

Controller Operations Branch (COD) Accounting Processing Branch (ACPRB)

1099 Request Form

Inquiries:

1099-MISC, 1099-INT, 1099-G

Contacts:

COD/ACPRB: 504-426-5376 – Perri Johnson, Thuy Thu

Nguyen, Christopher Fulton,
Joanie Johnson, Stacy St. Clair,
Kathy Preyan-Williams

E-mail

1099HelpDesk@USDA.GOV

FAX

504-426-9785 ATTN: ACPRB contact or C. Kaba

1099-C

NFC/GESD/ABCO: 504-426-1389 – Leona Gard

All fields must be completed and supporting documentation provided before any action will be taken by COD/ACPRB. *For Reprint requests, only 1-5 and 8 needs to be completed plus signature block.

Calendar Year (CY) impacted by 1099 request _____ Account number on 1099 _____

1. Action Requested

___ Issuance of original 1099 ___ Correct 1099 ___ Retract 1099 ___ Reprint*

2. Reason action is required: _____

3. Agency: _____

4. Vendor/Recipient’s correct TIN (EIN/SSN): Unless faxed to 504 numbers do not show SSN – Important that you provide your phone number so ACPRB can contact you for this information

5. Vendor/Recipient’s legal business name, complete mailing address and **phone number:**

6. Correct dollar amount: _____

7. Valid 1099 BOC: _____

8. Payment system used to process transaction(s); if SP2, please indicate purchase card or convenience check transaction; if FFIS or FMML, provide document’s transaction code and document number (e.g., SV xxxxxxxx, B2 xxxxxxxxxxxx, etc) which will assist in identifying associated TIN:

9. Incorrect TIN: ___ Unless faxed to 504 numbers do not show SSN –Important that you provide your phone number so ACPRB can contact you for this information

10. Incorrect name: _____

11. Incorrect dollar amount: _____

12. Incorrect BOC: _____

Signature of agcy contact: _____ **Date:** _____

Phone number: _____ **Fax :** _____

Email Address: _____

ACPRB initial contact (or N/A if you didn’t speak with staff): _____

The completed form and supporting documentation should be faxed to 1-888-762-9037 or 504-426-9785, Attn: Cheryl Kaba (or your contact) or e-mail to 1099HelpDesk@USDA.GOV (first line to attention f your ACPRB contact) .**If your request is received in COD/ACPRB by March 15, 2010, a 1099 will be issued prior to April 15, 2010.**

Supporting documentation with amounts – Supporting documentation is required to confirm that the 1099 is being issued in the correct tax year and for the correct amount. Please provide this info for both the correct and incorrect totals.

Examples:

If SmartPay2, provide copies of the system screens **AND/OR** copies of the convenience checks.

W-9s should be provided. Printouts should be legible.

If FFIS, provide copies of VXRF. Mark the documents that should be included with a check mark and annotate the dollar amount total. The acceptance date on VXRF does not determine the tax year but instead the date Treasury confirms the payment schedule. VXDD and TSCH can be used to verify tax year.

If FMMI, provide appropriate report screens that support your change.

If SPPS or EARN, provide copies of the appropriate screens with applicable notations.

NOTE:

If a 1099 requires correction due to an invalid vendor code (first 9 positions) or BOC and the transaction was processed **via FFIS**, the agency will have to process a SV or SV clone in FFIS to record the adjustment. The SV or SV clone document number must be provided to ACPRB.

It is **VERY IMPORTANT** that the **ACCOMPLISHED DATE** is completed with the **ORIGINAL** Transaction date.

FMMI guidelines will be provided on a case by case basis.

If a 1099 requires action due to an invalid TIN, name, and/or an address issue and is **a purchase card** transaction processed **in SmartPay2**, ACPRB should be provided all standard information to include a W-9 from the vendor. The vendor should be informed to contact their acquiring bank that they established their profile and have the information corrected for future processing.

If a 1099 requires action due to TIN, name, and /or address and is **a convenience check** processed in **SmartPay2**, the cardholders should provide ACPRB all standard information including a signed W-9 from the vendor.

Guidelines for completing the 1099 Request Form

Background

Based on system established 1099 criteria, transactions are selected and sent to the Miscellaneous Income (MINC) System. MINC then consolidates the information by TIN in order to issue a 1099 with a cumulative dollar amount of \$600.00 or greater. Departmental standards for 1099 flag settings have been implemented for budget object class codes and vendor type (FFIS VEND table).

System:

FFIS:

1099 Selection Criteria:

GLAC, Cash account = ‘Y’

BOCT 1099 flag = ‘Y’,

VEND 1099 flag = ‘Y’

***All three flags must be ‘Y’**

SmartPay2:

Non-employee

Budget Object Classification Code (BOCC) (based on Departmental standard 1099 flag settings)

Payroll (EARN, SPPS): Type of payroll transaction and/or transaction code (T/C) /suffix coded in system by the Agency's Personnel Office

FMMI: **Same three selection criteria as FFIS must be met:
Reportable vendor , reportable BOC and cash account**

1. Action Requested

Place a check mark next to the entry that indicates the type of action you are requesting.

2. Reason action is required

Enter the reason why the 1099 should be issued, corrected, retracted, or reprinted (e.g, incorrect BOC, incorrect TIN, etc.)

3. Agency

Enter the agency that processed the transaction.

4. Vendor/Recipient's correct TIN (EIN/SSN)

Due to PII restrictions either the FMMI system generated vendor ID can be entered or the FFIS document ID that will reflect the correct TIN or ACPRB contact will call you upon receipt of the form to obtain the TIN information. It is important for you to provide your phone number as requested in the signature block. PII information can only be faxed to the 504 numbers and not sent through email.

5. Vendor/Recipient's correct legal business name, complete mailing address and phone number

Enter name that matches with IRS and a valid mailing address and phone number for the vendor to receive the 1099. The hardcopy 1099 will be mailed to this address so ensure that it is the most current listing and is deliverable.

6. Correct dollar amount

Enter the total dollar amount of the new 1099. Please provide supporting documentation including detail transactions and amounts. Once the correct dollar amount has been confirmed by ACPRB, the agency can advise the vendor of the amount that can be used to file his/her taxes versus waiting for receipt of the 1099 form.

7. Valid 1099 BOC

Enter a **Budget Object Code** that is 1099 reportable. This can be verified in FFIS via BOCT or the OCFO Bulletin 08-06.

8. Payment system used to process transactions and document identification code (s)

Indicate the system (FFIS, FMMI, SmartPay2, SPPS, EARN) used to process the transactions. For SmartPay2 transactions, please indicate whether the payment was processed via purchase card or convenience check. If processed in FFIS, include the adjusting document's transaction code (SV or SV clone) and number.

9. Incorrect TIN

Due to PII restrictions either the FMMI system generated vendor D can be entered or ACPRB contact will call you upon receipt of the form to obtain the TIN information. It is important for you to provide your phone number as requested in the signature block.

10. Incorrect dollar amount

Enter the dollar amount associated with any transactions that were erroneously included on the issued 1099. Please provide supporting documentation including detail transactions and amounts.

11. Incorrect BOC

Enter the **B**udget **O**bject **C**ode associated with any transactions that were erroneously included on the 1099. Please provide supporting documentation including detail transactions and amounts.

Signature, date, phone number and fax number

Agency contact sign, date, and enter phone number and fax number. No action will be taken unless the signature is provided on the document faxed or mailed to ACPRB. Information sent by email to 1099HelpDesk @USDA.GOV is acceptable.

ACPRB Contact (or N/A) – VERY IMPORTANT TO ELIMINATE DELAY IN PROCESSING

Enter the name of the ACPRB person that you have discussed this issue. Providing this information will ensure the supervisor assigns it to a person with background on this issue and ensures a timely response is provided. If this has not been previously discussed with ACPRB personnel, enter N/A. The supervisor will assign to a staff member who will contact for additional information.

NOTE: 1099s received by ACPRB for an invalid address are researched using various resources in an attempt to identify a valid address. It may be necessary for ACPRB to contact the appropriate agency representative to locate a valid address and update the appropriate source (i.e FFIS VEND or FMMI Vendor/Customer Master File converted from FFIS or direct entered. Information provided in FMMI via CCR cannot be changed. The taxpayer will have to correct CCR.)

Once the agency provides valid address information, the 1099 will be mailed to the taxpayer.