Contents

I. 1099 Process Overview

Monitoring 1099 reportable transactions should be part of regular maintenance to allow for timely corrective action and to ensure the integrity of the data. Additional Information can be found at the Tax Compliance and Reporting website.

UW Policy: "The University of Wisconsin System will report taxable payments to the IRS, Wisconsin Department of Revenue, and the individual receiving the payment and withhold federal or state income taxes from payments as required by Federal and State laws. Also, the University of Wisconsin System will require social security numbers or Individual Taxpayer Identification Numbers (ITINs) for non-resident aliens as required by Federal law."

In general, a taxable payment to a Supplier that is not a *corporation*, is a payment for a service or work performed, including parts and materials. We are required to obtain a tax identification number for all Suppliers receiving a tax reportable payment.

Process Frequency	Monthly and Annually
Dependencies	N/A
Assumptions	Users know how to run queries
Responsible Parties	Tax Staff at each institution and SHARE Supplier Admins
Alternate Scenarios	N/A

NOTE: Controllers from each institution will be required to certify the 1099 report and the 1042S balances by the beginning of January.   The Certification form is at the end of this document. Notify uwsaproblemsolvers@uwsa.edu when complete.

A. 1099 Supplier Information

Before entering a new Supplier, an institution needs to request a W-9 form from that supplier. The information on the supplier's W-9 should indicate if the supplier ought to be set up for withholding. Enter supplier withholding information by selecting the Withholding checkbox on the Supplier Identifying Information tab or on the New Supplier Request page and entering information on the Supplier Location tab *1099* link or New Supplier Request 1099 section.

Supplier *Identifying Information* tab:

New Supplier Request page:

Supplier *Location Tab/1099 link* must have the withholding class codes entered and saved for them to be carried over to the voucher page. Only ONE withholding class can be set to "Default Jurisdiction", however, more than one withholding class can be entered on the supplier. If creating a new SHARE supplier and more than one withholding class code is needed, the supplier must first be entered with only one class code. The other withholding class codes will need to be added after the supplier has been approved. The withholding class corresponds to the reporting box on a 1099-MISC form. (Please see diagram at the end of section B.)

Supplier Location tab, *1099* link:

If the Supplier is identified as 1099 reportable, any vouchers for the Supplier are automatically identified as 1099 reportable. This can be overridden by deselecting the withholding checkboxes on the voucher.

B. 1099 Voucher and Payment Information

Validate the voucher is set to withholding by selecting the Withholding link on the voucher. If the voucher does NOT have a withholding link, the voucher is not set to withholding and will not be reportable.
To change the voucher to not withholding, select the withholding link and deselect the TWO boxes Withholding Applicable and Applicable. After the voucher is paid, the voucher withholding status can only be changed by using the VoucherLine Withholding Update page.

The information on the voucher will be used to insert information on the appropriate box on the 1099-NEC or 1099-MISC form. For 2020, the IRS will require a new form 1099-NEC (non-employee compensation) and has revised for 1099-MISC. All non-employee compensation payments will be reported on form 1099-NEC and other payment types will be reported on the 1099-MISC form.

In the example below, the voucher is set to report on class code of "07"-Non-Employee Compensation. The new 1099-NEC form will have the total amount for Non-Employee Compensation (class code "07") paid to the supplier on form 1099-NEC (Non-Employee Compensation).

If the class code is "03", the amount will be inserted on the revised 1099-MISC in Box #3 (Other Income used for Prizes and Awards). If the class code is "06", it will be inserted in Box #6 (Medical and health care payments) on the 1099-MISC.

	CORRECTED (if checked) ☐		
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. UNIVERSITY OF WISCONSIN SYSTEM 780 REGENT STREET MADISON, WI 53715-2635	1 Rents $	OMB No. 1545-0115 **2020** Form 1099-MISC	**Miscellaneous Income**
	2 Royalties $ 555.55		
	3 Other income $	4 Federal income tax withheld $	**Copy B For Recipient**
PAYER'S TIN / RECIPIENT'S TIN 39	5 Fishing boat proceeds $	6 Medical and health care payments $	
RECIPIENT'S name	7 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale	8 Substitute payments in lieu of dividends or interest ☐ $	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
Street address (including apt. no.) 123 SOME ST	9 Crop insurance proceeds ☐	10 Gross proceeds paid to an attorney $	
City or town, state or province, country, and ZIP or foreign postal code , WI	11	12 Section 409A deferrals	
Account number (see instructions)	FATCA filing requirement ☐	13 Excess golden parachute payments $	14 Nonqualified deferred compensation $	
	15 State tax withheld $ $	16 State/Payer's state no. WI / 036888888888801	17 State income $ $
Form **1099-MISC**	(keep for your records)	www.irs.gov/form1099misc	Department of the Treasury ? Internal Revenue Service

C. Type of Payment and Reporting Level for 1099 Reportable Transactions

Only one 1099-NEC, 1099-MISC or 1042 form will be sent to a supplier from the University of Wisconsin System. Even if a single payment from an institution falls below the taxable threshold amount, it should still be reported as taxable, because payments from all campuses will be consolidated for tax purposes. For example, if UWEAU and UWGBY pay the same supplier $400 each, it would appear to each institution that the payment would not be reportable. However, the total amount of $800 paid to the supplier is above the threshold and will require UW System to provide a tax form (1099-NEC, 1099-MISC) for reporting.

Type of Payment	Federal Law	UW Consolidated Reporting Level
Services, including parts and materials (Code 07)	$600	$600
Payments to Research Subjects, Prizes and Awards (Code 03)	$600	$600
Rentals (Code 01)	$600	$600
Royalties (Code 02)	$ 10	$ 10
Medical and Health Care payments. (Code 06)	$600	$600
Payments of attorney's fees for *services* (Code 07)	$600	$600
Payments of gross proceeds paid to attorneys (Code 14). **Note:** In 2020 and beyond the amount will show up in box 10 if voucher has code 14 on it	All	All
Scholarships/Fellowships (Non-Resident Aliens - NRAs) only	**Payments to NRAs are reportable as 1042S**	

The following information is required on potentially reportable payments:

- Legal name.
- Permanent home mailing address (the Supplier's address identified on the *default* Location/*1099* link in SFS will be used as the permanent home mailing address and inserted on the 1099 Form).
- United States Taxpayer Identification Number (TIN). This can be a Social Security Number (SSN), Individual Taxpayer Identification number (ITIN) or an Employer Identification Number (EIN).
- A comprehensive description about the payment to help determine the correct classification.

This information is required for all payments on reportable categories listed above, regardless of amount. For Supplier classifications of Individual/Sole Proprietor or Partnership/LLC, if no tax ID is provided, payments may be subject to backup withholding (see withholding link for further definition).

Non-reportable payments (scholarships/fellowships and student loans to UW students) require social security number for financial aid reporting purposes. If the student does not have a social security number, student ID number is required. Mailing (Home) address is not required on these payments.

D. Account Codes Related to 1099 Reportable Transactions

In SFS, account codes do not determine if a voucher is marked as 1099 reportable; the supplier set-up and what is carried to the voucher determines what will be marked 1099 reportable.

Institutions are responsible for review and maintenance of their AP Business Unit vouchers in SFS and 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.

Each campus should review the account codes for all payments to determine if they are correctly marked or not marked reportable. A list of account codes with descriptions that are generally considered to be reportable can be found in Appendix A.

II.   Review Transactions for Correct 1099 Flags

A. Vouchers Not Marked Withholding where Account Code is generally considered a 1099 Reportable Account Code

Run Query SFS_AP_1099_ACCT_NOT_WTHD. This query provides a list of all vouchers paid on an account code that is generally tax reportable where *voucher* is NOT marked withholding.

The query includes vouchers with all account codes listed as reportable in Appendix A to Suppliers entered with a classification of Individual/Sole Proprietor, Partnership, Partnership/LLC and Attorney where the voucher is not marked withholding. The query also includes vouchers for suppliers entered with classification equal to Corp/LLC, Corp, S Corp or S Corp/LLC where the voucher is not marked withholding on taxable account codes 2630 and 2635 (Medical Services). Review these vouchers as they should be reportable. Request a change to the Supplier withholding flag and 1099 info and make the change on the voucher flag to 'withholding' if you find the voucher must be reported.

B. Vouchers for Medical Services (Account Codes 2630 and 2635) that are not Marked Correctly for reporting. These must be coded to *Withholding Code* '06'

Run SFS_AP_1099_ACCT_2630_2635_MDS. This query was created to help campuses monitor payments for medical services. Campuses must periodically review these payments to ensure reporting accuracy and compliance. Unlike most other reportable payments, the exemption from issuing a 1099 to a corporation does not apply to payments for medical or health care services provided by corporations. Therefore, medical service payments to corporations are included and must be reported. Services are always reportable, including supplies, if furnished as part of a service. Regular medical supplies, for example, bandages, medications, etc., that are consumed by campuses are not reportable unless related to a service. Medical service payments are reported in box 6 of a 1099, therefore, the payment must be coded to Withholding Code 6. The query shows all medical service payments coded to account codes 2630 and 2635 where either the supplier and/or the voucher is not marked withholding, or where the withholding code is not 6. All these criteria must be met to be accurately reported on a 1099.

C. Vouchers made to Research Subjects (Account Code 2637) that are not marked Correctly. These must be coded to *Withholding Code* '03'

Run Query SFS_AP_1099_ACCT_2637_RES_SUB. This query was created to help campuses monitor payments to Research Subjects. All payments to Research Subjects are to be recorded as a Withholding Code '3'. Review the list to identify the payments not flagged for withholding or where payments to Research Subjects are not coded as '03'. A payment or series of payments made to individuals for participating in a medical research study or studies must be reported in box 3 of a 1099.

D. Vouchers and Payments to Fellows and Scholars (Account Codes in 57XX series) must be reviewed

Run Query SFS_AP_1099_ACCT_57XX. Payments to Non-U.S. Residents from accounts 57XX must be reported correctly. 57XX Account Series to nonresident aliens is not reportable as a 1099 transaction.

Payments to Non-U.S. Residents from accounts 57XX must be reported correctly on a 1042S.   All payments to students must follow the guidelines provided at Payments to Students. The Student Payment Guide and Student Payment Tool provide assistance to users to determine the intent of a payment made to a student and the proper payment mechanism to use. It also provides guidelines for correct payment procedures to ensure compliance with all applicable federal, state, and UW rules and regulations. Payments to Fellows and Scholars who are U.S. Residents are generally not reportable on a 1099.

E. Vouchers made for Travel Expenses (Account Codes 21XX and 28XX)

Run Queries SFS_AP_1099_ACCT_21XX and SFS_AP_1099_ACCT_28XX. These are travel codes. Check to see if these travel expenses are reportable or not. Most of the time these expenses are not 1099 reportable. Certain travel and other expenses reimbursed to employees are considered taxable and should be reported on a W2. See W2 Reportable Fringes Process document for details. Travel expenses paid to non-employees are 1099 reportable when they are not supported by required receipts.

F. Vouchers paid using Payment Plus (PPL) Payment Option

Run Query named SFS_AP_1099_PPL_PAYMENTS. If the query brings back results, you will need to change the vouchers on the list to not reportable.   US Bank does the 1099 reporting for Payment Plus (PPL) payments. Before the Bolt-On is loaded in January, the PPL payments marked 1099 reportable in SFS must be corrected to reflect that it is not reportable.

G. Voucher made on Purchase Orders where the PO and Supplier Withholding Flags May Not Match

Run Query SFS_AP_1099_PO_NT_WH_VNDR_WH. This returns a list of POs and associated vouchers for Suppliers marked withholding, but the PO lines are not marked for withholding. Copied POs retain the withholding status of the PO it is copied from. There may be issues with copied POs if the Supplier

withholding status has changed. Voucher lines may also need to be reviewed for correct withholding. PO description and voucher description are included in this query.

H. Reviewing Withholding Vouchers by Supplier

Run Query SFS_AP_1099_DETAIL_FAST_RPT. This query provides the **Detail Report** of withholding vouchers for a specific Supplier.

III. Making Changes to Voucher 1099 Flags

Vouchers are marked for withholding when created if the Supplier is marked for withholding. It is important to review BOTH the Supplier Withholding Set Up along with the Voucher Withholding Flags. Before making changes to voucher withholding flags, confirm the Supplier is set up correctly. For SHARE suppliers, requests for any changes to the Supplier must go through the SHARE Supplier Admins at ShareSupplierAdmin@uwsa.edu. Refer to Appendix B for Additional information on the 1099 Supplier updates that are completed by the SHARE Supplier Admins.

A. How to change 1099 Voucher Status in SFS using the VoucherLine Withholding Page

Clean up any vouchers that have incorrect withholding flags. Identify those vouchers by reviewing Section II of this guide.

The VoucherLine Withholding Page will allow you to change withholding flags for Suppliers that have the withholding link checked and have 1099 information entered in the Location Tab. Please check the Supplier Set Up before continuing.

Supplier Withholding Flag:

Navigate to the Accounts Payable WorkCenter, Tax (1099/1042S). Select the Update VoucherLine Withholding link

      OR

Navigator> Suppliers > 1099/Global Withholding > Maintain > Update VoucherLine Withholding.

- Enter Supplier SetID = SHARE (or UWMSN).
- **Enter** Supplier ID.
- Select **Search.**
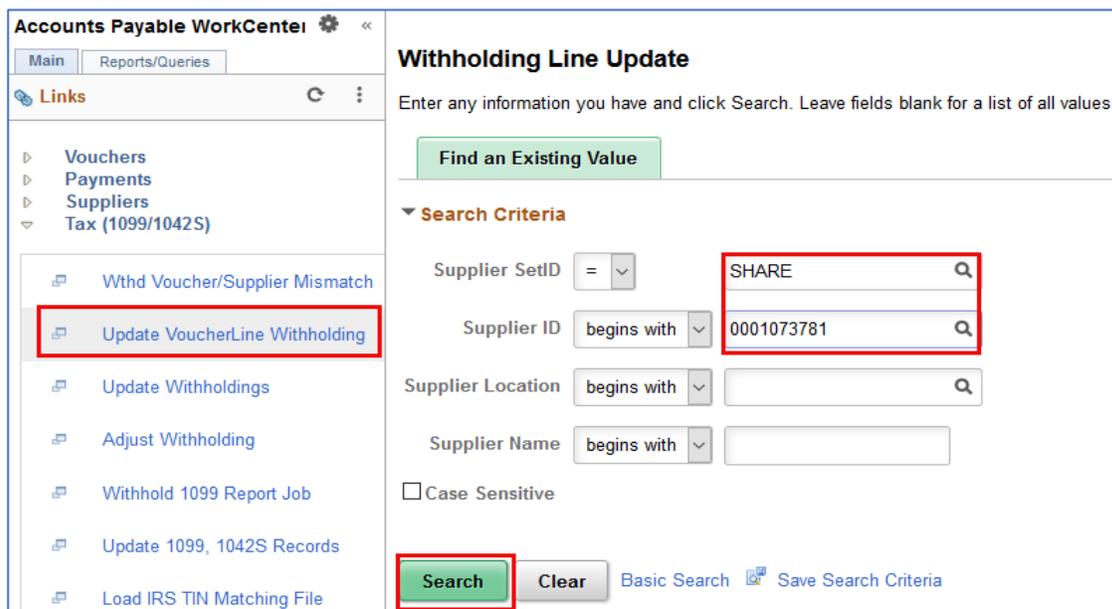
- **Enter** Business Unit.
- **Enter** *From Date* '01/01/20XX'.
- **Enter** *To Date* '12/31/20XX'.
- **Enter** the *Start Date* '01/01/20XX' for Tax Reporting Year.
- **Enter** the *End Date* '12/31/20XX' for Tax Reporting Year.

Withholding Invoice Line Update

Vendor

Supplier SetID	SHARE	Supplier Name	CHARTWELLS DINING SERVICES
Supplier ID	0001073781	Location	0001
		Withholding	Y

Criteria

*Business Unit UWSUP   *From Date 01/01/2019   [Search]

☐ Clear Updated Withholding   *To Date 12/31/2019

Must use full tax calendar year 01/01/20XX through 12/31/20XX

Defaults

Withhold Entity IRS   Withhold Type   [Set All Lines to No Wthd]

Jurisdiction   Class   [Set All Lines to Wthd]

Tax Reporting Year

*Start Date 01/01/2019   *End Date 12/31/2019

Details

1-5 of 292   View 100

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Merchandise Amt
1	☑		IRS	1099	FED	07	UWSUP	00165724	1	3059301579	01/04/2019	5.700
2	☑		IRS	1099	FED	07	UWSUP	00165725	1	3059301549	01/04/2019	81.400

- **Click** [Search]

Details

1-5 of 292   View 100

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Merchandise Amt
1	☑		IRS	1099	FED	07	UWSUP	00165724	1	3059301579	01/04/2019	5.700
2	☑		IRS	1099	FED	07	UWSUP	00165725	1	3059301549	01/04/2019	81.400
3	☑		IRS	1099	FED	07	UWSUP	00165740	1	4188300688	01/07/2019	230.000
4	☑		IRS	1099	FED	07	UWSUP	00165741	1	4188300625	01/07/2019	155.250
5	☐						UWSUP	00165750	1	3059301604	01/08/2019	12,787.880

[Save] [Return to Search] [Notify]

The system displays ALL the voucher lines for a Supplier Location. If there is more than one Location, go back to the search results to select the next one.

To refine your search further, use the Criteria and Tax Reporting Year group boxes to enter the selection criteria for the vouchers you want to update. Click Search when you have entered all your search criteria in these group boxes.

Use the Details grid to **view** the voucher lines retrieved by your search and to **select** voucher lines for updating. **Caution:** **Select** the 'View All' or "View 100" button to see more results.

Current Withhold Details Tab displays the original withholding information for the selected voucher lines.

	Current Withhold	New Withhold	Entity	Type	Jurisdiction ▲	Class	Business Unit	Voucher ▲	Line	Invoice	Payment Date ▲	Merchandise Amt
1	☑		IRS	1099	FED	07	UWSUP	00165724	1	3059301579	01/04/2019	5.700
2	☑		IRS	1099	FED	07	UWSUP	00165725	1	3059301549	01/04/2019	81.400

The following are fields that appear on the Current Withhold Details tab:

Current Withhold Column. If the box is selected this indicates that the voucher line is currently marked withholding and will be reported on the 1099.

New Withhold Column. Use this column to **change** the withholding on a voucher line. To change the withholding status, select 'Y' for withholding applicable or 'N' for no withholding. If you select N under the New Withhold column to mark the voucher as NOT Withholding, the Type, Jurisdiction and Class change to blank. Select **Save** .

	Current Withhold	New Withhold	Entity	Type	Jurisdiction ▲	Class	Business Unit	Voucher ▲	Line	Invoice	Payment Date ▲	Merchandise Amt
1	☑	N	IRS				UWSUP	00165724	1	3059301579	01/04/2019	5.700

In the New Withhold Details Tab you will see 'Pending Database Update'. A nightly Update Withholding process will run from first Monday in December through approximately January 7 of following tax year to update all changes during the 1099 clean up period.

	Business Unit	Voucher ▲	Line	New Withhold	New Class	New Type	New Jur	Status
1	UWSUP	00165724	1	N				Pending Database Update

Make the necessary changes to each voucher line or all voucher lines.

To change *selected* lines to a withholding class combination**,**

New Withhold = Y
Entity = IRS
Type = 1099
Jurisdiction = FED

Class = select appropriate class code. The only available codes will be codes that have been set up on the Supplier's Location/*1099* link. Email SHARE Supplier Admins (ShareSupplierAdmin@uwsa.edu) if additional class codes are needed.

After you have made all your changes, **click** [Save] .
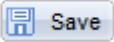
You may get a warning message telling you should use the entire calendar year when entering information. If you did so, select "OK" to save.

Click on the NEW Withhold Details tab.

The status will appear on the New Withhold Details Tab under the Status column.

If a Supplier is defined as a withholding Supplier and there are voucher lines that are not flagged as withholding applicable or 'Y', the system will ignore these lines when running the 1099 reports. The amounts will not be included in the Supplier's 1099 balance.

Caution: Conversely, if a Supplier is not marked as a withholding Supplier but voucher lines are flagged as withholding applicable, the system will ignore these voucher lines for 1099 reporting. However, you should still correct the voucher withholding status to not withholding if applicable to ensure data integrity. With most institutions using SHARE suppliers, any changes to the Supplier file impacts other campus reporting. Therefore, all changes to SHARE suppliers need to be sent to the SHARE Supplier Admins.

Note: If your analysis has determined that a Supplier is *incorrectly* flagged or not flagged for withholding, notify the ShareSupplierAdmin@uwsa.edu. If there is no W-9 attached to the supplier, they will request that you obtain and attach a recently filled out W-9 form. The SHARE Supplier Admins will then review the supplier withholding status and change it if necessary. Please do NOT change the supplier withholding flag yourself.

Run Query SFS_AP_1099_WTHD_UPDT to return a list of either pending or updated vouchers. The query prompts for *Business Unit* and *Pending Database Update* or *Database Updated*. The Update Withholdings Process must be run for the pending transactions to be updated. You must confirm the Supplier is marked withholding for withholding updates to be correct. Contact **uwsaproblemsolvers@uwsa.edu** if you need the process run real-time.

SFS_AP_1099_WTHD_UPDT - 1099 RECENT WITHHOLDING UPDATE

Business Unit UWSUP
Start Date (should be Jan 1) 01/01/2018
End Date (should be Dec 31) 12/31/2018
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)
View All   First 1-1 of 1 Last

	Unit	Voucher	Line	Pending or Updated	New W/H	New Code	Entity	Setid	Curr W/H	Start Date	End Date	New Type	New Jur	Supplier	Supplier	Line Amount	Vchr Withholding Y or N	Code
1	UWSUP	00159149	1	Pending Database Update	Y	07	IRS	SHARE	N	01/01/2018	12/31/2018	1099	FED	0001073022	CHARTWELLS DINING SERVICES	16918.230	N	

B. Correcting Withholding Adjustments in Error and Creating New Withholding Adjustments

The Withhold Adjustments page overrides existing withholding transactions. Where the VoucherLine Update selects or clears withholding flags for a voucher line, this process creates/adds or changes amounts.

Some examples of why adjustments may be necessary:

- A Supplier might have a change in ownership and/or name, and you may not be notified of the change until much later. The new owner may continue using the old name and/or accept payments made to the old name. If the change affects tax reporting, such as a corporation sold to a partnership, you could add payments inaccurately recorded under the old Supplier to the current Supplier record. *Suppliers with the same name but different tax ID numbers are different for tax reporting purposes.*
- Another scenario for this process is to recognize a tax reportable payment to a Supplier when the original transaction is outside the norm. For example, a payment is made to an attorney for distribution to a client. We are required to report the taxable payment to both the attorney and the client. Since we can only associate a payment to one Supplier in SFS, an adjustment must be made for the client Supplier.
- Correction of amounts (in contrast to flagging or unflagging lines) that have been marked withholding. This would occur when taxable and nontaxable amounts are combined on one voucher line.

Types of Adjustments you can make:

- You can adjust for transactions that have been processed through SFS where a voucher and payment exist.
- You can **ADD** records only if the Supplier is entered in SFS and is flagged for Withholding**.**

ALL SUPPLIERS MUST HAVE WITHHOLDING BOX CHECKED ON THE SUPPLIER PAGE TO BE INCLUDED IN 1099 REPORTING. If you cannot find the Supplier in your adjustments search – check the Supplier Summary or Identifying Information page on the Supplier and verify the Supplier is set to 'YES' for Withholding.

To adjust any withholding information:

- **Navigate** to Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding   OR
  - Go to Accounts Payable WorkCenter, Tax (1099/1042S) Menu and select the *Adjust Withholding* link.
- **ENTER** Supplier SetID. Confirm the Supplier is set to Withholding BEFORE making any adjustments.

-
-
- **ENTER** Supplier ID.
- **SELECT** Search and select the link to the Supplier.

- **Enter** *Business Unit.*
- **Enter** the *Start Date* '01/01/20XX' for Tax Reporting Year.
- **Enter** the *End Date* '12/31/20XX' for Tax Reporting Year.
- **Click** Search .

A search here will return all lines marked as withholding for this Supplier. Select the View All link to bring back all withholding rows for this Supplier.

If there are no entries, fill in all the blanks provided to **add** the adjustment. If there are entries, you can **modify** an entry to adjust the dollar amount on the line or lines returned.

To enter a new withholding adjustment for a Supplier with existing lines, simply **click** on ![plus] and **enter** the necessary information.

Select data in this order:

- **Select** Main Information tab.
- **Enter** changes and additions.

- Select the **Transaction Info** tab.

- Enter *Basis Amount*. The amount on which the withholding is calculated. This is the basis amount that is reported to the withholding entity for this payment. It includes the liability amount and is typically the gross amount of the voucher.
- *Liability Amount* – leave blank. This is the amount of back up withholding that is retained to remit to the withholding entity. This amount may also be remitted to the original Supplier depending on your business processes.
- *Paid Amount*. – leave blank. This is how much of the withholding has been paid to the tax authority. This will typically be $0.00 since we do not pay 1099 taxes in advance.
- Enter *Payment Date* - This is the date on which the payment was made.
- *Declaration Date* can be entered using same date as payment date. This is the date on which the withholding is declared. Declaration date is used for withholding entities who use a date other than payment date—accounting date, for example—to report withholding transactions.

- The Payment Information tab provides information on existing payments. *No entry is required on this tab.*

- Select Adjustment Reason tab.
- Enter the adjustment reason for the listed transaction.
- Select Save .

To include the withholding overrides (adjustments) to be reported to IRS, you MUST CHECK THE "INCLUDE OVERRIDES" BOX ON the Withholding 1099 Report Job Process. Information on how to do this will be located in the section for running the withholding 1099 report job process. This process should be run AFTER you have fully completed the review of all vouchers and mismatches.

The withholding balance for a Supplier will include any withholding overrides that are entered. Run query named SFS_AP_1099_ADJUSTMENTS to review the listing of all records where adjustments were made.

C. Process to Update Withholdings Runs Nightly – Monday through Friday (This is Run Centrally by UWSA)

Caution: Before the Update Withholding Process is run you must first ensure that the withholding information on the Supplier is set to withholding and all withholding information is entered on the Location Tab/1099 Link.

This process is run in a batch process (centrally) every Monday through Friday night after 7pm. Email uwsaproblemsolvers@uwsa.edu if you need this run at a different time.

The Withholding Update process will update the withholding transaction table and voucher tables with the updated withholding information you have entered on the Withholding Invoice Line Update pages.

You can monitor your changes by **running** Query SFS_AP_1099_WTHD_UPDT to see what has been updated. The query prompts you for Business Unit and transactions that are Pending Database Update or Database Updated. Transactions that have been updated should appear in the 'Database Updated' query results.

SFS_AP_1099_WTHD_UPDT - 1099 RECENT WITHHOLDING UPDATE

Busines Unit: UWOSH
Pending (P) or Updated (U): Database Updated
Start Date (should be Jan 1): 01/01/2014
End Date (should be Dec 31): 12/31/2014
[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All   First 1-1 of 1 Last

Unit	Voucher	Line	Pending or Updated	New W/H	New Code	Entity	Setid	Curr W/H	Start Date	End Date	New Type	New Jur	Vendor	Name	Line Amount	Withholding Y or N	Code
1 UWOSH	00276169	1	U	N		IRS		Y	01/01/2014	12/31/2014			0000029324		40.000 N		

IV.   Reviewing Supplier and Voucher Mismatches

We recommend you run the mismatch report after you have reviewed transactions and are confident all vouchers are marked as needed. *All Institutions will be responsible to review* mismatch of withholding between suppliers and vouchers and make corrections if necessary. This report does not necessarily require changes to a supplier or voucher. An example where you may not need to make a correction is for a supplier that is marked withholding because payments for services are generally tax reportable, however, certain payments to the supplier are for non-1099 reportable items (such as travel reimbursement or fellowship payments).

You can choose the option to run a process to create a pdf report OR to run queries to bring back information where there is a mismatch on a supplier not marked withholding where a voucher is marked withholding or a mismatch on a supplier marked withholding where a voucher is marked not withholding. You can use the report output as a checklist to clean up the mismatches.

A. Run Supplier/Voucher Mismatch Report - Option 1 to PDF

- Navigate to Suppliers>1099/Global Withholding>General Reports>Wthd Voucher/Supplier Mismatch OR
- Access the page through the Accounts Payable WorkCenter-Tax (1099/1042S) > Wthd Voucher/Supplier Mismatch
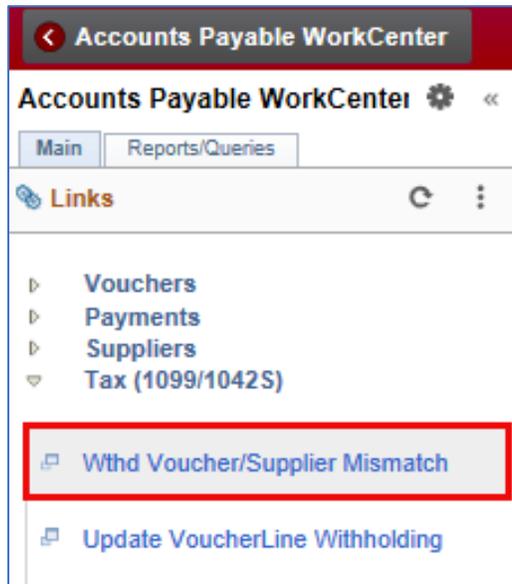
- Create a new run control (or use your existing run control), select ADD.
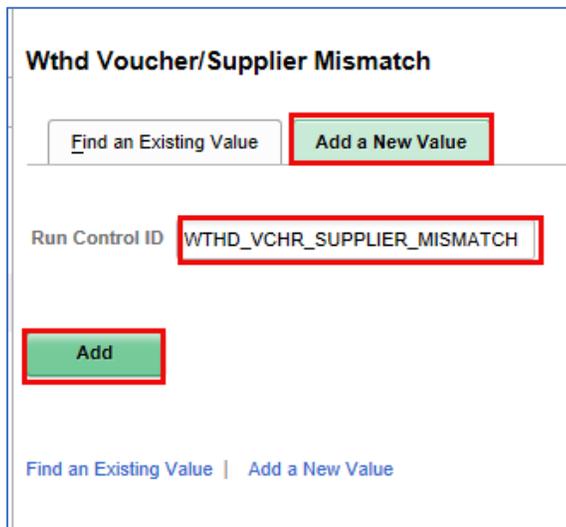
- Enter Run Control information.
    i. **Request ID** (i.e. 1).
    ii. **Description** - WTHD VOUCHER SUPPLIER MISMATCH.
    iii. **Business Unit – e**nter your institution AP Business Unit (i.e. UWMIL, UWEAU, etc.).
    iv. **Supplier SetID –** leave blank.
    v. **Supplier ID –** leave blank.
    vi. **Start Date** (beginning of Tax Calendar Year).
    vii. **End Date** (end of Calendar Year).

- Select **RUN.**

- **Enter Server Name** SFSNT1.
- **Select** *Mismatch Report* and **Enter** Type = WEB and Format = PDF and select "OK".
- Go to Process Monitor to confirm process has completed to *Success* and *Posted.*

Withhold Mismatch Request

Run Control ID: WTHD_VCHR_SUPPLIER_MISMATCH   Report Manager | Process Monitor | Run

*Request ID: 1   WTHD VOUCHER SUPPLIER MISMATC

Business Unit: UWSUP

Supplier SetID:

Supplier ID:

*Start Date: 01/01/2019

*End Date: 12/31/2019

Save | Return to Search | Notify   Add | Update/Display

Process List | Server List

View Process Request For

User ID: 00583219   Type: [ ]   Last [ ]   30 Days   Refresh

Server: [ ]   Name: [ ]   Instance From: [ ]   Instance To: [ ]   Report Manager

Run Status: [ ]   Distribution Status: [ ]   ☑ Save On Refresh

Process List

1-22 of 22   View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	10214309		PSJob	MISMTCH	00583219	09/26/2019 1:25:42PM CDT	Success	Posted	Details

- Select the "Report Manager" link on the Process Monitor Page
  - OR
- Navigate to the Reporting Tools > Report Manager
  - OR
- Access the Report Manager from the Accounts Payable WorkCenter, Reports and Queries Tab, Reports and Processes Menu and select Report Manager.
- On the Report Manager Page – navigate to the Administration TAB

- Select the APX9010-APX9010.pdf link to open the report and open the PDF for your results.

- All rows provided are mismatches.
  - Where the Line WH column indicates "N" this identifies a voucher that is marked not withholding, however, the Supplier is marked withholding. These should be reviewed and if the voucher should be marked withholding, a correction will be required.
  - Where the Line WH column indicates "Y", this identifies a voucher that is marked withholding where the Supplier is NOT marked withholding. This should be rare. In these rare instances, these payments will NOT be loaded to the bolt-on or reported.

NOTE: If the Supplier is not marked withholding and you believe the supplier is marked in error, collect an updated W9 and email the ShareSupplierAdmin@uwsa.edu to request a change. Changes to withholding for a SHARE Supplier will impact ALL supplier payment reporting for other institutions. Please do NOT change the supplier withholding flag yourself.

o If the amount in the Gross Amount column and an amount in the Merchandise Amount column are different, this means that the voucher is split between reportable and non-reportable amounts. In other words, the amount in the Merchandise Amount column shows the amount which is non-reportable or not marked for withholding. The difference between the Voucher Gross and the Merchandise Amount columns represents what will be reported for 1099 purposes. There are situations where some payments, or part of the payments are not 1099 reportable.

B. Run Queries to download Supplier/Voucher mismatches as excel files – Option 2 to Excel Format

- Navigate to Reports/Queries, Reports/Processes, Processing Tools, Query Viewer.
- Enter Query Name.
  - **SFS_AP_1099_VNDR_WH_VO_NT_WH (**Supplier set to wthd where vouchers are not set to wthd)
  Or
  - **SFS_AP_1099_VNDR_NT_WH_VO_WH** (Supplier NOT set to wthd where vouchers are set to wthd)
- **Select Search.**
- Select hyperlink under **Run to HTML or Run to Excel**

Enter **AP Business Unit (i.e. UWSUP, UWEAU).**

Enter **Payment Date range for entire tax year (i.e. 01/01/20XX through 12/31/20XX)**

SFS_AP_1099_VNDR_WH_VO_NT_WH returns a list of voucher lines not marked withholding for Suppliers marked withholding. Below is a sample of query results. Review the list and identify any records that need correction. You can download results to Excel.

SFS_AP_1099_VNDR_NT_WH_VO_WH returns a list of vouchers marked withholding for Suppliers marked not withholding. See the section [Making Changes to Voucher 1099 Flags](#) for correcting mismatches.

V.   Creating 1099 Records for Reporting on a 1099 Form

A. Running the Withhold 1099 Report Job Process

Running the Withhold 1099 Report Job Process will populate the withholding 1099 table (WTHD_1099_TBL) by extracting data from the voucher, payment, and 1099 adjustment tables and inserting it into the withholding 1099 table. The PeopleSoft system uses the data in this table to load the 1099 tables that are used to create the 1099 form that is sent to the Supplier along with the file that will be send to the IRS. This process finalizes all the 1099 reportable transactions and includes updates on any adjustments made. You should only run this process AFTER you have completed all your clean up and adjustment processing as this is the last process run before the 1099 Bolt-On pages are loaded.

To run Withhold 1099 Report job process

- Navigate to: Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

OR
Use the Accounts Payable WorkCenter>*Withhold 1099 Report Job* link.

- Create a new Run Control ID by selecting "Add a New Value" OR search for an already existing Run Control Id. If adding a new run control – **select** [Add] .
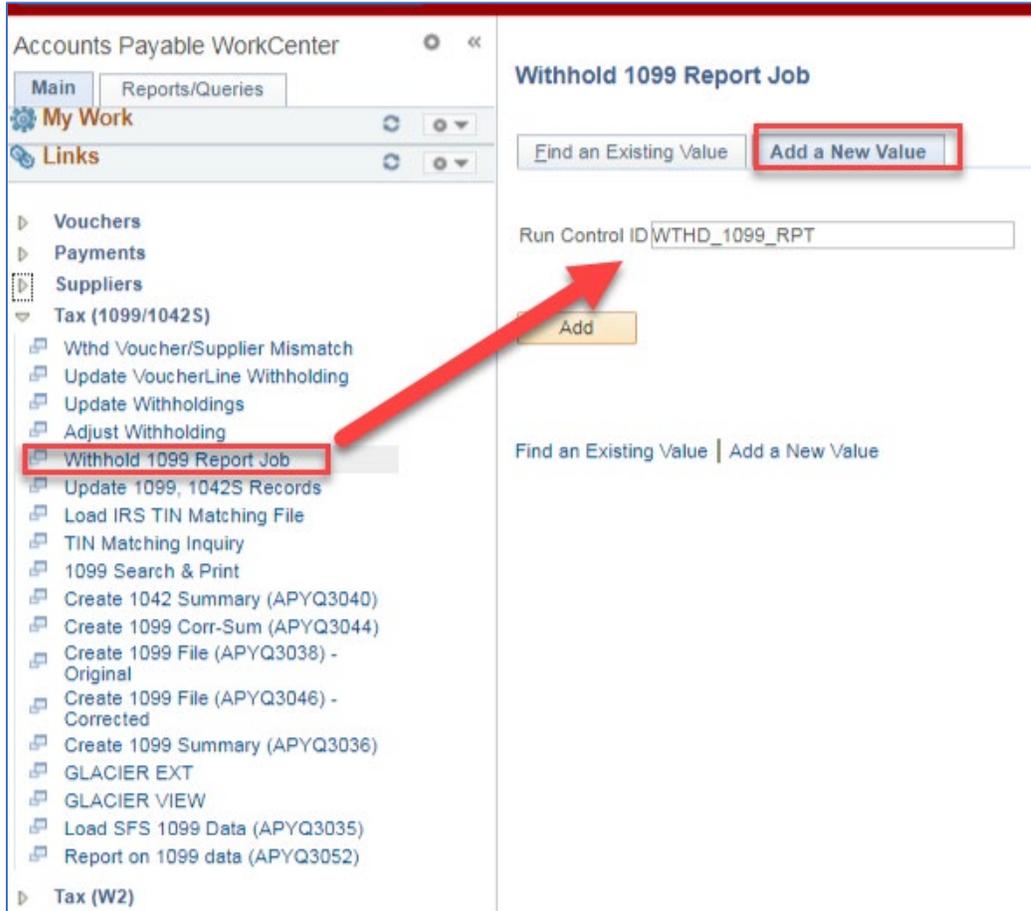
- **Enter** a Request ID and Description
- **Select** Process Frequency '*Always Process*'
- **IMPORTANT: Checkbox** ☑ next to '*Include Manual Overrides*' if you want to include data entered on the *Adjust Withholding* page.
- **Leave** Report Date as is.
- **Select** *Control SetID* (Your Institution, i.e. UWXXX).
- **Enter** *Control ID* as "1099XXX" using your business unit, i.e., "1099STP".
- **Enter** *Calendar SetID* '**SHARE**' (used for all campuses) (NOT your Business Unit!!!).
- **Enter** *Calendar ID* 'TY' (Tax Year).
- **Enter** *Fiscal Year* as tax year you are reporting.
- **Leave** checkbox BLANK in front of "Use Report Date for Supplier".
- **Enter** *Period* '1'.
- **Leave** remaining values blank in 1099 Report Section and 1099 Report Copy B Sort section. We do not use these because we load all 1099 transactions into the custom 1099 Tax Bolt-On.

Select ![Save]

The system uses the *Calendar ID, Fiscal Year*, and *Period* to determine which transactions to include in the posting. The system will select all transactions within the specified period. An annual calendar has been created for use with 1099 Report Posting. By doing so, the system will always pick up all transactions for the year specified.

In PeopleSoft 1099 processing applications, *Fiscal Year* refers to the calendar 'Tax Year', not the accounting fiscal year; and the *Period* refers to the 1099 processing period defined in the 1099 calendar table, not the accounting period.

Select Run .

Enter Server Name *"PSUNX".*

Select ☑ checkbox in front of '1099 Report Post' ONLY.

Select OK .

Process Scheduler Request

									Help

User ID   00583219   Run Control ID   TESTLP

Server Name   PSUNX   Run Date   11/04/2020

Recurrence   Run Time   2:03:26PM   Reset to Current Date/Time

Time Zone   CST   Central Time (US)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	1099 Report Post	1099_RPT_PST	Application Engine	Web	TXT	Distribution
☐	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution
☐	Withhold 1099 Report	APX1099	BI Publisher	Web	PDF	Distribution
☐	Withhold 1099G Report	APX1099G	BI Publisher	Web	PDF	Distribution
☐	Withhold 1099I Report	APX1099I	BI Publisher	Web	PDF	Distribution
☐	1099 Job	AP_1099	PSJob	(None)	(None)	Distribution
☐	1099 Report	AP_APY1099	Application Engine	Web	TXT	Distribution
☐	1099 Copy B Sort	AP_COPYB_RPT	Application Engine	Web	TXT	Distribution
☐	1099 Post, Report, & CopyB Sor	RPT_1099	PSJob	(None)	(None)	Distribution

OK   Cancel

Go to *Process Monitor* to view process runs to *Success and Posted.*

Process List | **Server List**

View Process Request For

User ID	00583219	Type		Last		20	Days		Refresh

Server		Name		Instance From		Instance To		Report Manager

Run Status		Distribution Status		☑ Save On Refresh

Process List

1-28 of 28 | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	11445908		Application Engine	1099_RPT_PST	00583219	11/04/2020 2:03:26PM CST	Success	Posted	Details

The system extracts the withholding transaction data and populates the withholding 1099 report table. The IRS requires UW System to report all 1099 records under one Employer ID for all institutions. The source of the 1099 information that is loaded to the SFS 1099 bolt-on system is the WTHD_1099_TBL. It is the responsibility of each institution to use the PeopleSoft processes described above to provide accurate reports prior to the load to the bolt-on.

B. Final Validations

To validate transactions that will be Loaded to 1099 Bolt-On:

- Query SFS_AP_1099_DETAIL_REPORT is used to provide you with a list of vouchers that are set to withholding and will be reported.
- Query SFS_AP_1099_ADJUSTMENTS is used to provide you with a list of vouchers where you added or updated 1099 voucher transactions.
- Query SFS_AP_1099_CONTROL_RPT_QRY provides a list of records that will be loaded to the 1099 Bolt-On for 1099 Processing. The 1099 Report Post Process must be run successfully for the calendar year you are processing in order to get valid results on this query.
- SFS_AP_1099_CANC_PYMNTS_QRY is used to identify any vouchers that may have been cancelled across Calendar Years.

Compare results from the Control query with results from the Detail and Adjustments queries. Combine dollar totals from the SFS_AP_1099_DETAIL_REPORT and SFS_AP_1099_ADJUSTMENTS results and compare your total dollar amount with the total dollar amount on the SFS_AP_1099_CONTROL_RPT_QRY. They should match. Comparing Detail and Control Reports ensures we pick up all 1099 transactions that are reportable. Controllers from each campus will certify the 1099 Control Report.

Occasionally the reports will not match due to some anomalies. Review the mismatches to determine if the vouchers need to be reported. You may make any changes in the 1099 Bolt-On after the transactions are loaded.

Possible reasons for issues:

a. 1099 processes need to run to completion after clean-up and prior to running the reports or your results may not be accurate.

i. The AP Post Withholdings Process (posts any payment activity up to the current date). This process is run in a nightly batch M-F at approximately 9 pm.

ii. The Update Withholding Process (posts any *updates* to payments up to current date). This is run nightly M-F, contact uwsaproblemsolvers@uwsa.edu if you need it run.

iii. The Withholding 1099 Report Job Process (posts all payments to 1099 Withhold table). This is run manually by each campus.

b. Stale Dated (Cancelled) Payments. You can run query **SFS_AP_1099_CANC_PYMNTS_QRY.** This query has a prompt for *Business Unit.* Results provide a listing of stale dated checks or re-issued checks **from a prior calendar year**. Processing stale dated checks or reissuing a check from a prior calendar year can affect current year 1099 balances. Look for negative balances in the detail report and verify that the Control Report Balance and the Detail Report Balance match. When a stale dated check is cancelled, with or without reissue, and the Supplier is withholding, negative entries from the cancellation will be created in the *current* year. Review of the cancellation is needed because it is possible the original payment was reported in a prior calendar year or new payments are reported in the current year and may be understated by the negative amount.

Controllers Certify 1099 Report – 1099 Processing Checklist and Certification:

a. Sign the 1099 Processing Checklist and Certification form (click on link).

b. Send an email and attach a signed copy of the completed certification to uwsaproblemsolvers@uwsa.edu on or before approx.. January 7, 20XX. See email notification for exact date this report is due.

c. Include the following in text of the email:

"Business Unit _____ has been verified for 1099 processing for calendar year <20XX> (insert correct calendar year) Certification Form was scanned and is attached to this document."

d. **Note:** Institutions will be able to run Query SFS_AP_1099_LOAD_DETAIL to view records after they have been loaded to the SFS 1099 Bolt-On.

e. Contact uwsaproblemsolvers@uwsa.edu with any questions.

1099 Processing Checklist and Certification

☐ 1. Run public and private queries to review records.

☐ 2. Run the Voucher/Supplier Mismatch Queries.

☐ 3. Process Corrections to Voucher when Supplier Mismatches.

☐ 4. Process Withholding Adjustments, if needed.

☐ 5. Run Withhold 1099 Report Job Process.

☐ 6. Run Verification Queries (Control, Detail, Adjustments and Cancellation Reports)

☐ 7. Controller certifies 1099 report and will email UWSA that the Withholding records are ready for loading. (This includes payments to non-resident aliens that will need to be updated in the Tax Bolt-On to change them from 1099 to 1042S records.)

Institution: _____

1099 records have been analyzed and verified and are ready to report. 1042S records will be corrected in the bolt-on after loading.

_____   _____

Report Preparer   Date   Controller   Date

Please e-mail a scanned, signed copy to uwsaproblemsolvers@uwsa.edu

Tax Year Deadline Approx: January 7, 202X, 4:30pm. See email notification for exact date.

VI. Appendix A -Taxable Payment Codes by Account Number and Withholding Code

Account Codes Generally marked as Reportable – see Account Codes for all code/account descriptions:

SFS Account Number	CODE/ACCOUNT TITLE	1099/1042S Tax Reportable?	Withholding Class Code	CODE/ACCOUNT DESCRIPTION Check appropriate box on the processing form you are submitting (PIR, etc.) if the payment you are making is one of the payments listed below as tax reportable. (Note: The word Services as used below means services performed by a person not services in the sense of Utility Services, etc.)
1909	Fac/Acad- NonSal Legal Settle	YES	14	**All** non-salary related legal settlement payments to Academic Personnel. Requirements to account for settlement payments made to an attorney or attorney and claimant. Background: Legal settlement payments to a claimant are usually coded to Non-employee compensation. Proper treatment and reporting of these payments involve keeping up to date with latest IRS regulations and are reviewed by UWSA annually. In general, work-related compensation settlements for employees/former employees are handled through payroll. So be aware that there are IRS requirements to pay and report compensation settlements through payroll processing. When a payment is requested for a legal settlement, each campus must require that the requester also include tax-reporting details of the settlement and verify that the request should be appropriately handled though accounts payable. Punitive damages are not taxable or reportable **to the claimant** and are appropriately handled through accounts payable for the claimant. When an attorney is included on the payment for the claimant, the attorney is reported for the full amount as **withholding code 14.**
1944	Univ Staff -NonSal Legal Settlement	YES	14	**All** non-salary related legal settlement payments to Classified Personnel. Requirements to account for settlement payments made to an attorney or attorney and claimant. Background: Legal settlement payments to a claimant are usually coded to Non-employee compensation. Proper treatment and reporting of these payments involve keeping up to date with latest IRS regulations and are reviewed by UWSA annually. In general, work-related compensation settlements for employees/former employees are handled through

SFS Account Number	CODE/ACCOUNT TITLE	1099/1042S Tax Reportable?	Withholding Class Code	CODE/ACCOUNT DESCRIPTION Check appropriate box on the processing form you are submitting (PIR, etc.) if the payment you are making is one of the payments listed below as tax reportable. (Note: The word Services as used below means services performed by a person not services in the sense of Utility Services, etc.)
				payroll. So be aware that there are IRS requirements to pay and report compensation settlements through payroll processing.

When a payment is requested for a legal settlement, each campus must require that the requester also include tax-reporting details of the settlement and verify that the request should be appropriately handled though accounts payable.

Punitive damages are not taxable or reportable **to the claimant** and are appropriately handled through accounts payable for the claimant. When an attorney is included on the payment for the claimant, the attorney is reported for the full amount as **withholding code 14.** |
2300	Rental of Land	YES	01	**All** rental of privately-owned land from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2305	Lease of Land	YES	01	**All** lease of privately-owned land from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2320	Rental of Space	YES	01	**All** rental of privately-owned space from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2325	Lease of Space	YES	01	**All** lease of privately-owned space from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2330	Rental of DP Equip	YES	01	**All** Rental of Data Communication/Data Processing Equipment from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2335	Lease of DP Equip	YES	01	**All** Lease of Data Communication/Data Processing Equipment from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2340	Rental of Vehicles-Dealership	YES	01	**All** Charges for rental of vehicles from non-corporations
2345	Lease of Vehicle-Dealership	YES	01	**All** Charges for lease of vehicles from non-corporations

SFS Account Number	CODE/ACCOUNT TITLE	1099/1042S Tax Reportable?	Withholding Class Code	CODE/ACCOUNT DESCRIPTION Check appropriate box on the processing form you are submitting (PIR, etc.) if the payment you are making is one of the payments listed below as tax reportable. (Note: The word Services as used below means services performed by a person not services in the sense of Utility Services, etc.)
2350	Rental of Aircraft	YES	01	**All** Charges for rental of aircraft from non-corporations
2355	Lease of Aircraft	YES	01	**All** Lease of rental of aircraft from non-corporations
2360	Rental of Other Equip	YES	01	**All** Rental of equipment from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2370	Lease of Equipment	YES	01	**All** Lease of equipment from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2400	Maintenance & Repairs-Grounds	YES	07	**All** Grounds maintenance and repairs from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2410	Leasehold Repairs & Maint	YES	07	**All** Repairs, maintenance or improvements to leased buildings, equipment and land, including fencing and highway signs by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2420	Maintenance & Repair-Structure	YES	07	**All** Structure maintenance and repairs from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2460	Maintenance & Repair- DP Equip	YES	07	**Services and parts** from maintenance agreements, labor, or other costs associated with maintaining or repairing data/word processing equipment including software by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable
2470	Maintenance & Repair-Vehicles	YES	07	**Services and parts** paid to private vendors (non-corporations) for repair and maintenance of UW/state automobiles, trucks, tractors, heavy equipment, snowmobiles, all terrain vehicles and other similar equipment. Include payments for maintenance, repair, replacement parts, tune-up, tire rotation, lubrication, washing, towing, registration fees, accessory installation and other related expenses. Corporations are not reportable.
2480	Maintenance & Repair-Other	YES	07	**Services and parts** from maintenance agreements, labor, or other costs associated with maintaining or repairing other equipment (excluding vehicles and DP Equipment) by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable

SFS Account Number	CODE/ACCOUNT TITLE	1099/1042S Tax Reportable?	Withholding Class Code	CODE/ACCOUNT DESCRIPTION Check appropriate box on the processing form you are submitting (PIR, etc.) if the payment you are making is one of the payments listed below as tax reportable. (Note: The word Services as used below means services performed by a person not services in the sense of Utility Services, etc.)
2610	DP Services – Outside Source	YES	07	**All Services and parts** paid for work performed by private contractors or vendors (Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC)) (Corporations are not reportable.) who provide keypunch service or data processing service, the cost for use of central processing units on a time/shared basis; the cost of hookups with central information systems, tape cleaning, microfilm and microfiche services; COWL-related charges.
2620	Services – Professional	YES	07	**All** services (Professional, Educational, or Vocational) performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2621	Services – Consultants	YES	07	**All** services provided by consultants who are Individuals, Sole Proprietorships, Partnerships, or Limited Liability Corporations (LLC). Corporations are not reportable.
2622	Collection Agency Fees	YES	07	Collection Agency Fees if paid to an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). (Only Services portion is reportable). Corporations are not reportable.
2623	Services – Miscellaneous	YES	07	**All** Miscellaneous services performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2624	Services – Police and Security	YES	07	**All** Police and security services performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2625	Services – Guarantees	YES	07	**All** Services – Guarantees
2626	Services – Athletic Officials	YES	07	**All** services provided by Athletic Officials (for example, referee services, etc.)
2627	Background Checks	YES	07	**All** Background checks performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2628	Professional Design Services	YES	07	**All** Professional design services performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2630	Medical Services	YES	06	**All** costs, including **supplies**, for medical services provided by hospitals, doctors, dentists, chiropractors, etc. (Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC)). **EXCEPTION TO THE RULE: Corporations are reportable, and supplies related to the service must be reported.**

SFS Account Number	CODE/ACCOUNT TITLE	1099/1042S Tax Reportable?	Withholding Class Code	CODE/ACCOUNT DESCRIPTION Check appropriate box on the processing form you are submitting (PIR, etc.) if the payment you are making is one of the payments listed below as tax reportable. (Note: The word Services as used below means services performed by a person not services in the sense of Utility Services, etc.)
2635	Hospital Patient Cost	YES	06	**All** Hospital patient costs, incurred for impatient and outpatient treatments are reportable (Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC)). **EXCEPTION TO THE RULE: Corporations are reportable, and supplies related to the service must be reported.**
2637	Research Subjects	YES	03	**All** direct payments to individuals who serve as a research subjects or provides blood, bone marrow, urine or other body specimens.
2675	Printing & Duplicating-NonStat	YES	07	**All** Printing & Duplicating-Non-State services (including expenditures for printing, setup, and duplicating) performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2680	Serv-Housekeeping & Janitorial	YES	07	**All** expenditures for services such as rubbish, garbage, and snow removal, sanitation services, window washing, floor cleaning and exterminator service that are provided by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2893	Event – Catering	YES	07	**All** Event – catering services, including cost of food/beverage, allowable decorations, service fees, gratuities or delivery fees performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
3750	Prizes & Awards	YES	03	**All** Non-Cash Prizes and Awards such as plaques and trophies, including engraving. **All** Cash Prizes and Awards (Note: Gift Certificates are considered cash.)
3760	Claims Awards	YES	03	**All** Claims Awards
3840	Subcontracts < $25,000	YES	07	**All** Sub-Grant and Subcontract Payments to Non-UW Employee (Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC)). Corporations are not reportable.
3845	Subcontracts >$25,000	YES	07	**All** Sub-Grant and Subcontract Payments to Non-UW Employee (Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC)). Corporations are not reportable.
3860	Royalties	YES	02	**All** Royalty payments to an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.

VII.   Appendix B – SHARE Supplier Administrators and Supplier File 1099 Data Maintenance

The SHARE Supplier Admins will be answering questions for the maintenance of the 1099 Withholding *Supplier* information. The following queries are used to maintain Tax Reporting integrity/information for all **SHARE** Suppliers. **UWMSN** will be required to manage and maintain their own Supplier File for 1099 Reporting. It will still be the responsibility of each individual institution to clean-up any *vouchers* to ensure that all 1099 reportable payments are reported.

The tasks listed below are useful in identifying any Supplier Entry issues that may impact 1099 Reporting. These can be used to clean-up and ensure supplier data is accurate. *For SHARE Suppliers, remember any changes to Supplier Withholding Flags will impact ALL institutions.*

A.   Review and Validate Supplier Withholding Names.

At times a supplier's withholding name may be different than its Name 1/Name 2. If a withholding name is different than the supplier Name1/Name2, a withholding name is entered in the Withholding Alternate Name field on the Supplier Address page. If the withholding name is not entered, the Supplier Name 1 and Supplier Name 2 will be printed on the 1099. If the withholding name is entered, the Withholding Name 1 and Withholding Name 2 will be printed on the 1099. A query has been written to identify those Suppliers with both a Supplier Name 1/Name 2 and a withholding name. Periodically the SHARE Supplier Admins will run this query to review all Suppliers with a withholding name entered.

Run SFS_AP_1099_VNDR_WTHD_NAME_CK query (or AP WorkCenter tax query = 1099 SUPPLIER VS WITHHOLD NAME).

The Query will return a list of Suppliers with information in Withholding Name 1 and Withholding Name 2 columns. If a Supplier has more than one address, you may get more than one row per Supplier. It is important to review this list and look for any possible issues. **Use** this output to review. *Caution should be used when making changes to any SHARE Supplier since the supplier is shared across business units.*

B. Review and correct invalid or missing Taxpayer Identification Number (TIN) or Social Security Numbers (SSN)

Run SFS_AP_1099_VNDRS_INVALID_SSN (or *WorkCenter Name* = 1099 INVALID TIN).

Records	Query	Expressions	Prompts	Fields	Criteria	Having	Dependency	Transformations	View SQL	Run

SETID (SHARE or UWMSN) = SHARE

View All | Rerun Query | Download to Excel | Download to XML   First 1-42 of 42 Last

	SetID	Supplier	Supplier	Class	Withholding	Tax ID	Last Activ Dt	SSN
1	SHARE	0001006929	GENEVA SCIENTIFIC LLC	Partnership/LLC	Y	encrypted	06/22/2018	NONE30%
2	SHARE	0001023773	PARAMORE, MIKE	Individual/Sole Proprietor	Y	encrypted	06/22/2018	encrypted
3	SHARE	0001041051	KEYNOTE CONSULTING LTD	Individual/Sole Proprietor	Y	REFUSED	06/22/2018	REFUSED
4	SHARE	0001043642	BARR, TODD	Individual/Sole Proprietor	Y	encrypted	06/22/2018	REFUSED
5	SHARE	0001044412	DANNENMANN, KAAREN	Individual/Sole Proprietor	Y	encrypted	06/22/2018	REFUSED
6	SHARE	0001044414	SCOTT, GEORGINA	Individual/Sole Proprietor	Y	encrypted	06/22/2018	REFUSED
7	SHARE	0001044416	MCDONALD, MARVIN	Individual/Sole Proprietor	Y	encrypted	06/22/2018	REFUSED
8	SHARE	0001044455	MCDONALD, RONALD PETER	Individual/Sole Proprietor	Y	encrypted	06/22/2018	REFUSED
9	SHARE	0001044570	BONDAR, CARIN	Individual/Sole Proprietor	Y	encrypted	06/22/2018	REFUSED
10	SHARE	0001046100	KANKA, ALES	Individual/Sole Proprietor	Y	encrypted	06/22/2018	APPLIED
11	SHARE	0001047586	PALMATER, CANDY	Individual/Sole Proprietor	Y	encrypted	06/23/2018	APPLIED
12	SHARE	0001047690	MCGARVEY, NEIL	Individual/Sole Proprietor	Y	encrypted	06/23/2018	APPLIED

The Query will return invalid or missing TINs and SSNs for a selected *Business Unit.* Use this output to make corrections to the TIN or SSN on the Supplier/Locations/*1099* link. Included is a query for "Last Activ Dt" which will provide last date that any activity was entered for Supplier. Detailed instructions on how to correct the TIN or SSN are available in the "Entering and Maintaining 1099 Suppliers and Vouchers" document. Make corrections to reflect correct Supplier SSN or TIN.

C. Review and correct any invalid 1099 Class Codes.

Run *Query*: SFS_AP_1099_VNDR_INVALID_CLASS.
Enter SetID (i.e. SHARE or UWMSN).
Query will provide invalid class codes listed on the Supplier Withholding table.

The only **VALID** class codes that are reportable are:

- 01= Rents
- 02= Royalties
- 03= Prizes, Awards, etc.
- 06= Medical Services
- 07= Non-Employee Compensation
- 14= Gross Proceeds paid to an attorney

Review invalid 1099 codes for reporting 1099 information. ***Important*: Do not use correction mode to add a new code, you should add a new effective dated row to correct this**.

Navigate to Suppliers>Supplier Information> Add/Update>Supplier OR AP WorkCenter>Supplier:

In the above instance, the default jurisdiction box should be **_unchecked_** in the row with the default class code of 04 and the default jurisdiction box should be checked for the row with default class of 07 since 04 is an invalid reportable class code.

A. **Maintaining 1099 Information for an Established Supplier.**
To change and maintain a 1099 supplier always use a new effective dated panel. Using effective dated location panels will maintain the audit trail and is the preferred method. Do not use Correct History. For withholding updates, use the first day of the calendar year in which the change is effective or a day later than the last effective dated panel.

D. References and Resources

New Supplier Request Entry Guide. This document provides instructions on Supplier Entry including how to enter 1099 information for the New Supplier Request.

Revision History

Author	Version	Date	Description of Change
Laura Parman	1.0	11/13/2013	Initial Draft
Dawn White	2.0	05/29/2018	Update for 9.2 print screen
Laura Parman	3.0	11/02/2018	Updated screenshots, revised clean up order and responsibilities based on SHARE Supplier Conversion.
Laura Parman	4.0	09/25/2019	Added more content to PO Withholding section III (G). Also updated screenshots for PUM31 upgrade
Laura Parman	4.1	11/15/2019	LF Revisions made through page 10
Beth Vereb	4.2	11/19/2019	Clean-up of formatting.
Beth Vereb	4.3	01/02/20	Corrected a query name.
Laura Parman	4.4	01/03/2020	Added Payment Plus Payment query to section II.
Laura Parman	4.5	11/05/2020	Revised to add reference to new 1099-NEC form. Updated Withholding Process will run nightly M-F Checked all hyperlinks