	<input type="text" value="US"/>
Zip Cd	<input type="text" value="84060"/>	Foreign Country Ind:	<input type="checkbox"/>
Use this address?	<input type="text" value="N"/>	(Y or N)	
Voucher Nbr	<input type="text" value="A000000"/>	Tax Error Type	<input type="text"/>
IRS Code	<input type="text" value="7"/>	1099 Status	<input type="text" value="Org_Recri"/>
Amount	<input type="text" value="666.00"/>	Sent Flag	<input type="text" value="Not Sent"/>
Account	<input type="text" value="2620"/>	7-NonEmpCp	<input type="text"/>
		Correction Printed Ind	<input type="text" value="Orig Rcd"/>
OPRID	00583219	Last Update	02/18/21 11:45:42AM
<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Add"/>
		<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>

TEST PRINT

1099 MISC Address | [1042S Tax Withhold](#)

7. Select **1042S Tax Withhold** to review 1042-S tax information. If the **1099 MISC Address** *1042S Indicator* identifies the record as being a '1042S' the **1042S Tax Withhold** must have valid information related to the 1042-S payment.

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1099 MISC Address		1042S Tax Withhold			
Business Unit	UWEAU	UW Tax Year	2021		
Taxpayer Name	DUCK DAFHEY		Payment Date	02/17/2021	
First Name	<input type="text" value="DAFFEY"/>	Last Name	<input type="text" value="DUCK"/>	Item Number	1
Income Code	<input type="text" value="17"/> Independent Personal Services	Q1042 Exemption Code	<input type="text" value="04"/> Exempt Under Tax Treaty		
1042S Recipient Cd	<input type="text" value="16"/> Individual	1042S Tax Rate	<input type="text" value="0.00"/>		
1042S Country Cd	<input type="text" value="AS"/>	1042 Withhold Allowance	0.00		
Vendor Form	<input type="text" value="W-8BEN"/> <input checked="" type="checkbox"/> Form 8233	Glacier Visa Immigration Code	<input type="text" value="1"/> F-1 Student or OPT or CPT		
Date of Birth	<input type="text" value="02/01/1999"/>				
Fed Tax Withheld	<input type="text" value="0.00"/>	Comments <input type="text"/>			
State Tax Withheld	<input type="text" value="0.00"/>				
OPRID 00583219 Last Update 02/18/21 11:53:59AM					
<input type="button" value="Save"/>	<input type="button" value="Notify"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>		
1099 MISC Address 1042S Tax Withhold					

- The **1099 MISC Address** information and **1042S Tax Withhold** information can be updated.
- After UW System Admin uploads the 1099-Misc records on SFS to the Bolt-On during the first week of January, all institutions will be contacted to complete the 1042S panel for Non-Resident Aliens.

10. **Change** the 1099-Misc record to a 1042S record by **clicking** on '1042S' in the 1042S Indicator box

The screenshot shows a web form with the following sections and fields:

- Navigation:** '1099 MISC Address' (highlighted) and '1042S Tax Withhold' tabs.
- Business Information:** *Business Unit (UWMSN), UW Tax Year (2021), Tax ID (123456788), *Pymnt Dt (02/17/2021).
- Taxpayer Information:** *Taxpayer Name (BEAR BOBBY), *Item No. (1), Supplier ID (1414725836).
- Address:** Addr 1 (ONE WEST FOREST ST), Addr 2, City (PARK CITY), State (UT), Province Code, Country Cd (US), Zip Cd (84060), Foreign Country Ind.
- 1042S Indicator:** Radio buttons for '1099-MISC' and '1042S' (indicated by a red arrow).
- TIN Type:** Radio buttons for 'SSN/TIN', 'Employer ID', and 'TIN Required but not provided'.
- Inactive Indicator:** Radio buttons for 'Active' and 'Inactive'.
- Other Fields:** Voucher Nbr (A000000), IRS Code (7), Amount (666.00), Account (2620), 7-NonEmpCp, Tax Error Type, 1099 Status (OrgL_Recrn), Sent Flag (Not Sent), Correction Printed Ind (Orig Rcd).
- Buttons:** Save, Return to Search, Notify, Add, Update/Display, TEST PRINT.
- Footer:** OPRID 00583219, Last Update 02/18/21 11:45:42AM.

11. **Navigate** to complete the **1042S Tax Withhold** information.

1099 MISC Address
1042S Tax Withhold

Business Unit	UWMSN	UW Tax Year	2021	Tax ID	123456788	Payment Date	02/17/2021	
Taxpayer Name	BEAR BOBBY						Item Number	1
First Name	BOBBY	Last Name	BEAR					

Income Code	16	Scholarship/Fellowship Grants	Q1042 Exemption Code	04	Exempt Under Tax Treaty
1042S Recipient Cd	16	Individual	1042S Tax Rate	0.00	
1042S Country Cd	CH	<input type="checkbox"/> Form 8233	1042 Withhold Allowance	0.00	
Vendor Form	W-8BEN	Glacier Visa Immigration Code	1		
Date of Birth	04/12/1998				

Fed Tax Withheld	0.00	Comments
State Tax Withheld	0.00	

OPRID 00583219
Last Update 02/18/21 11:45:42AM

Save
Return to Search
Notify
Add
Update/Display

[1099 MISC Address](#) | [1042S Tax Withhold](#)

12. On the 1042S page, enter First Name and LAST Name
13. Enter the *Income Code* (see screen shot below for valid values). **** Important** - the logic of other codes on the page key off the Income Code selected.

Look Up Income Code
×

[Help](#)

Cancel

Search Results

View 100 << 1-6 of 6 >>

MIF 1042S Income Code	Description
12	Royalties, Copyright, Publish
16	Scholarship/Fellowship Grants
17	Independent Personal Services
23	Other Income
42	Comp-Artist/Athlete No CWA
43	Comp-Artist/Athlete with CWA

14. Enter a Q1042 Exemption Code

Look Up Q1042 Exemption Code x

Cancel Help

Search Results

View 100 | 1-10 of 10

Q1042 Exemption Code	Description
00	Non-Exempt
01	Income Connect to US Trade/bus
02	Exempt-Internal Revenue Code
03	Income Not from US Sources
04	Exempt Under Tax Treaty
05	Portfolio Interest Exempt-IRC
06	Qual Intermediary assumes WH
07	WFP or WFT
08	US Branch treat as US Person
12	Payee Subject to Ch 4 Withhold

15. Select a 1042S Recipient Cd

Look Up 1042S Recipient Cd x

Cancel Help

Search Results

View 100 | 1-15 of 15

MIF 1042S Recipient Code	Description
05	US Branch treat as US Person
06	US Br Not treated as US Person
07	US Branch - ECI Applied
08	Partnership other than WFP
09	WFP
10	Trust other than WFT
11	WFT
12	Qualified Intermediary
15	Corporation
16	Individual
17	Estate
18	Private Foundation
19	Government or Intl Org
20	Tax Exempt Org (501c)
21	Unknown Recipient

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16. **Enter 1042S Tax Rate.** This is the withholding rate (ex. 30 Percent)
17. **Enter 1042S Country Cd.** (See [Country Codes list at end of document](#))
18. The *1042S Withhold Allowance* field is calculated and should equal zero.
19. **Enter Vendor Form** that you have on file.
 - a. **W-8BEN**
 - b. **W-8BEN-E**
 - c. **W-9** (review whether this should actually be 1099 reportable vs 1042-S)
20. **Check** the *Form 8233* box if you have the form on file. Individuals performing services must complete Form 8233 to be eligible for treaty exemption and lower withholding rate.
21. **Enter or Search** the Visa Type in the *Glacier Visa Immigration Code* field.
22. **Enter** the *Date of Birth*. This may be found on the W-8BEN, Passport, Visa, or other documents required for payments to nonresident aliens.
23. **Enter Fed Tax Withheld** amount (format should be (Dollars=xx,xxx.xx))
24. **Enter Comments**
25. **Click** 

II. Enter a New 1099/1042s records into the 1099 Bolt-On Table

Navigate to Accounts Payable WorkCenter, Tax (1099/1042S), select the Update 1099, 1042S Records Link

OR

Navigator> SFS Extensions > Tax Processing > Use > Update 1099,1042s Rcds

1. **Select**  for a specific 1099/1042s record using the criteria shown below:

Accounts Payable WorkCenter Update 1099, 1042s Rcds

Find an Existing Value **Add a New Value**

UW Tax Year 2020

MIF Taxpayer ID Nbr 123456789

Item Number 9999

MIF Taxpayer Name DUCK DAFHEY

Business Unit UWMSN

Supplier ID 12345678

Inactive Indicator Active Record

Add

Find an Existing Value | Add a New Value

2. **Enter UW Tax Year:**
3. **Enter MIF Taxpayer ID Nbr:** **Note:** This value will be displayed with an encrypted value once it is entered.
4. **Note:** Do not change the *Item Number* as the system automatically generates this number.
5. **Enter MIF Taxpayer Name:** For individuals enter: Last Name space First Name space Middle Initial. Commas should not be used.
6. **Enter Business Unit.**
7. **Enter Vendor ID** if a vendor number exists.
8. **Click** **Add** to enter the record into the Bolt-On Table

1099 MISC Address		1042S Tax Withhold	
*Business Unit	UWMSN	UW Tax Year	2020
Tax ID	123456789	*Pymnt Dt	02/18/2021
*Taxpayer Name	DUCK DAFFEY	*Item No.	1
		Supplier ID	12345678
Addr 1	123 WATER ST		
Addr 2			
City	ELKHART LAKE		
State	WI	Province Code	
		Country Cd	US
Zip Cd	53020	Foreign Country Ind:	<input type="checkbox"/>
Use this address?	N	(Y or N)	
Voucher Nbr	A000000	Tax Error Type	
IRS Code	3	1099 Status	Orgl_Recr
Amount	950.00	Sent Flag	Not Sent
Account	2637	3-Prizes	
		Correction Printed Ind	Orig Rcd
OPRID	00583219	Last Update	02/18/21 11:32:39AM
Save	Notify	Add	Update/Display
1099 MISC Address 1042S Tax Withhold			

9. **Enter Pymnt Dt:** Withholding Payment Date
10. **Enter Vendor ID** is optional, this field should reflect the actual Vendor number if one exists, but no automatic link will be enforced.
11. **Enter Addr 1** = Official street address
12. **Enter Addr 2** = Supplemental information as P.O. Box in addition to street address
13. **Enter City** = Enter city or town; **DO NOT** enter a foreign postal code in this field
14. **Enter State** = Enter U.S. State Code; otherwise leave blank
15. **Enter Zip Cd** = Enter valid Zip Code (For U.S. enter 5 or 9 digit Zip Code with no hyphen)
16. *If this is a foreign address, enter Province Code* = Enter Canadian Province Code; otherwise leave blank
17. **Enter Country Cd** = **DO NOT** enter U.S. ([See Country Codes from the IRS Instructions for Form 1042-S](#))
18. **Check** Foreign Country Ind box = Must be checked for a foreign country address
19. **Enter Use this Address?** Y/N indicator:
 - a. 'N' = No – Process will automatically use the most recent address.

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- b. 'Y' = Yes – Process will use the address entered on this page.
20. **Select TIN Type:** (SSN, TIN), **Note:** If SSN is selected, then you must enter an individual's name.
 21. **Select Inactive Indicator** ('Active' is defaulted)
 22. **Select 1042S Indicator** ('1099', '1042S')
 23. The *Error Type, 1099 Status, Sent Flag and Correction Printed Ind* is used by UWSA only.
 24. **Enter Voucher Nbr.** Each entry must have something in the Voucher number field. If there was no actual voucher then enter a dummy voucher number (ex. E0000).
 25. **Enter IRS Code** for 1099's
 - a. '1' – Rent
 - b. '2' – Royalties
 - c. '3' – Other
 - d. '6' – Medical
 - e. '7' – Non Emp Comp
 - f. '14' - Attorney
 26. **Enter Account code**
 27. **Enter Amount**
26. **Click** 1042S Tax Withhold tab to complete 1042S Tax W/H panel information if Tax Bolt-On record is identified as being a 1042S record by the '1099' or '1042S' indicator.

1099 MISC Address

1042S Tax Withhold

Business Unit	UWMSN	UW Tax Year	2020	Tax ID	123456789	Payment Date	02/18/2021
Taxpayer Name	DUCK DAFHEY			Item Number	1		
First Name	DAFFEY			Last Name	DUCK		

Income Code	17	Independent Personal Services	Q1042 Exemption Code	04	Exempt Under Tax Treaty
1042S Recipient Cd	16	Individual	1042S Tax Rate	0.00	
1042S Country Cd	AS		1042 Withhold Allowance	0.00	
Vendor Form	W-8BEN	<input checked="" type="checkbox"/> Form 8233	Glacier Visa Immigration Code	11	F-1 Student or OPT or CPT
Date of Birth	12/01/1998				

Fed Tax Withheld	0.00	Comments	
State Tax Withheld	0.00		

OPRID 00583219 Last Update 02/18/21 11:32:39AM

Save
Notify

Add
Update/Display

1099 MISC Address | 1042S Tax Withhold

27. **On the 1042S Tab, Enter** the FIRST NAME and LAST Name.
 28. **Enter** the *Income Code* (see screen shot below for valid values). **** Important** - the logic of other codes on the page key off the Income Code selected.

MIF 1042S Income Code	Description
12	Royalties, Copyright, Publish
16	Scholarship/Fellowship Grants
17	Independent Personal Services
23	Other Income
42	Comp-Artist/Athlete No CWA
43	Comp-Artist/Athlete with CWA

29. **Enter a Q1042 Exemption Code**

Q1042 Exemption Code	Description
00	Non-Exempt
01	Income Connect to US Trade/bus
02	Exempt-Internal Revenue Code
03	Income Not from US Sources
04	Exempt Under Tax Treaty
05	Portfolio Interest Exempt-IRC
06	Qual Intermediary assumes WH
07	WFP or WFT
08	US Branch treat as US Person
12	Payee Subject to Ch 4 Withhold

30. Select a 1042S Recipient Cd

Look Up 1042S Recipient Cd x

[Help](#)

Search Results

View 100 ◀ ◀ 1-15 of 15 ▶ ▶

MIF 1042S Recipient Code	Description
05	US Branch treat as US Person
06	US Br Not treated as US Person
07	US Branch - ECI Applied
08	Partnership other than WFP
09	WFP
10	Trust other than WFT
11	WFT
12	Qualified Intermediary
15	Corporation
16	Individual
17	Estate
18	Private Foundation
19	Government or Intl Org
20	Tax Exempt Org (501c)
21	Unknown Recipient

31. **Enter 1042S Tax Rate.** This is the withholding rate (ex. 30 Percent)
32. **Enter 1042S Country Cd.** (See [Country Codes from the IRS Instructions for Form 1042-S](#))
33. The *1042S Withhold Allowance* field is calculated and should equal zero.
34. **Enter Vendor Form** that you have on file.
 - a. **W-8BEN**
 - b. **W-8BEN-E**
 - c. **W-9** (review whether this should actually be 1099 reportable vs 1042-S)
35. **Check** the *Form 8233* box if you have the form on file. Individuals performing services must complete Form 8233 to be eligible for treaty exemption and lower withholding rate.
36. **Enter or Search** the Visa Type in the *Glacier Visa Immigration Code* field.
37. **Enter** the *Date of Birth*. This may be found on the W-8BEN, Passport, Visa, or other documents required for payments to nonresident aliens.
38. **Enter Fed Tax Withheld** amount (format should be (Dollars=xx,xxx.xx)).
39. **Do not enter** State Tax Withheld.

40. **Enter Comments**

41. **Click**  **Save**

General guidelines for entry into the 1099 / 1042-S bolt-on:

- For nonresident aliens that have applied for a TIN through the UW's ITIN acceptance agent but not yet received it, enter APPLIED, and mark the TIN Type as 'TIN required but not provided'.
- No commas in the Name field.
- Payment Date field uses a date in the current reporting tax year.
- The City field cannot have numbers -- input the postal code in the Zip Code field.

III. US State and Possession and their abbreviations

**STANDARD 2-LETTER ABBREVIATIONS
United States and Its Possessions**

<i>STATE</i>	<i>Abbreviation</i>	<i>STATE</i>	<i>Abbreviation</i>
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
American Samoa	AS	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Northern Mariana Islands	MP
Federated States of Micronesia	FM	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Palau	PW
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Marshall Islands	MH	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

Source: www.siu.edu/postal/pdf/Abbreviation-List.pdf

IV. Country Codes from the IRS Instructions for Form 1042-S

Note: Country codes that are lined through are US Territories and should not be used (see US State and Possession and their abbreviations)

Country Codes					
Select the appropriate code from the following list and enter it in box 16 (country code of recipient). Also use the following codes to complete box 18 (country code of NQI), if applicable. See the instructions for box 16 (and box 18 if applicable), earlier, before selecting a country code. Note. Countries bolded and italicized are those with which the United States had entered into an income tax treaty at the time these instructions were printed.					
Country	Code				
Afghanistan	AF	Costa Rica	CS	Korea, South	KS
Akrotiri	AX	Cote D'Ivoire (Ivory Coast)	IV	Kosovo	KV
Albania	AL	Croatia	HR	Kuwait	KU
Algeria	AG	Cuba	CU	Kyrgyzstan¹	KG
American Samoa	AQ	Cyprus	CY	Laos	LA
Andorra	AN	Czech Republic	EZ	Latvia	LG
Angola	AO	Denmark	DA	Lebanon	LE
Anguilla	AV	Dhekelia	DX	Lesotho	LT
Antarctica	AY	Djibouti	DJ	Liberia	LI
Antigua and Barbuda	AC	Dominica	DO	Libya	LY
Argentina	AR	Dominican Republic	DR	Liechtenstein	LS
Armenia¹	AM	Ecuador	EC	Lithuania	LH
Aruba	AA	Egypt	EG	Luxembourg	LU
Ashmore and Cartier Islands²		El Salvador	ES	Macau	MC
Australia	AS	Equatorial Guinea	EK	Macedonia	MA
Austria	AU	Eritrea	ER	Madagascar (Malagasy Republic)	MA
Azerbaijan¹	AJ	Estonia	EN	Malawi	MI
Bahamas, The	BF	Ethiopia	ET	Malaysia	MY
Bahrain	BA	Falkland Islands (Islands Malvinas)		Maldives	MV
Baker Island	BQ	Faroe Islands	FO	Mali	ML
Bangladesh	BG	Fiji	FJ	Malta	MT
Barbados	BB	Finland	FI	Marshall Islands	RM
Belarus¹	BO	France	FR	Martinique³	MB
Belgium	BE	French Guiana³	FG	Mauritania	MR
Belize	BH	French Polynesia	FP	Mauritius	MP
Benin	BN	French Southern and Antarctic Lands	FS	Mayotte	MF
Bermuda	BD	Gabon	GB	Mexico	MX
Bhutan	BT	Gambia, The	GA	Micronesia, Federated States of	FM
Bolivia	BL	Georgia¹	GG	Midway Islands	MQ
Bosnia-Herzegovina	BK	Germany	GM	Moldova¹	MD
Botswana	BC	Ghana	GH	Monaco	MN
Bouvet Island	BV	Gibraltar	GI	Mongolia	MG
Brazil	BR	Great Britain (United Kingdom)		Montenegro	MJ
British Indian Ocean Territory	IO	Greece	GR	Montenegro	MH
Brunei	BX	Greenland	GL	Morocco	MO
Bulgaria	BU	Grenada	GJ	Mozambique	MZ
Burkina Faso	UV	Guadeloupe²	GP	Namibia	WA
Burma	BM	Guam	GQ	Nauru	NQ
Burundi	BY	Guatemala	GT	Navassa Island	NR
Cambodia	CB	Guernsey	GU	Nepal	NP
Cameroon	CM	Guinea	GV	Netherlands	NL
Canada	CA	Guinea-Bissau	GU	Netherlands Antilles	NT
Cape Verde	CV	Guyana	GY	New Caledonia	NC
Cayman Islands	CJ	Haiti	HA	New Zealand	NZ
Central African Republic	CT	Heard Island and McDonald Islands		Nicaragua	NU
Chad	CD	Holy See	HM	Niger	NG
Chile	CI	Honduras	HO	Nigeria	NI
China	CH	Hong Kong ³	HK	Niue	NE
Christmas Island²	KT	Howland Island	HQ	Norfolk Island²	NF
Clipperton Island	IP	Hungary	HU	Northern Ireland⁴	UK
Cocos (Keeling) Islands²	CK	Iceland	IC	Northern Mariana Islands	CO
Colombia	CO	India	IN	Norway	NO
Comoros	CN	Indonesia	ID	Oman	MU
Congo (Brazzaville)	CG	Iran	IR	Pakistan	PK
Congo, Democratic Republic of (Kinshasa)	CG	Iraq	IZ	Palau	PS
Cook Islands	CW	Ireland	EI	Palmyra Atoll	LQ
Coral Sea Islands Territory²	CR	Isle of Man	IM	Panama	PM
		Israel	IS	Papua New Guinea	PP
		Italy	IT	Paracel Islands	PF
		Jamaica	JM	Paraguay	PA
		Jan Mayen	JN	Peru	PE
		Japan	JA	Philippines	RP
		Jarvis Island	DQ	Pitcairn Island	PC
		Jersey	JE	Poland	PL
		Johnston Atoll	JQ	Portugal	PO
		Jordan	JO	Puerto Rico	PQ
		Kazakhstan	KZ	Qatar	QA
		Kenya	KE	Reunion³	RE
		Kingman Reef	KQ	Romania	RO
		Kiribati	KR		
		Korea, North	KN		

Russia	RS	Turkey	TU
Rwanda	RW	Turkmenistan¹	TX
St. Barthelémy	TB	Turks and Caicos Islands	TK
St. Helena	SH	Tuvalu	TV
St. Kitts (St. Christopher and Nevis)	SC	Uganda	UG
St. Lucia	ST	Ukraine	UP
St. Martin	RN	United Arab Emirates	AE
St. Pierre and Miquelon	SB	United Kingdom (England, Wales, Scotland, No. Ireland)	UK
St. Vincent and the Grenadines	VC	Uruguay	UY
Samoa	WS	Uzbekistan¹	UZ
San Marino	SM	Vanuatu	NH
Sao Tome and Principe	TP	Venezuela	VE
Saudi Arabia	SA	Vietnam	VM
Senegal	SN	Virgin Islands (British)	VI
Serbia	RI	Virgin Islands (U.S.)	VG
Seychelles	SE	Wake Island	WQ
Sierra Leone	SL	Wallis and Futuna	WF
Singapore	SN	Western Sahara	WI
Slovak Republic (Slovakia)	LO	Yemen	YM
Slovenia	SI	Zambia	ZA
Solomon Islands	BP	Zimbabwe	ZI
Somalia	SO	Other Country	OC
South Africa	SF	Unknown Country	UC
South Georgia and the South Sandwich Islands	SX		
Spain	SP		
Sprattly Islands	PG		
Sri Lanka	CE		
Sudan	SU		
Suriname	NS		
Svalbard	SV		
Swaziland	WZ		
Sweden	SW		
Switzerland	SZ		
Syria	SY		
Taiwan	TW		
Tajikistan¹	TI		
Tanzania	TZ		
Thailand	TH		
Timor-Leste	TT		
Togo	TO		
Tokelau	TL		
Tonga	TN		
Trinidad and Tobago	TD		
Tunisia	TS		

¹ These countries are former Soviet republics that are now covered by the United States treaty with the Commonwealth of Independent States, formerly known as the Union of Soviet Socialist Republics.

² These countries are covered under the United States treaty with Australia.

³ These countries are covered under the United States treaty with France.

⁴ Northern Ireland is covered under the United States treaty with the United Kingdom.

⁵ Hong Kong is not covered under the United States treaty with China.

Revision History

Author	Version	Date	Description of Change
Jim Backus	1.0	06/03/13	Initial Draft & Updated Screenshots and Content
Susan Kincanon	1.1	07/24/2013	Formatted, edited, and completed
Laura Parman	1.1	12/05/2013	Final formatting and linking.
Eric Engbloom	1.2	12/8/2017	1042-S field and country code updates
Lisa Fransee	1.3	12/16/2019	9.2 and SHARE supplier updates
Laura Parman	1.4	02/18/2021	Updated Screen Shots, Added 1042S first last name entry requirements