

# Office of Financial Management

Accounting Division Statewide Financial Systems

## *Disbursement Reporting System (DRS)*

### **IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008**

#### **!!! IMPORTANT NOTE !!!**

**Foreign Vendor questions:** State agency personnel calling the AFRS Help Desk or the Disbursement Reporting/IRS 1099-MISC System product manager for assistance regarding international payment issues will be directed to the IRS Help Lines:

**IRS 1099 Hotline: Either 866-455-7438 or 304-263-8700**

**IRS International Tax Hotline: 215-516-2000**

#### **IRS 1099-MISC questions:**

1. Questions relating to the Disbursement Reporting/IRS 1099-MISC System should be directed to the Disbursement Reporting/IRS 1099-MISC System (DRS/IRS) product manager. The DRS/IRS product manager (or others answering the AFRS Help Line) will not interpret Internal Revenue Service rules and instructions.
2. Questions relating to interpretation of the Internal Revenue System rules and instructions should be directed to the IRS at:  
**Toll Free - 1-866-455-7438 (reputed to be an excellent resource)**  
**TDD Telecommunications for the Deaf - 1-304-267-3367**  
**Fax: 1-304-264-5602**  
**e-mail: [mccirp@irs.gov](mailto:mccirp@irs.gov)**

There also is an IRS website specific to federal, state and local governments: **[www.irs.gov/govts](http://www.irs.gov/govts)**

You can call the IRS to ask questions but we recommend you send an e-mail so that nothing gets lost in the translation. This is a busy time of year for the IRS, so you may have to wait a while to get an answer. (When you call you will be advised that you can send an e-mail.) **Whether you talk with someone or send an e-mail, you should be sure to ask for and obtain the name and IRS badge number of the IRS person who responds to you.**



**THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS. SAFEGUARDING/DISPOSITION (Shredding or Secure Recycle) OF AFRS FILES/PRODUCTS IS YOUR AGENCY RESPONSIBILITY. SEE EXECUTIVE ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.**



9/01/2008

# *IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008*

## **PREFACE**

The IRS 1099-MISC preparation and reporting system is used by many agencies to prepare, print and report their IRS 1099-MISC forms. These instructions were developed to guide you through that process.

### **Major features are:**

- ✦ **No major changes for 2008**
- ✦ **Update on 3%** - IRS draft procedures will out by the end of this year (December 31, 2008). Those who must comply will need to have a budget of \$100 million or larger. Each state agency in Washington is recognized as an individual reporting agency because we do not report under a single TIN.
- ✦ **IRS Boxes 15a (D) & 15b (E)** – The new IRS boxes of 15a (D), Section 409A-Deferrals and 15b (E), Section 409A-Income are available on IRS 1099-MISC screen in DRS. The new TINs have not been added to AFRS process yet but should be there by next season. This box is for payment of employee wages that do not use a payroll system. Some agencies that might have this are DSHS, Health Care or Home Care Quality Assurance.

### **REMINDERS:**

- ✦ IRS 1099-MISC forms printing is agency controlled. Pages 19-22.
- ✦ Remember to check security to the profile screen. You will want to make sure that only a limited number of individuals have access to the DS.1 screen.
- ✦ IRS 1099-MISC forms are folded and stuffed by each reporting agency. **Use of a #9 window envelope is recommended.**

## **CAUTIONS**

**Per the Internal Revenue Service 2008 Instructions for forms 1099, 1098, 5498, and W-2G:**

**F. Recipient Names and Taxpayer Identification Numbers:** "You are required to maintain the confidentiality of information obtained on a Form W-9/W-9S relating to the taxpayer's identity (including SSNs, EINs, and ITINs), and you may use such information only to comply with the tax laws."

### **Penalties - Civil Damages for Fraudulent Filing of Information Returns**

"If you willfully file a fraudulent information return for payments you claim you made to another person, that person may be able to sue you for damages. You may have to pay \$5,000 or more."

**RECOMMENDED:** Agencies should start early to review Calendar Year 2008 IRS 1099s so that any problems with data collection and 1099 preparation can be identified as soon as possible.

### **The 1099 instructions can be obtained online through:**

<http://www.irs.gov>

or

visit your local IRS office.

Agency comments and proposals about these instructions are always welcome. Comments and proposals can be sent to the IRS 1099 Product Manager by FAX to (360) 664-3363 or to Mail Stop 43113. If you have any questions about these instructions, please call the IRS 1099 Product Manager:

**9/01/2008**

Denise Tabler    phone: (360) 664-7788  
                     fax: (360) 664-7673  
                     e-mail: denise.tabler@ofm.wa.gov

or    Dan Bode    phone: (360) 664-7877  
                     fax: (360) 664-7673  
                     e-mail: dan.bode@ofm.wa.gov

Classes for non-DRS users are offered on the following dates:  
December 15, 2008    9:00 a.m.-11:00 a.m.

Please refer to the OFM Accounting Division Training Catalog for more information and registration procedures. The training catalog can be found at web site <http://www.ofm.wa.gov/> then choose "Training".

***"The reports and screens you are about to see are true, the names have been changed to protect the innocent."***

# *IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008*

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# *IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008*

## OVERVIEW

### GENERAL:

The Internal Revenue Service requires filing of a Form 1099-MISC (Miscellaneous Income)... “for each person to whom you have paid (a) at least \$10 in royalties or broker payments in lieu of dividends or tax-exempt interest..., (b) at least \$600 in rents, services (including parts and materials), prizes and awards, other income payments, medical and health care payments,... or (d) gross proceeds paid to an attorney.... You must also file Form 1099-MISC for each person from whom you have withheld any Federal income tax under the backup withholding rules regardless of the amount of payment.”

“Report on Form 1099-MISC only when payments are made in the course of your trade or business.... Payments by Federal, state, or local government agencies are also reportable.” (2008 Instructions for Form 1099-MISC [Specific Instructions for Form 1099-MISC]).

Internal Revenue Service (IRS) regulations require Calendar Year 2008 IRS Forms 1099-MISC be distributed and submitted by the following dates:

### Critical Reporting Dates:

1. **February 2, 2009: Final day to issue forms to recipients.** Per the IRS instructions “You will meet the requirement to furnish the statement if it is properly addressed and mailed on or before the due date. If the regular due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. A business day is any day that is not a Saturday, Sunday, or legal holiday. The due date of January 31, 2009, falls on a Saturday.

2. **March 31, 2009:** Due date for OFM to transmit your agency's IRS 1099-MISC records to the IRS.

**NOTE: March 20, 2009, has been established by OFM as the final date for agencies to add, change, or delete IRS 1099 records.** 1099s that exist at close of business on March 20, 2009, will be reported to the IRS.

The following two IRS instructions contain specific instructions for IRS 1099-MISC preparation and are very important to your IRS 1099-MISC reporting process:

[2008 General Instructions for Forms 1099, 1098, 5498, and W-2G](#)

[2008 Instructions for Form 1099-MISC](#)

These instructions are important because each agency is solely responsible for correctly identifying payments to be reported. You can obtain these instructions at **WWW.IRS.GOV**.

**Taxpayer identification numbers (TINs)** are used by the IRS to associate and verify amounts you report to the IRS with corresponding amounts on tax returns. The IRS emphasizes it is important that reporting entities furnish correct names and TINs (Social Security Numbers (SSNs), Individual Taxpayer Identification Numbers (ITINs), or Employer Identification Numbers (EINs)) for recipients on the forms sent to the IRS.

**Please Note:** Taxpayer Identification Number (TIN) is an Internal Revenue Service umbrella term for Social Security Numbers (SSN), Employer Identification Numbers (EIN), and Individual Taxpayer Identification Numbers (ITIN). 'TIN' is the generally used term. A TIN **always** is a nine digit number, no exceptions. TINs can be entered with or without dashes.

**SSNs** are issued by the Social Security Administration.

**EINs** are issued by the Internal Revenue Service.

**ITINs** are issued by the Internal Revenue Service.

**IRS Note on Sole Proprietors:** For **sole proprietors**, you must show the individual's name on the first name line; on the second name line, you may enter the "doing business as (DBA)" name. You may not enter only the DBA name. For the TIN, enter either the individual's SSN or the EIN of the business (sole proprietorship). **The IRS prefers that you enter the SSN.** (IRS 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G, section F. Recipient Names and Taxpayer Identification Numbers [TINS]).

**Deceased Employees:** Agency personnel responsible for the IRS 1099-MISC process is encouraged to coordinate with their agency payroll office to determine who will be responsible for reporting of deceased employees.

## **RESPONSIBILITIES:**

**AGENCIES are individually responsible for:**

**Accurate and timely IRS 1099-MISC preparation, printing and mailing to recipients.**

**Accuracy of IRS 1099-MISC data submitted to the Internal Revenue Service.**

**OFM is responsible for:**

**Maintenance of IRS 1099 online processes to support agency preparation, printing and reporting of the IRS 1099-MISC forms.**

**Timely transmission to the IRS of the IRS 1099-MISC data prepared by the agencies.**

**SYSTEMS:** OFM offers two ways for agencies to report IRS 1099-MISCs electronically:

1. **DRS Users:** Use the Disbursement Reporting System to collect payment transactions and summarize 1099-eligible transactions into a 1099 file for preparing printed 1099s for distribution to recipients and for electronic media reporting to the IRS. DRS users can also manually add 1099 records on screen IR.1.
2. **Non-DRS Users:** Use the 1099 input screen in the Disbursement Reporting System to directly prepare 1099s for subsequent printing and distribution to recipients and for transmission to the IRS by OFM.

**REPORTING BASIS:** IRS 1099-MISC reporting is on the cash basis, not accrual, as noted below:

Regular warrants and Inserted warrants - The appropriate reporting year for 1099-eligible transactions is determined by the warrant date, **not** the date(s) services were performed or when the initial accounting entry was made. For 2008 reporting, the warrant dates must be 01/01/08 - 12/31/08. In terms of the Internal Revenue Service 'constructive receipt' rule a paper warrant (regular warrant or inserted warrant) is constructively available to a vendor when the warrant has been printed because the vendor could make arrangements to pick up the warrant as soon as it is available. Therefore, the payment will be reported in the year of the warrant date.

Electronic Funds Transfer (EFT) payments - Effective for warrant dates 07365 (Dec 30, 2008) and 07366 (Dec 31, 2008) the records will need to be summarized to Calendar Year 2009 IRS 1099-MISC records because the settlement date is two state business days after the warrant date. Using the 'constructive receipt' rule as defined by the Internal Revenue Service, an EFT payment is 'constructively received' when the funds are deposited in the vendor's bank account. EFT payments are available to a vendor on the settlement date, which is two state business days after

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the warrant date. This will cause all EFT payments with a warrant date on one of the last two business days of the calendar year to be summarized to the IRS 1099-MISC records for the next calendar year.

**RETENTION OF IRS 1099-MISC:** The Tax Year 2008 IRS General Instructions for Forms 1099, 1098, 5498, and W-2G, Section D Filing Returns with the IRS, states: "**Keeping Copies.** Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns. Keep copies of information returns for 4 years if backup withholding was imposed." Please note that this IRS guidance has been consistent from year to year.

### ***CHANGES TO IRS 1099 RECORDS & REPORTING CHANGES TO THE IRS:***

#### **Changes made prior to agency final printing and distribution of 1099 not later than February 2, 2009:**

Any changes made prior to printing and mailing of forms to vendors should be done as usual on Screen IR.1. If a change is made to a 1099 that has already been printed and distributed, you should ensure the affected recipient is provided an updated form. The LAST PRINT REQUEST date on screen IR.1 can be used to check if the form has been printed at an earlier date.

#### **Changes made after mailing of 1099s to vendors and prior to close of business on March 20, 2009:**

Any changes made after mailing of 1099s to vendors should be done as usual on Screen IR.1. You should ensure the affected recipient is provided an updated form. The LAST PRINT REQUEST date on screen IR.1 can be used to check if the form has been printed at an earlier date.

NOTE: Any changed 1099s issued prior to close of business on March 20, 2009, are not 'Corrected' 1099s per the IRS definition because no 1099s have yet been reported to the IRS.

#### **Changes made after close of business on March 20, 2009:**

The 1099s prepared/corrected during this period are subject to the IRS rules for filing 'Corrected Returns' ([Instructions for Forms 1099, 1098, and W-2G](#)). You are responsible for preparing and mailing the changed 1099. However, the 1099 record in the 1099 file will contain a Forms Control 'T' and cannot be changed. Please note the IRS instructions refer to Copy A and Copy B. The 1099 form sets that contain Copy A and Copy B will have to be obtained from the IRS or a commercial provider.

**IRS 1099 Security: The following table describes the security options that can be selected on the AFRS Security Screen SS.1. You will need appropriate levels of security in order to perform the IRS 1099 preparation and reporting tasks. NOTE: Screens available for use by non-DRS users are shown in bold type.**

<p><b>IRS 1099 Security</b> is controlled by several AFRS security flags. The security codes used are:</p> <p><b>Security Code 0</b> = No access to the screens.</p> <p><b>Security Code 1</b> = Screens can be accessed, data can be viewed, and reports can be requested.</p> <p><b>Security Code 2</b> = Screens can be accessed; data can be viewed; reports can be requested; and data can be added, changed, or deleted.</p>
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**Screen IR.1** – Viewing, adding, changing, deleting, and printing are controlled by Disbursement Reporting security flag '1099'. Record locking requires a security level of '2' in Disbursement Reporting security flag 'Prof' (Profile).

**Screen IR.1.1** - Access to the 1099 print screen and printing of 1099s requires a security level of '2' in the Disbursement Reporting security flag '1099'.

**Screen IR.2** – Controlled by Disbursement Reporting security flag '1099'. Security level '1' or '2' allows view access on this screen.

**Screen IR.3** – Views and reporting are controlled by security level '2' in the Disbursement Reporting security flag '1099'. IRS Mass Summarization\* requires a security level of '2' in Disbursement Reporting 'PROF' (Profile).

**Screen IR.4** – Controlled by Disbursement Reporting security flag '1099'. A security level of '1' or '2' allows the letters to be ordered.

**Screen IR.5** – Views require a security level of '1' in Disbursement Reporting security flag 'PROF' (Profile).

**Screen IR.6** – Controlled by security flag '1099'. Views and ordering of the processes require a '1099' security level of '2'. This is a change from requiring a 'PROF' security level of '2'.

**Screen DS.1** – Controlled by Disbursement Reporting security flag 'PROF'. Changes require a 'PROF' security level of '2'.

# IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008

## SCREEN IR - IRS 1099 MENU

```

=== DRS ===(IR)===== IRS 1099 MENU ===== C105V030 ===
TR: _____ 999M 0001
      SUMMARIZATION FREQUENCY: DAILY (MAINTAIN ON DS.1 - DRS PROFILE)
      TYPE "S" IN FRONT OF YOUR SELECTION AND PRESS ENTER.

*IRS 1099 RECORD MAINTENANCE*
_ UPDATE IRS 1099 RECORDS (IR.1)
_ VIEW IRS 1099 RECORDS (IR.2)
_ VIEW DISBURSEMENT ONLINE VIEW (DV.0)

*IRS 1099 PRINTING AND REPORTS*
_ PRINT IRS 1099 FORMS (IR.1.1)
_ DRS331 REPORT (IR.8)
_ IRS 1099 REPORTS (IR.3)
  (DRS333, DRS336, DRS343, DRS348)

*IRS 1099 WEEKEND PROCESSES*
_ DRS340,341,342,344,347 (IR.6)
_ IRS 1099 RE-SUMMARIZATION (IR.3)

* IRS 1099 PROCESS MANAGEMENT*
_ DRS PROFILE (DS.1)
_ CHANGE 1099 SUMMARIZATION (DS.1)
_ 1099 PROCESSING SCHEDULE (IR.5)

*AGENCY AND STATEWIDE VENDOR SCREENS*
_ ACCESS COMBINED VENDOR SELECTION (VE.1)
_ ACCESS AGENCY VENDOR FILE (VE.2)
_ ACCESS STATEWIDE VENDOR FILE (VE.3)

*VENDOR COMMUNICATIONS FORM*
_ TIN CONFIRMATION REQUEST (IR.4)
_ VENDOR TRANSMITTAL REQUEST(IR.7)

NOTE: IF ACCESSING NON-IRS SCREENS, USE TR: FUNCTION TO RETURN TO 'IR' MENU
      F1=HELP, F3=RETURN, F12=MESSAGE, CLEAR=EXIT
  
```

This is the menu screen for accessing the screens you will be using to prepare your Forms IRS 1099-MISC. The screen has been constructed to provide selection of actions you want to take.

To get to this screen IR:

```

On the AFRS PRIMARY MENU screen:
Type your agency number.
Type 'DR' in the 'Select Function' field.
Press 'Enter' to view the DISBURSEMENT SYSTEM PRIMARY MENU.
  
```

```

=== DRS ===(DR)===== DISBURSEMENT SYSTEM PRIMARY MENU ===== C105V010
===
TR: _____
-----NEW PRIMARY MENU-----
-----OLD PRIMARY MENU-----
---
V -- ONLINE VIEW MENU
R -- REPORTS MENU
I -- IRS 1099 MENU
C -- DRS SYSTEM CONTROL MENU
MENU
DM -- DISBURSEMENT MENU
IR -- IRS 1099 MENU
DS -- DISBURSEMENT SYSTEM CONTROL MENU
WR -- WARRANT DISBURSEMENT MENU

AGENCY: 999M DRS TRANSACTION COUNT: 000002202
SUPPLEMENTAL ID: 0001 IRS 1099 SUMMARIZATION SET TO: D
SELECT FUNCTION: __ (USE 1ST POSITION IF NEW MENU SELECTION)

PF1=HELP, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

PRIVACY NOTICE:
THE DRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF DRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
  
```

**On the DISBURSEMENT SYSTEM PRIMARY MENU SCREEN:**

Ensure your agency number is correct.

It is not necessary to type anything in the 'Supplemental ID' field unless the field is blank (this field should contain '0001' for any agency except 3050 & 3100). If the field is blank and your agency is not 3050 or 3100, then type '0001'. If your agency is 3050 or 3100, type the appropriate supplemental ID.

Type 'I' in the Select Function Field

Press 'Enter' to view the IRS 1099 MENU Screen.

To select one of the IRS screens:

Type 'S' (select) to the left of the desired action and press enter. For example:

**Print one or more IRS 1099 records:**

Type 'S' beside PRINT IRS 1099 FORMS (IR.1.1).

Press 'Enter'.

The IR.1.1 (IRS 1099 PRINT) screen will display.

Reference section IR.1.1 for printing instructions.

NOTE: You can also access the 1099 print screen through the IRS 1099 screen IR.1.

NOTE: The IRS menu has been constructed to allow you to select the action you want to take.

The result of selecting an action (such as printing of 1099s) will take you to the screen that supports the selected action. As a result, several of the actions will take you to the same screen.

You will find that after viewing a selected screen that an F3 exit from the selected screen will **not** take you back to the IRS Main menu. If you want to access the IRS menu you will have to type 'IR' in the transfer function and press 'enter', or work your way through the menus to get to 'IR'.

The following breakdown shows you the F3 progression from screens accessed through the IRS 1099 Menu:

VE.1, VE.2, & VE.3	DRS Main Menu
DM.2 & DM.A	Disbursement Menu & then to DRS Main Menu
DS.1	Disbursement System Control & then to DRS Main Menu
IR.4 & IR.7	DRS Main Menu

The **SUMMARIZATION FREQUENCY** field is not applicable to non-DRS users.

# IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008

## SCREEN IR.1 - ADD, CHANGE DELETE IRS 1099 RECORDS

```
=== DRS ===(IR.1)===== UPDATE IRS 1099 RECORDS ===== C105V031 ===
TR: _____ LAST UPDATE _____ LAST PRINT REQUEST _____ 999M 0001
      CREATE DATE _____
FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)
CALENDAR YEAR: _____
      TIN: _____ SSN/TAX ID TYPE: _ (R, S OR T)
VENDOR NUMBER: _____
VENDOR NAME: _____
VENDOR ADDRESS: _____ 1ST ADDR?: Y (Y=YES, N=NO)
      1ST ADDR?: N
CITY/STATE/ZIP: _____ US/FOREIGN ADDR: _ (U OR F)
1) RENTS: 000000000000 2) ROYALTIES: 000000000000
3) OTHER INCOME: 000000000000 4) FED TAX WITHHELD: 000000000000
5) FISH BOAT PROCEEDS: 000000000000 6) MED/HEALTHCARE PYMTS: 000000000000
7) NON-EMPLOYEE COMP: 000000000000 8) DIVIDENDS/INTEREST: 000000000000
9) THE AGENCY MADE DIRECT SALES OF $5000+ TO VENDOR FOR RESALE: _
10) CROP INSURANCE: 000000000000
14) GROSS PROCEEDS PAID TO AN ATTORNEY: 000000000000
15A) SEC 409A DEFERRALS: 000000000000 15B) SEC 409A INCOME: 000000000000
RECORD LOCK: _ (Y=LOCKED, N=UNLOCKED) $600 LIMIT OVRD: _
FORMS CONTROL: C (C=CORRECT/ADD, T=IRS TRANSMITTED) 2ND TIN NOTICE: _ (X=YES)
3RD ADDRESS: _____
F1=HELP, F3=RETURN, F4=RETURN TO 1099 VIEW SCREEN, F12=MESSAGE, CLEAR=EXIT
```

### Note:

The 1099 print screen is accessed using Function 'P' from this screen  
OR  
the print screen can be accessed from the IRS Menu screen (IR).

This screen is used to VIEW your agency's IRS 1099-MISC records, whether system generated or manually added. Since your agency does not use the DRS system, the 1099 records were manually created by your agency. In addition to the VIEW feature, this screen also allows you to:

- ADD, CHANGE, and DELETE individual IRS 1099 records.
- PRINT IRS 1099 records for distribution to vendors.

**ADDING AN IRS 1099-MISC RECORD:** There are three ways a 1099 record can be added.

1. Access the screen IR.1 and manually add a record.
2. Screen IR.6 contains a job (DRS344) which, if selected, will run on the Saturday night following selection. The job will look at each agency vendor record which contains a TIN, Tax Type, and IRS Box 1-8, A or C and then look at the IRS 1099-MISC file to see if an IRS 1099 record with the same TIN exists for the designated year. If a corresponding IRS 1099 record cannot be found, the job will build an IRS 1099 record with dollar amounts of zero.
3. **AGENCY ROLL** Screen IR.6 contains a job (DRS347), which, if selected, will run on the Saturday night following selection. The job will look at each agency 1099-MISC record from the prior reporting year and then compare it to the IRS 1099-MISC file to see if an IRS 1099 record with the same TIN exists for the designated year. If a corresponding IRS 1099 record cannot be found, the job will build an IRS 1099 record with dollar amounts of zero. A report (DRS347) will be created which reflects those 1099 records that did not get changed.

Agency 1099s can be directly accessed:

- a. Directly from the IR.1 screen ('VIEW' or 'NEXT' on a specific year and TIN (Federal ID))
- b. By a 'Select' from Screen IR.2.

Agency 1099 printing can be initiated from this screen or the IRS Menu screen. **Please note the security required to access the print screen is '2' for the 1099 Disbursement Reporting Flag on the security maintenance screen.**

**Any agency**, whether or not a Disbursement Reporting System (DRS) subscriber, can prepare and print forms IRS 1099-MISC through this screen. Agencies which have not previously used this process should contact:

Denise Tabler	phone: (360) 664-7788	or	Dan Bode	phone: (360) 664-7877
	fax: (360) 664-7673			fax: (360) 664-7673
	e-mail: denise.tabler@ofm.wa.gov			e-mail: dan.bode@ofm.wa.gov

**FUNCTION:** The function identifies the action you want to take.

A=Add a new record. Type the necessary information such as TIN, Tax Type, vendor name, vendor address, and amount in the appropriate fields, etc. press 'enter'.

C=Change an existing record. View the record to be changed, type 'C' in the Function, type the information to be changed, press 'enter'.

D=Delete a record. View the record to be deleted, type 'D' in the Function, press 'enter'. If you discover you deleted a 1099 record in error and you have not exited or changed the screen after deleting the record, you can type 'A' in the Function and press 'enter' to re-add the 1099 record.

V=View a record. Type the year and the complete TIN of the record to be viewed, press 'enter'.

N = View the next record. Use of this function will find the next sequential 1099 record (based on TIN sequence). Use of 'next' on a blank screen will find the first 1099 record in the file (based on TIN number sequence) for the earliest year in the 1099 file (usually the three preceding years).

B=Back to the previous record. Use of this function will find the previous sequential 1099 record (based on TIN sequence). Use of 'back' on a blank screen will not find a 1099 record in the file because there are no previous records to the beginning of the file.

P=Print 1099s. Use of this function will access the IRS 1099 PRINT screen (IR.1.1).

**LAST PRINT REQUEST:** This is the date of the last time the displayed IRS 1099-MISC record was printed. Printing does not change the FORMS CONTROL. This date appears on the DRS336 report.

**CREATE DATE:** This is the date a 1099-MISC record is first created.

**LAST UPDATE DATE:** This is the date of the last time the displayed IRS 1099-MISC record was changed or modified.

**PRINT: Agencies must print their IRS 1099-MISC forms through this PRINT function.** Agencies can print their IRS 1099-MISC forms whenever they are ready. The forms will print on single sheets that can be folded and inserted in a standard #9 window envelope. A sample of the form can be found in Appendix A. Use of Function 'P' (PRINT) will take you to screen IR.1.1.

NOTE: Each time a form is printed the LAST PRINT REQUEST field will be updated.

**TIN (Taxpayer Identification Number):** (11 characters) TIN is the way 1099 records are identified (record key) in the 1099 file. Records are found by specific identification of the TIN and the file is sorted in TIN order. The field contains:

- **Blanks** if there is no 1099 record.
- **TIN** if one has been entered. The TIN can be entered without any dashes to VIEW or ADD 1099 records. The Tax Type must also be entered if a record is being added. The Tax Type will edit the TIN format when a record is added (reference Tax Type below). If the TIN is entered with dashes, the format for Social Security Number (SSN) and Individual Taxpayer Identification Number (ITIN) is:

XXX-XX-XXXX

and the format for Employer Identification Numbers (EIN) is:

XX-XXXXXXXX

- **Blank TIN Designator** if a 1099 record is being added or has been added, but a vendor TIN has not been obtained. The following note explains how the Blank TIN Designator is used:

**NOTE:** The Blank TIN Designator enables agencies to add and report IRS 1099-MISC records on vendors when a Taxpayer Identification Number (TIN) is not available. This feature does not relieve agencies from IRS rules and penalties related to blank TINs. The actions for adding, maintaining, and deleting IRS 1099-MISC records that contain blank TINs are described in the following paragraphs.

**Instructions for adding a 1099 with a blank TIN:**

1. If you must prepare and submit an IRS 1099 but do not yet have a TIN you can add an IRS 1099-MISC record on screen IR.1.

To do this:

- a. Type the word BLANK in the first five positions of the TIN field, OR type the word BLANK followed by four numbers. Type in the other information required on the screen and press 'enter'. The online edit message 'TRANSACTION SUCCESSFULLY ADDED' will appear at the bottom of the screen.

If you typed BLANK the system will assign the succeeding four numbers sequentially beginning with 0000 or the next sequential number greater than 0000. For example:

The system will compute a vendor blank TIN consisting of the word 'BLANK' followed by four numbers, starting with 'BLANK0000'. The second 1099 record added with a blank TIN will be assigned 'BLANK0001'; the third blank TIN will be 'BLANK0002', etc.

If you typed BLANK followed by four numbers the system will accept that combination unless it already exists. An online edit 'TRANSACTION ALREADY EXISTS ON 1099 FILE' will appear if the BLANK/numeric combination already exists in your agency IRS 1099-MISC file.

Once you add the records with BLANK TINs you can view the added records by putting 'N' in the function, type the year, clear the TIN field, then press 'enter'. The first record you see will be BLANK0000; additional pressing of the 'enter' key will access any additional 1099 records with a blank TIN.

OR

You can view a specific BLANK record by typing the specific BLANK/numeric combination you are looking for, and then press the 'enter' key.

Changes to IRS 1099 records with Blank TINs can be done only by first viewing the record to be changed.

The job that creates IRS 1099 file that is sent to the IRS will change the IRS 1099 record TINs that contain the word 'BLANK' to actual blanks.

**CAUTION:** If you use this feature to create IRS 1099 records with blank TIN please carefully review and validate the blank TIN records in your IRS 1099 file before they are sent to the IRS as of close of business on March 20, 2009. If a blank TIN record is not supposed to be in the IRS 1099 file, it should be deleted before March 20, 2009.

Please note: The Internal Revenue Service 2007 General Instructions for Forms 1099, 1098, 5498, and W-2G:

Section includes the statement: "You may be subject to a penalty for an incorrect or missing TIN on an information return."

The Penalties section states "If you fail to file a correct information return by the due date

and you cannot show reasonable cause, you may be subject to a penalty. The penalty applies if you fail to file timely, you fail to include all information required to be shown on a return, or you include incorrect information on a return. **The penalty also applies if you file on paper when you were required to file on magnetic media, you report an incorrect TIN or fail to report a TIN, or you fail to file paper forms that are machine readable.**"

The IRS Publication 1220, Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically or Magnetically, states in the rules (for payee 'B' Records) for creating the TIN in the IRS 1099 file to be sent to the IRS: "If the identification number has been applied for but not received, enter blanks...If the TIN is not available, enter blanks. "

If you have some specific questions about IRS rules (including reporting IRS 1099-MISC records with blank TINs) you should contact the IRS at:  
 Toll Free - 1-866-455-7438 (this as an excellent resource)  
 TDD: 1-304-267-3367  
 Fax: 1-304-264-5602  
 E-mail: mccirp@irs.gov

There also is an IRS website specific to federal, state and local governments: [www.irs.gov/govts](http://www.irs.gov/govts)

You can call the IRS to ask questions but we recommend you send an e-mail so that nothing gets lost in the translation. This is a busy time of year for the IRS, so you may have to wait a while to get an answer. (when you call you will be advised that you can send an e-mail.) Whether you talk with someone or send an e-mail you should be sure to ask for and obtain the name and IRS badge number of the IRS person who responds to you.

If you send an e-mail to the IRS please include the following persons (denise.tabler@ofm.wa.gov), (dan.bode@ofm.wa.gov) and (steve.nielson@ofm.wa.gov) as copies.

**SSN/TAX ID TYPE:** (1 character)(also known as TAX TYPE). Acceptable values for this field are:

- **'Blank'** if you are not viewing a specific 1099 record.
- **'S'** or **'R'** if the IRS 1099 TIN is an SSN or ITIN. If the TIN is first entered without dashes (XXXXXXXXXX), and the Tax Type is 'S' or 'R', the format will be changed to XXX-XX-XXXX when the 'Enter' key is pressed.
- **'T'** if the IRS 1099 TIN is an EIN. If the TIN is first entered without dashes (XXXXXXXXXX), and the Tax Type is 'T', the format will be changed to XX-XXXXXXXX when the 'Enter' key is pressed.

The Tax Type controls the formatting of the TIN as follows:

Tax Type 'S' = XXX-XX-XXXX  
 Tax Type 'R' = XXX-XX-XXXX  
 Tax Type 'T' = XX-XXXXXXXX

If a Tax Type code and the format are not consistent with the formatting convention, the edit message 'TIN ID REQUIRED, MUST BE IN APPROVED SSN FORMAT' will be displayed until the TIN format is corrected.

**VENDOR NUMBER (Account Number):** (12 characters). This is a required field if you have multiple accounts for a recipient for whom you are filing more than one Form 1099-MISC. The vendor number of the vendor will be added by the DRS system when IRS 1099 records are created by the system. If a record is manually added online we encourage you to include a vendor number. When a record is manually added it is not edited against the agency vendor file. This vendor number will print on the IRS 1099-MISC form in the **Account Number** field and will also be included in the 1099-MISC submission to the Internal Revenue Service.

**Account number:** Normally, the Account Number in the AFRS/DRS systems is the Vendor Number. The following section is quoted from the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G. The instructions remain unchanged for 2008: "P. Account Number Box on Forms: Use the **account number** box on all Forms 1099, 1098, 5498, and W-2G for an account number designation. The account number is required if you have multiple accounts for a recipient for whom you are filing more than one information return of the same type. Additionally, the IRS encourages you to include the recipient's account number on paper forms if your system of records uses the account number rather than the name or TIN for identification purposes. Also, the IRS will include the account number in future notices to you about backup withholding. If you are filing electronically or magnetically, see Pub 1220."

"The account number may be a checking account number, savings account number, serial number, or any other number you assigned to the payee that is unique and will distinguish the specific account. This number must not appear anywhere else on the form, and this box may not be used for any other item unless the separate instructions indicate otherwise. Using unique account numbers ensures that corrected information returns will be processed accurately."

"If you are using window envelopes to mail statements to recipients, and if you are using reduced rate mail, be sure the account number does not appear in the window because the Postal Service may not accept these for reduced rate mail."

**2008 Instructions for Form 1099-MISC**

"The account number (vendor number) is required if you have multiple accounts for a recipient for whom you are filing more than one Form 1099-MISC. Additionally, the IRS encourages you to designate an account number for all Forms 1099-MISC that you file. See part P in the 2007 General Instructions for Forms 1099, 1098, 5498, and W-2G."

**VENDOR NAME, VENDOR ADDRESS, CITY/STATE/ZIP CONVENTIONS:**

The vendor naming and addressing conventions to meet IRS reporting requirements (2008 Instructions for Forms 1099, 1098, 5498, and W-2G, F. Recipient Names and Taxpayer Identification Numbers) include:

- |    |   |
|----|---|
| a. | "If payments have been made to more than one recipient or the account is in more than one name, show on the first name line the name of the recipient whose TIN is shown on the return. You may show the names of any other individual recipients in the area below the first line, if desired."  |
| b. | "For sole proprietors, you must show the individual's name on the first name line; on the second name line, you may enter the "doing business as (DBA)" name. You may not enter only the DBA name. For the TIN, enter either the individual's SSN or the EIN of the business (sole proprietorship). The IRS prefers that you enter the SSN."  |
| c. | "For a single-member limited liability company (LLC) (including a foreign LLC with a U.S. owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the individual's name only on the first name line and the LLC's name on the second name line. For the TIN, enter the individual's SSN (or EIN, if applicable). If the LLC is a corporation, partnership, etc., enter the entity's EIN." |
| d. | "The TIN for individual recipients of information returns is the SSN. For other recipients, including corporations, partnerships, and estates, the TIN is the EIN."   |
| e. | "TINs are used to associate and verify amounts you report to the IRS with corresponding amounts on tax returns. Therefore, it is important that you furnish correct names, social security numbers (SSNs), individual taxpayer identification numbers (ITINs), or employer identification numbers (EINs) for recipients on the forms sent to the IRS."  |
| f. | "If the recipient is a U.S. person (including a U.S. resident alien), the IRS suggests that you request the recipient complete Form W-9 (or Form W-9S, if appropriate). See the <b>Instructions for the Requester of Form W-9</b> for more information on how to request a TIN."<br>"If the recipient is a foreign person, the IRS suggests that you request the recipient to   |

complete the appropriate Form W-8. See the **Instructions for the Requester of Forms W-8BEN, W-8-ECI, W-8EXP, and W-8IMY.**"

**NOTE: You should also contact the IRS International Tax Hotline.**

The IRS Publication 1220 (Specifications for Filing Forms 1098, 1099 Series, 5498 and W-2G Magnetically or Electronically) **provides for up to two lines for the vendor name** (on the 1099 record screen IR.1 this is the vendor name line and first address line), **one line for the vendor address** (delivery address), **and one line for the vendor city/state/zipcode+4.**

**NOTE: The *third address line* has been moved to the bottom of the IRS 1099 screen (IR.1).**

*The **delivery address** information on screen IR.1 must be the line immediately preceding the city, state, zip and must be **limited to one line in either the first or second address line.** The 1099 form and the data transmitted to the IRS will accept only one address line.* The delivery address line to be printed on the 1099 and provided to the IRS must be marked with 'Y' in the appropriate '1ST ADDR?' box (the other '1ST ADDR?' box must be 'N'). *NOTE: The 1099 reporting system applies the '1ST ADDR' 'Y' or 'N' designation.* If the vendor (payee) name information on the first line continues onto the 1st Address line, **type your delivery address information on the second address line and code the second address line '1st ADDR?' box with 'Y'.** The address line must not contain any data other than the payee's mailing address.

**Address guidelines:**

- 1) delivery address should include street name, number; apartment, room or suite number.  
or
- 2) Post office box (PO BOX) if mail is not delivered to a street address.
- 3) Left justify the delivery address (start at the left-most position of the address line).
- 4) Do not include in the delivery address any data other than the payee's delivery address.
- 5) Type a 'U' or 'F' in the US/Foreign Addr box to describe the address as a US address or a Foreign address.

**A 'U' US/Foreign Address box invokes the following edits:**

'ADDRESS 1 MUST BE ENTERED' - The vendor address line immediately below the vendor name cannot remain blank. Usually this line contains additional vendor name information, or the delivery address. If you wish to leave this line essentially blank, and start the delivery address on Address line 2, *type one period in the first position of the line.*

'CITY MUST BE ENTERED' - The system is looking for at least one character in this field.

'STATE MUST BE ENTERED FOR US VENDOR' - The system will look for a valid two letter state code.

'STATE ENTERED MUST BE ONE OF APPROVED IRS VALUES IF US VENDOR' - This message will be displayed if the entered state code is invalid.

'ZIP MUST BE ENTERED' - The system is looking for a number '0-9' in each of the first five positions of this field. The first 5 positions must be numbers, the last 4 positions must be spaces or numbers.

**An 'F' US/Foreign Address box invokes the following edits:**

'ADDRESS 1 MUST BE ENTERED' - The vendor address line immediately below the vendor name cannot remain blank. Usually this line contains additional vendor name information, or the first line of the vendor address. If you wish to leave this line essentially blank, and start the vendor address on

Address line 2, type one period in the first position of the line. The rest of the address lines can contain any characters or blanks.

***NOTE: If you are reporting a foreign vendor you are strongly advised to call the international IRS Help Line to obtain assistance about reporting the vendor.***

**Basically, an address cannot be entered if the US/FOREIGN ADDR is 'blank'. If you try to add or change a 1099 record with a 'blank' US/Foreign Address box, the following edits will be active:**

- 'ADDRESS 1 MUST BE ENTERED' - The vendor address line immediately below the vendor name cannot remain blank. Usually this line contains additional vendor name information, or the first line of the vendor address. If you wish to leave this line essentially blank, and start the vendor address on Address line 2, type one period in the first position of the line.
- 'CITY MUST BE ENTERED' - The system is looking for at least one character in this field.
- 'STATE MUST BE ENTERED FOR US VENDOR' - The system will look for a valid two letter state code.
- 'STATE ENTERED MUST BE ONE OF APPROVED IRS VALUES IF US VENDOR' - This message will be displayed if the entered state code is invalid.

**1ST ADDR?:** (1 character) **The actual delivery address of the vendor address must be designated with a 'Y' in the appropriate '1ST ADDR?' field.** The address line which is not the delivery address must contain an 'N'.

**There is now a weekly job (DRS345) that updates the '1ST ADDR?' fields of current year IRS 1099 records if the following conditions exist:**

1. If the IRS 1099 record is not locked.
2. If the IRS 1099 record Forms Control is 'C'.
3. If the IRS 1099 record year is the current year. In the months of January, February, or March the IRS 1099 records of the previous calendar year will also be considered for update to the 1st Address field.

*The 1st Address fields update logic is:*

If the 1099-ADDR2 is blank, the 1099-1st-address-1 will be changed to 'Y' and the 1099-1st-address-2 will be changed to 'N',

If the 1099-ADDR2 is not blank, the 1099-1st-address-1 will be changed to 'N' and the 1099-1st-address-2 will be changed to 'Y'.

The designation of the delivery address line can only be done by viewing each record, then selecting the correct designation. Designation of the delivery address line of the IRS 1099 must be completed by close of business on March 19, 2008, to ensure the vendor name and address information is correctly reported to the Internal Revenue Service.

**IRS BOX(s) 1 thru 8, 10, 14, and 15 a or b):** These fields and amounts represent the actual reporting boxes and reporting box amounts on the IRS 1099-MISC form. The IRS Box amounts (dollars and cents) are provided when a 1099 record is manually added or changed. When you manually add or change a 1099 record, type the amount (dollars and cents)(left justified without a decimal for cents, or right justified with leading zeroes and no decimal for cents to be reported in the appropriate field. Please note the right-most two positions in the amount fields represent cents. The Box 9) field should generally be 'N'. The Box 10) amount should generally be 0000000000. The Box 14) field should contain an amount of 0000000000 or greater. The Box 15 a or b) amount should generally be 0000000000.

Notes:

1. The 1099 boxes 10, 14, and 15 a or b are coded as 'A' (10) , 'C' (14), 'D' (15a), an 'E' (15b) in the AFRS and DRS systems. (NOTE: 15a & 15b are not currently in AFRS.)

**9/01/2008**

2. IRS 1099 records can be added manually or by the DRS344 (reference IR.6) job with zero amounts in all of the amount fields.

**RECORD LOCK:** This field allows individual 1099 records to be protected (locked) so that manual and system changes cannot be made to a locked record. The lock is added or changed with the 'Change' function on screen IR.1. Security for this function resides with the person who has security to maintain IRS 1099 records on screen IR.1 (UPDATE IRS 1099 RECORDS).

1. Lock 'N' or 'blank' allows the 1099 record to be added, changed, or deleted.
2. Lock 'Y' will protect the 1099 record from being changed or deleted.
3. Lock 'Y' will still allow a record to be printed to the 1099 form and reported to the Internal Revenue Service.
4. The lock can only be added or changed by first viewing a record, then typing 'C' in the Function field and 'N' or 'Y' in the Record Lock field, then pressing 'Enter'.
5. **Record Lock is a manual process. There is no automated process to lock or unlock records. The locking and unlocking of 1099 records must be done by you specifically for each record.**

**\$600 LIMIT OVERRIDE:** Yes (Y) or No (N).

- a. A 'Y' in this field *allows* an IRS 1099 that is less than \$600 to be **printed** even if the PRINT CHOICE on the print screen (IR.1.1) is 'B'. An 'N' *will not allow* a less than \$600 1099 record to print.
- b. A 'Y' in this field *allows* an IRS 1099 that is less than \$600 to be **reported** to the IRS even if the USE \$600 LIMIT is set to 'Y' on the DRS Profile screen (DS.1). An 'N' *will not allow* a less than \$600 1099 record to be reported to the IRS.

The '**1099 FORMS CONTROL**' shows if a 1099 has or has not been reported to the IRS.

blank or 'C' = 1099 can be added or corrected.

'T' = 1099 has been reported to the Internal Revenue Service. The Forms Control cannot be changed, and the record cannot be changed.

## 2<sup>ND</sup> TIN NOTICE

You may enter an "X" in this box if you were notified by the IRS twice within three (3) calendar years that the payee provided an incorrect tin. If you mark this box, the IRS will not send you any further notices about this account. The 2<sup>nd</sup> TIN Notice is explained in the 2007 IRS Instructions for Form 1099-MISC.

### Add an IRS 1099 record:

Type 'A' in Function.

Type the Calendar Year to be reported.

Type the Vendor's: TIN

Vendor Number

Vendor Name, Address

Type a 'Y' in one of the 1st Addr? fields to designate the actual delivery address line (the other 1st Addr? must be 'N').

Type the City, State, and Zip code (if a US address) or appropriate address format (if foreign address).

Type a 'U' or 'F' in the US/Foreign Addr field (as appropriate).

Type the amount(s) in the appropriate fields (no decimals, right justify with leading zeroes).

Type 'N' or 'Y' in the Record Lock (as appropriate).

The Forms Control is default 'C' and is a blocked field. (When the 1099 record is transmitted to the IRS the Forms Control will be changed to 'T').

Press 'Enter'.

'TRANSACTION SUCCESSFULLY ADDED' will be displayed if the information entered passed all of the screen edits.

View an IRS 1099 record:

**9/01/2008**

Type 'V' in Function.

Type in Calendar Year field the tax reporting year of the record to be viewed.

Type in the TIN field the TIN number of the record to be viewed.

Press 'Enter'.

The screen message 'SPECIFIED RECORD FOUND' will be displayed if the record exists..

NOTE: A 1099 record can also be viewed by selecting a record on Screen IR.2 and 'Selecting' back to the record on Screen IR.1. (reference section IR.2)

#### **Find the Next IRS 1099 record:**

Type 'N' in Function.

Type the year if you want to find the next record within a specific calendar year. A blank year will result in display of the earliest year records first.

Ensure the starting TIN has been typed in the TIN field. A blank or a partial TIN is acceptable. If the TIN is blank, the first record found will be the lowest number TIN within the specified year. If the TIN is partial (at least 1 digit, but fewer than nine digits), the next record found will be the next record in TIN sequence from the partial TIN.

Press 'Enter'.

One of the following messages will be displayed:

1. The screen message 'NEXT RECORD FOUND' will be displayed when the next record is displayed.
2. The screen message 'TRANSACTION TO BE VIEWED NOT FOUND' will be displayed when the 'Next' is attempted from the last record in the file.

#### **Change an IRS 1099 record:**

View the 1099 record.

Type 'C' in Function.

Type the correct information in the field(s) to be changed. NOTE: The TIN cannot be changed. To change a TIN, the record must be deleted and then added with the correct TIN.

Press 'Enter'.

The screen message 'RECORD CHANGED SUCCESSFULLY' will display when the change is made.

NOTE:

1. The 1099 cannot be changed if the Record Lock is 'Y'. First, change the Record Lock to 'N'.
2. The 1099 cannot be changed if the 1099 Forms Control is 'T'.

#### **Delete an IRS 1099 record:**

View a 1099 record.

Type 'D' in Function.

Press 'Enter'.

The screen prompt 'PRESS ENTER TO DELETE ABOVE RECORD' will display.

Press 'Enter'

The screen message 'TRANSACTION SUCCESSFULLY DELETED' will be displayed but the deleted 1099 record will display until you exit the screen or over-type the information. If you discover you deleted a 1099 record in error and you have not exited or change the screen after deleting the record, you can type 'A' in the Function and press 'enter' to re-add the 1099 record.

NOTE:

1. The 1099 cannot be changed if the Record Lock is 'Y'. First, change the Record Lock to 'N'.

2. The 1099 cannot be changed if the 1099 Forms Control is 'T'.

**Print one or more IRS 1099 records:**

Type 'P' in Function.

Press 'Enter'.

The IR.1.1 (IRS 1099 PRINT) screen will display.

Reference section IR.1.1 for printing instructions.

NOTE: You can also access the 1099 print screen through the IRS 1099 menu screen (IR).

# IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008

## IRS 1099 Print Screen IR.1.1

This printing feature gives agencies specific control over the IRS 1099-MISC printing process.

1. It allows agencies to print their IRS 1099-MISC forms any day of the week.
2. Any 1099 that can be viewed can be printed, even those 1099s for previous years (generally the three previous years).
3. There are several print choices ranging from 'All' 1099s to specified individual 1099s.
4. The printed 1099 forms are laser printed and are easy to read.

The 1099 form and contents will be printed entirely by the Dept of Information Services. The printed form for each vendor will consist of a single sheet of paper that includes two form copies and the IRS required Instructions to the Recipient. **Folding, stuffing and mailing of the forms is the responsibility of each agency that has forms printed.** Tri-folded forms will fit into #9 window envelopes. Reference appendix A for a sample of the 1099 form.

Agencies are encouraged to print a few sample forms early to see what they look like and determine how they will handle the folding, stuffing, and mailing.

```
=== DRS ===(IR.1.1)===== IRS 1099 PRINT ===== C105V037 ===
TR: _____ 999M
  PRINT YEAR: 2008(CYY) (DEFAULT IS CURRENT REPORTING YEAR)
                (TYPE OTHER YEAR IF NECESSARY FOR PRIOR YEAR PRINTING)
  PRINT CHOICE: _ (A=ALL 1099S)          BURST?: N (Y=YES, N=NO)
                (B=$600 OR GREATER)
                (C=LESS THAN $600)
                (D=SPECIFIED 1099S) TIN: _____
  PRINT DRS337 REPORT OF 1099S PRINTED? Y (DEFAULT IS Y=YES, N=NO)
                IF THE DRS337 IS NOT TO BE PRINTED WHEN THE 1099 FORMS
                ARE PRINTED, CHANGE TO 'N'
  RECOMMENDED-PRINT A COPY OF THE IRS 1099S AND DRS337 FOR FILING.
  NOTES:
  1) SPECIFY THE NUMBER OF REPORT COPIES ON THE NEXT (BATCH JOB
     SUBMISSION) SCREEN.
  2) IF YOU WANT PRINTED FORMS ONLY, TYPE THE PRINT YEAR, PRINT CHOICE
     AND 'N' IN THE PRINT DRS337 FIELD.
  3) IF YOU WANT PRINTED FORMS AND AN ACCOMPANYING DRS337, TYPE THE PRINT
     YEAR, PRINT CHOICE AND 'Y' IN THE PRINT DRS337 FIELD.
  4) IF YOU WANT YOUR PRINT CHOICE ON MICROFICHE, TYPE 'FICHE' IN THE
     'SEND OUTPUT TO' FIELD ON THE NEXT (BATCH JOB SUBMISSION) SCREEN.
     PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

This screen is accessed from:

- the IRS 1099 MENU screen (IR)

or

- the IRS 1099-MISC screen (IR.1)

if you have a security level '2' for Disbursement Reporting Flag '1099'.

**PRINT YEAR:** This is the year of the 1099s to be printed.

Type the print year of records to be printed if it is to be different from the default print year.

If the calendar month is April - December, the print year default will be the current calendar year.

If the calendar month is January - March, the print year default will be the prior calendar year.

## **PRINT CHOICE:**

Choose the type of 1099s that you want printed.\*

A = ALL 1099S - this will print each eligible IRS 1099-MISC record in your agency file for the year specified. If this is the print choice, leave the TIN field blank.

B = \$600 OR GREATER - this will print each IRS 1099-MISC record in your agency file for the year specified that totals \$600 or greater **as of the day/time of the print request**. The print will also include the IRS 1099 records that have been marked with a 'Y' in the \$600 LIMIT OVRD. If this is the print choice, leave the TIN field blank.

C = LESS THAN \$600 - this will print each IRS 1099-MISC record in your agency file for the year specified that totals less than \$600 **as of the day/time of the print request**. If this is the print choice, leave the TIN field blank.

D = SPECIFIED 1099s - this will print the specified IRS 1099-MISC records. If you access this screen from a specific IRS 1099 record on screen IR.1, this will be the selected print choice and the TIN field will contain the TIN of the record to be printed.

***\*IRS 1099 RECORDS WITH ALL BOXES EQUAL TO ZERO WILL NOT PRINT.***

**TIN:** Type the TIN of the specific 1099s to be printed. The Print Choice must be 'D' if a TIN is present in any of these fields. The typed TINs are not edited. A 1099 will print only if the specified TINs exist in your 1099 file.

**BURST:** The default value 'N' in this field will produce the 1099s in continuous form. For agency filing purposes this would probably be the preferable printing option. However, **'Y' will instruct the Department of Information Services (DIS) Output Services group to separate the 1099 records into individual sheets.** Burst 'Y' would be most useful for the forms that are to be folded, stuffed and mailed.

**PRINT DRS337 REPORT OF 1099S PRINTED?** This gives you the choice to have the DRS337 report printed or not printed when 1099s are printed. The DRS337 provides a report of 1099s printed. Reference appendix E for a sample of the DRS337.

**Y** = Yes. The DRS337 will be printed. Generally, at least one copy of the DRS337 should be requested each time IRS 1099s are printed to provide some historical tracking of printing events.  
**N** = NO. The DRS337 will not be printed. This should be selected if one DRS337 has already been requested for a printing event.

**RECOMMENDED:** When you order an IRS 1099-MISC print, the Batch Job Submission screen is what will be seen next. You are urged to set up the Batch Job Submission screen with the following:

1. The SEND OUTPUT TO must be set to 'LOCAL' (the 1099s forms can only be printed at DIS).
2. A LOCATION code that has been specifically set up to identify IRS 1099 prints (reference the screen example below [Preferred location ID is "IR"]).
3. You are encouraged to use 'IRS' as the Job ID. The DIS Production Office will be requested to give expeditious handling to reports that have a job name beginning with 'IRS'. If you need to contact the DIS Production Office, their phone number is (360) 902-3200.

```

=== AFRS ===== BATCH JOB SUBMISSION ===== C105U100 ===
                                                    999M
                DRS337 IRS 1099 PRINT:  SPECIFIED 1099

----- JOB PARAMETERS -----

        CLASS: D  (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)

        CONTACT: WAYVEL_SPINDOCTOR___ (PERSON OUTPUT IS DIRECTED TO)

SEND OUTPUT TO: LOCAL___ (LOCAL, R###, CLUSTER ID, FICHE, EXCHANGE, IOF)

        BIN NUMBER: 83

        LOCATION: IR

        LOGONID: PTAC105   COPIES: 01   PRINT JCL: Y (Y OR N)

        JOB ID:  IRS (FIRST 3 CHARACTERS OF JOB NAME)

        (ENTER=SUBMIT, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT)

```

The **DRS337 report** will use the banner record contact name, phone information, and message on the report banner page.

The banner page for the **IRS 1099 printed forms** will contain agency name, agency address, city, state, zip, contact phone number, and mail stop that are contained in the DRS Profile (screen DS.1).

**Report Request Banner (RR.3) screen:** The location of IR can only be added by OFM staff. Agencies will need to send a request OFM to add a banner record with a location code of IR to be used during printing of IRS forms and reports. You should consider being as descriptive as possible in the contact information and message area. Whatever OFM puts into the contact name, phone information and message area will be printed on the banner page of the DRS337, generated by the request for form IRS 1099-MISC, and DRS338, created when the IRS 1099-MISC file is submitted, reports.

```

=== AFRS =(RR.3)===== MAILING LABEL/BANNER PAGE MAINTENANCE ===== C105P385 ===
TR: _____ LAST UPDATE: .....
FUNCTION: A (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK)
        AGENCY: 9990          LOCATION: IR          BIN NUMBER: ___
        AGENCY TITLE: DEPT_OF_SERVICES_____
        CONTACT NAME: WAYVEL_SPINDOCTOR_____
        CONTACT PHONE: 360 664 0001
        FAX PHONE: _____
        MAIL STOP: 43113_____
        ADDRESS LINE 1: _____
        ADDRESS LINE 2: _____
        EMAIL ADDRESS: WSPINDOCTOR@DOS.WA.GOV_____

                M E S S A G E   A R E A

        -----
        | THIS REPORT IS IMPORTANT TO _____ |
        | THIS AGENCY'S IRS_1099-MISC _____ |
        | YEAR_2008_REPORTING. _____ |
        | PLEASE PROMPTLY SEND THIS _____ |
        | REPORT TO THE NAMED CONTACT _____ |
        | PERSON. _____ |
        -----

        PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

```

Print one or more IRS 1099 records:

**9/01/2008**

Screen IR: Type 'S' beside the PRINT IRS 1099 FORMS (IR.1.1)

OR

Screen IR.1: Type 'P' in Function.

Press 'Enter'.

The IR.1.1 (IRS 1099 PRINT) screen will display.

NOTE: if you are viewing a 1099 record at the time you access the print screen from IR.1, the TIN of the viewed record will be carried to the print screen and the Print Choice will be set to 'D'.

Type the PRINT YEAR if it is to be different than the default print year.

Type the print choice.

'A' if ALL 1099s for the selected year are to be printed.

'B' if only 1099s that are \$600 OR GREATER (plus overrides) are to be printed,

'C' if only 1099s that are LESS THAN \$600 are to be printed,

'D' if a single SPECIFIED 1099 is to be printed. **Type the TIN of the 1099**

**record(s) to be printed (up to eight TINs can be typed).** If this screen was accessed from a specific 1099 record, the TIN field will contain the TIN from the 1099 record.

Review the BURST field. If you want the 1099s in continuous form, leave the selection at 'N'. If you want the 1099s to be separated, type 'Y' in this field.

Review the PRINT DRS337 field. If you want a DRS337 Report of 1099s Printed, leave the selection at 'Y'. If you do not want a DRS337 report to be printed, type 'N' in this field.

Press 'Enter' to access the Batch Job Submission screen. Type the correct contact name, type 'LOCAL' in the SEND OUTPUT field, type the correct LOCATION CODE, type 'IRS' in the JOB ID field,

Press 'enter' to submit the print job.

# IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008

## SCREEN IR.2 - VIEW IRS 1099 RECORDS

```

=== DRS ===(IR.2)===== VIEW IRS 1099 RECORDS ===== C105V032 ===
TR: _____ 999M 0001
FUNCTION: _ (E=EXACT SRCH, P=PARTIAL SRCH, F=FIRST, N=NEXT, B=BACK, S=SELECT)
SORT ORD: 2 (1=NUMBER, 2=NAME) CALENDAR YR: _
VND NUMB: _____ VND NAME: _____
VND TIN: _____ PAGE: .... OF ....
S YR TIN VNDOR NUM VNDOR NAME
- .....
1): ..... 2): ..... 3): ..... 4): .....
5): ..... 6): ..... 7): ..... 8): .....
10): ..... 14): .....
S YR TIN VNDOR NUM VNDOR NAME
- .....
1): ..... 2): ..... 3): ..... 4): .....
5): ..... 6): ..... 7): ..... 8): .....
10): ..... 14): .....
S YR TIN VNDOR NUM VNDOR NAME
- .....
1): ..... 2): ..... 3): ..... 4): .....
5): ..... 6): ..... 7): ..... 8): .....
10): ..... 14): .....

F1=HELP, F3=RETURN, F12=MESSAGE, CLEAR=EXIT
    
```

Use of this screen is suggested for exact or partial searches for 1099 records. The details of any of the 1099 records can be viewed on Screen IR.1 by use of the 'Select' feature.

**Access to this screen** is from the IRS MENU: Type 'S' beside VIEW IRS 1099 RECORDS (IR.2),

Press 'ENTER'.

### Partial Search Using Vendor Name:

Type 'P' in Function.

Type '1' or '2' in Sort Order ('2' is the default).

Type the numerical reporting calendar year (08 for current year, years 05, 06 and 07 are also available in the file) in Calendar Year. (If the calendar year is blank, all 1099s will be displayed, regardless of year.)

Type one or more characters of the vendor name you want to start with (the Vendor Number must be blank).

Press 'Enter'.

Up to 250 IRS 1099 records will be displayed for the selected Calendar Year and in the selected Sort Order. The first record displayed will be the first vendor name equal to or greater than the specified partial name. If there are more than 250 1099 records in your file for the year specified, and you wish to look at more records, then do another partial search using another partial or full name in the vendor name field (use the partial or full name you want your list of records to begin with).

**Partial Search Using Vendor Number** does not give predictable results and is not recommended

### Exact Search Using Vendor Number or Vendor Name:

Type 'E' in Function.

Type '1' or '2' in Sort Order.

Type the numerical reporting calendar year (08 for current year, years 05, 06 and 07 are also available in the file) in Calendar Year. (If the calendar year is blank, all 1099s will be displayed, regardless of year.)

Type the exact vendor number or exact name of the desired vendor in the appropriate field (one field must be blank).

Press 'Enter'.

The specified vendor will be displayed if the provided vendor number or vendor name exactly matches with a vendor number or vendor name in the 1099 file for the specified Calendar Year.

**Page Forward:**

Type 'N' in the Function.

Press 'Enter'.

The next page will be displayed.

**Page Backward:**

Type 'B' in the Function.

Press 'Enter'.

The previous page will be displayed.

**Move to the First page:**

Type 'F' in the Function.

Press 'Enter'.

The first page will be displayed.

**Move directly to a Specific page of the pages displayed:**

Type 'S' in the Function.

Type the desired page number in the Page field (use leading zeroes).

Press 'Enter'.

The selected page will be displayed.

**View the detail of a specific record (select transfer to Screen IR.1):**

Find the record by one of the search and screen navigation methods discussed above.

Type 'S' in the blank field (identified by an 'S') to the left of the desired 1099.

Press 'Enter'.

The 'selected' record will be displayed on Screen IR.1. Any changes to the record or deletion of the record must be made on Screen IR.1.

**Return to Screen IR.2 from IR.1** (the record on Screen IR.1 must have been accessed through Screen IR.2 in order to use the return feature).

Press the F4 key.

# IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008

## SCREEN IR.3 - IRS 1099 REPORTING

```
=== DRS ===(IR.3)===== IRS 1099 REPORTING ===== C105V033 ===
TR: _____ 999M 0001
      FUNCTION: P (C=CHANGE RE-SUMMARIZATION, P=PRINT)

REPORT ORDER: _ (1=NUMBER ORDER, 2=NAME ORDER, 3=TIN)
CALENDAR YEAR: 08

DRS333: _ (MISSING TIN)
DRS343: _ (IRS 1099/SWV FILE NAME/ADDRESS MIS-MATCH)
DRS348: _ (TINS WITH MUTIPLE BOX NUMBERS)
DRS336: _ (IRS1099 FILE LISTING)
IRS 1099 LISTING LIMITER: A *
      >>VALID LIMITERS: 'A' = ALL 1099'S (DEFAULT)
                        'G' = GREATER THAN OR EQUAL TO 600 DOLLARS
                        'L' = LESS THAN 600 DOLLARS
      >>OPTIONAL IRS 1099 CREATE DATE LIMITER
      START DATE: _____ END DATE: _____

IRS RE-SUMMARIZATION: N (This process will attempt to zero out your 1099's
and remove the summarization flag from associated DRS records. The required
DRS336 lists the 1099 information, as it exists prior to being zeroed.)
*****THIS PROCESS WILL RUN THE FOLLOWING WEEKEND*****
      F1=HELP, F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Access to the reports and functions on this screen is from the IRS MENU: Type 'S' beside the desired action on screen IR.1 to reach this screen.

This screen provides to non-DRS users:

- The ability to print a report of your agency's IRS 1099 records for the designated year. {DRS336 (IRS 1099 FILE LISTING)}
- The ability to order a report of IRS 1099-MISC records that have a statewide vendor file source and identify where there are any differences between the statewide vendor record name/address and the associated 1099 name/address. {DRS343 (IRS 1099/SWV FILE NAME/ADDRESS MIS-MATCH)}

The **DRS336 (IRS 1099 File Listing)** (for DRS and non-DRS users) report lists all IRS 1099s (and coding of each 1099) in the 1099 file for the selected calendar year. A report of the agency 1099 records can be obtained anytime by requesting a DRS 336 report (Appendix B). This report requires selection of the strata of 1099s to be reported:

Strata: 'G' = GREATER THAN OR EQUAL TO 600 DOLLARS  
'L' = LESS THAN 600 DOLLARS  
'A' = ALL 1099'S (DEFAULT)

### Order a DRS336 report:

Type 'P' in Function.

Type the desired sort order of the report 1, 2, or 3 (Number Order will not very be useful unless the vendor number is included on all of the 1099 records).

Type the calendar year to be reported ('08' for the current reporting cycle). Leave this blank if you want a report of all of your 1099s (prior 2005, 2006, 2007 are also in the file).

Type 'Y' in the IRS 1099 FILE LISTING(336) field.

Type the appropriate IRS 1099 LISTING LIMITER.

Press 'Enter' to display the Batch Job Submission screen..

On the Batch Job Submission screen make any necessary changes.

Press 'Enter' to order the report. (reference appendix B)

The **DRS343 (IRS 1099/SWV FILE NAME/ADDRESS MIS-MATCH)** will report any mismatches of vendor name and address between statewide vendor based 1099 records and the associated statewide vendor record. Mis-matches can occur if a statewide vendor record has been updated since the 1099 record was created, or if the 1099 information was changed after the 1099 record was created.

**NOTE:** This report will produce data only for IRS 1099 records that contain a statewide vendor number.

**Suggestion:** at the minimum, order this report before printing your 1099s to identify any address changes that may need to be made. Appendix D contains a sample DRS343 report.

**Order a DRS343 report:**

Type 'P' in Function.

Type the desired sort order of the report 1, 2, or 3.

Type the calendar year to be reported ('08' for the current reporting cycle). Leave this blank if you want the report to include all transactions in your disbursement history file.

Type 'Y' in the 1099/SWV FILE NAME/ADDRESS MISMATCH (343) field.

Press 'Enter' to display the Batch Job Submission screen..

On the Batch Job Submission screen make any necessary changes.

Press 'Enter' to order the report.

# IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008

## IRS 1099-MISC Processing Schedule

```
=== DRS == (IR.5) === IRS 1099 PROCESSING SCHEDULE ===== C105V064 ===
                                FOR THE CALENDER YEAR 2008
TR: _____                                1050 0001

                                IRS 1099-MISC SCHEDULE
-----
IMPORTANT IRS DATES                                COMMENTS
-----
02/02/2009                                IRS 1099-MISC FORMS MUST BE FURNISHED TO
(MM/DD/CCYY)                                RECIPIENTS BY THIS DATE.

03/20/2009                                LAST DAY TO UPDATE REPORTABLE 1099S BEFORE
(MM/DD/CCYY)                                OFM TRANSMITS FORMS TO THE IRS.

OFM WILL SUBMIT AGENCY 1099-MISC RECORDS TO THE IRS
AS OF CLOSE OF BUSINESS ON: 03/20/2009

TAX YEAR 2008 IRS 1099-MISC FORMS MUST BE MAILED TO RECIPIENTS NOT LATER
THAN FEBRUARY 2, 2009. TIN MATCHING OF THE MAILED 1099S WILL BE PERFORMED
ON FEBRUARY 9, 2009, AND RESULTS SHOULD BE PROVIDED TO AGENCIES BY FEBRUARY
15TH. THE IRS WEBSITE IS: HTTP://WWW.IRS.GOV/

PF1=HELP PF3=RETURN PF5=VIEW INDICATORS PF12=MESSAGES CLEAR=EXIT
```

**Access to this screen** is from the IRS MENU: Type 'S' beside:

1099 PROCESSING SCHEDULE (IR.5)

Press 'ENTER'.

This screen is used to advise agencies of the critical dates for IRS 1099-MISC reporting and processing. It does not have any active control over the printing and reporting process. The control over printing 1099s is found on screen IR.1.1 (which is accessed through the IRS Menu) or use of Function 'P' on screen IR.1.

The **OFM IRS 1099 product manager** uses the message area to display information to agencies about the 1099 process. Whenever the message is updated, an alert notice will be put onto the AFRS Message screen advising agencies of the updated message on this screen.

# IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008

## SCREEN IR.6 - IRS WEEKEND PROCESSING

```
=== DRS ===(IR.6)===== IRS WEEKEND PROCESSING ===== C105V036 ===  
TR: _____ 999M 0001  
  
      IRS 1099 NAME AND ADDRESS UPDATE FROM VE FILE (340): N  
                                CALENDAR YEAR:  __  
  
      DRS UPDATE OF IRS 1099 CODING FROM VE FILE (341): N  
                                CALENDAR YEAR:  __  
  
      DRS UPDATE OF VENDOR TIN NOS FROM VE FILE (342):  _  
                                CALENDAR YEAR:  __  
  
      CREATE 1099'S FROM AGENCY VENDORS--IRS BOX NOT = BLANK, 0 (344): N  
      NEW RECORDS ARE TO BE (L)OCKED/(U)NLOCKED:  _  CALENDAR YEAR:  __  
  
      IRS 1099 NAME AND ADDRESS ROLL (347): N  
      FROM TAX YEAR: 07 TO TAX YEAR: 08  
  
      TO ORDER EACH PROCESS, ENTER A 'Y' AND THE CALENDAR YEAR TO BE AFFECTED.  
      THE RECORDS WILL BE UPDATED THE FOLLOWING WEEKEND AND AN EDIT REPORT  
      (DRS340, DRS341, DRS342, DRS344 OR DRS347) WILL BE CREATED AS APPROPRIATE.  
  
      PF1=HELP, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

The jobs described in this section are provided to allow agencies to request updating of IRS 1099-MISC names and addresses; updating of disbursement history file vendor TINS tax type, and IRS box; and creation of skeleton 1099 records from the agency vendor file. These jobs can be useful as part of the IRS 1099 preparation and reconciliation process.

Agencies are encouraged to use these jobs to update DRS and 1099 records because the vendor files (agency and statewide) are generally in a continuing state of file updates. Some names, addresses, or box numbers may have changed as a result of these updates.

Access to the reports and functions on this screen is from the IRS MENU: Type 'S' beside the desired action:

DRS340,341,342,344,347  
(IR.6)

Press 'ENTER'.

This screen allows non-DRS users to directly request jobs that will use the agency and statewide vendor files to update IRS 1099 record names and addresses.

- 1. IRS 1099 NAME AND ADDRESS UPDATE FROM VE FILE (DRS340)**  
This process will update the IRS 1099 vendor names and addresses to agree with the most recent vendor name and address in the associated statewide or agency vendor file. The process compares each IRS 1099-MISC record name and address with the vendor edit record (the comparison is done using Taxpayer Identification Number/Federal ID Number and Vendor Number). If there is a mis-match of the vendor name and address, the IRS 1099-MISC will be updated with the record name and address from the vendor edit record. The match process will produce an edit report (DRS340 - IRS 1099 Name/Address Update) that will show the IRS 1099-MISC addresses that were updated.  
**NOTE: This will update only IRS 1099 records that contain a vendor number.**
- 2. CREATE 1099'S FROM AGENCY VENDORS--IRS BOX NOT = BLANK, 0 (344)**

This process will create a skeleton IRS 1099-MISC record for each agency vendor record that contains an IRS Box 1-8, A or C. A record will not be created if an IRS 1099-MISC record already exists for a vendor in the indicated year. This job can be requested at any time and will run the weekend following the day the job is requested. The job will look at each agency vendor record which contains a TIN, Tax Type, and IRS Box 1-8, A or C and then look at the IRS 1099-MISC file to see if an IRS 1099 record with the same TIN exists for the designated year. If a corresponding IRS 1099 record cannot be found, the job will build an IRS 1099 record using the vendor name, address, and TIN from the vendor record and will set the dollar amounts at zero. The created IRS 1099 records will be set to Locked (Y) or Unlocked (N) depending upon the choice made when the job was requested.

**3. IRS 1099 NAME AND ADDRESS ROLL (347)**

This process allows an agency to roll their IRS 1099-MISC records from the previous tax year to the current tax year. This feature allows agencies to take advantage of IRS 1099-MISC vendor name and address refinements in one tax year and carry forward those names and addresses to the next tax year. An IRS 1099-MISC record will only roll if the Taxpayer Identification Number (TIN) does not exist in the current year. When the IRS 1099-MISC record rolls to the current year, the rolled record will be created as follows: (a) Calendar year will be changed to current calendar year; (b) Vendor related information will be directly copied from the previous year IRS 1099-MISC record; (c) the Record Lock will be set to 'N'; (d) the IRS box amounts will be set to zero; (e) the 1099 Forms Control will be set to 'C'; (f) the Last Update will be set to the date of the roll; (g) the Create Date will be set to the date of the roll; and (h) the Last Print Request will be set to blank. A report will be created for those 1099's that did not transfer.

**To Request a DRS340, DRS 344, or DRS347:**

Type a 'Y' in the appropriate DRS340, DRS344, or DRS347 field and enter the calendar year to be affected in the appropriate field.

*DRS344 only: Type in the NEW RECORDS ARE TO BE (L)OCKED/(U)NLOCKED field an 'L' or 'U' to indicated if the created records are to be Locked or Unlocked.*

*DRS347 only: The dates are defaulted and cannot be changed.*

Press 'Enter'

The requested process will be run on the following Saturday night.

**To delete a request for a DRS340, DRS 344, or DRS347:**

Type an 'N' in the appropriate DRS340, DRS344, or DRS347 field and enter blanks in the calendar year field(s) to be affected.

Press 'Enter'.

**NOTE on Processing Sequence for Weekly Vendor Edit Purge, Global Change, DRS340, DRS341, DRS342, DRS344, DRS347, and Mass Summarization. This information is provided so that you can determine the sequence of events in case you want to run several processes the same week:**

Saturday Night:

First: DRS340

Second: DRS341

Third: DRS342

Fourth: DRS344

Fifth: DRS347

Sixth: Mass Summarization - Boxes in unlocked IRS 1099s are zeroed and the summarization flag is removed from associated DRS records.

Seventh: Global Change

Eighth: Vendor Purge and DRS Purge

Next daily processing (Monday night unless a holiday is involved):

Ninth: Daily summarization will re-summarize DRS records if daily summarization has been selected on the DRS Profile screen (DS.1).

*Please contact the IRS 1099 Product Manager if you have any questions about this.*

*Denise Tabler phone: (360) 664-7788 or Dan Bode phone: (360) 664-7877*  
*fax: (360) 664-7673 fax: (360) 664-7673*  
*e-mail: denise.tabler@ofm.wa.gov e-mail: dan.bode@ofm.wa.gov*

# IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008

## SCREEN DS.1 - AGENCY PROFILE MAINTENANCE

The DRS Profile screen provides critical control of the IRS 1099-MISC processing and reporting such as:

- Agency name and address,
- Agency TIN,
- Agency contact name, phone number, & e-mail,
- Agency message, transaction
- Summarization frequency,
- Designation of the default vendor number suffix,
- Reporting all 1099s or only those \$600 and greater.

```

=== DRS ===(DS.1)===== AGENCY PROFILE MAINTENANCE ===== C105V051 ===
TR: _____ 999M 0001
      FUNCTION: C (C=CHANGE)

      AGY NAME: OFFICE_OF_FISCAL_RESPONSIBILITY/      AGENCY TIN: 999000001__
CONT AGCY NAME: .      LAST RPTG YR: N
MAILING ADDR: MAILSTOP_43113
CITY/ST/ZIP: OLYMPIA__1117__ WA 985043333

      CONTACT NAME: PHIL_TAYLOR__11__?      MAIL STOP: 43333__
      E-MAIL ADDRESS: PHIL.TAYLOR@OFM.WA.GOV
AGENCY PHONE NUMBER: ( 361 ) 764 - 6712 EXT: 12349

SUMMARIZATION: N (D=DAILY,W=WEEKLY,M=MONTHLY,N=NONE)      LAST SUMM: 050518
USE $600 LIMIT: Y (Y OR N)      DEFAULT VENDOR NO SUFFIX: __
AGENCY MESSAGE: TEST_OF_LOG_FILE_ENTRIES__TEST

      NIGHTLY EXTRACT: N (Y OR N)
MOS OF DATA KEPT ONLINE: 30 (01 THRU 99 MONTHS)

      PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
    
```

**NOTE: Agency information format rules have been changed. Reference the instructions below.**

**Access the DRS Profile:**

AFRS Primary Menu: Type your agency number and type 'DR' in the 'Select Function' field.

Press 'Enter' to access the Disbursement System Primary Menu

Disbursement System Primary Menu: Type 'C' in the 'Select Function' field. If your agency number is 3050 or 3100 also type the appropriate Supplemental ID number.	or	Disbursement System Primary Menu: Type 'I' in the 'Select Function' field. If your agency number is 3050 or 3100 also type the appropriate Supplemental ID number
Press 'Enter' to access the Disbursement System Control Menu.		Press 'Enter' to access the IRS 1099 MENU
Disbursement System Control Menu: Type '1' in the 'Select Function' field.		IRS 1099 Menu: Select DRS PROFILE (DS.1).
Press 'Enter' to access the Agency Profile Maintenance screen.		Press 'Enter' to access the Agency Profile Maintenance screen.

**CHECK YOUR DRS AGENCY PROFILE (DS.1) TO ENSURE THAT IT CONTAINS COMPLETE AND CURRENT INFORMATION:**

**Agency DRS Profile field information guidelines:**

line name

AGENCY NAME:

(First Payer Name Line) Type your agency name starting in the first position. If more space is needed for your agency name, such as Division, Office, Home, etc., use the Continued Agency Name line.

line name CONTINUED AGCY NAME:

(Second Payer Name Line) If more space is needed for your agency name, such as Division, Office, Home, etc., use this address line.

Please do not type your agency address (such as PO Box or a street address) on this line.

line name MAILING ADDRESS:

(Payer Shipping Address) This line should be used for your agency mailing address. Street address should include number, street, suite number, or PO Box if mail is not delivered to a street address.

line name CITY/STATE/ZIP CODE:

CITY: Type the name of the city in which your mailing address is located.

STATE: Type the two character state 'WA'.

ZIP: Type the Zip+4 that is related to the mailing address typed above. Please type all nine digits of the Zip+4.

line name AGENCY TIN:

Type the Taxpayer Identification Number used by your agency for IRS 1099-MISC reporting.

line name LAST REPORTING YEAR:

Type a 'Y' in this field if 2008 is the last year the agency and TIN combination will report 1099s to the IRS. Otherwise, type 'N'.

line name CONTACT NAME:

Please type the name of the person in your agency who is responsible for managing the IRS 1099-MISC records in the Disbursement Reporting System.

line name MAIL STOP:

Please type the mailstop of the person whose name appears in the contact name field.

line name E-MAIL ADDRESS:

Please type the e-mail address of the person whose name appears in the contact name field.

line name AGENCY PHONE NUMBER:

*The Taxpayer Bill of Rights 2, Public Law 104-168, requires payers to provide the telephone number of a person to contact on certain statements to recipients,...(in this case the IRS 1099-MISC form). This number must provide direct access to an individual who can answer questions about the statement.*

The AGENCY PHONE NUMBER will be printed on the IRS 1099-MISC form in the line following the agency city/state/zip code. During the months of January-February your AGENCY PHONE NUMBER should be set to the phone number of your IRS 1099 contact person. The EXTENSION field will accept numbers, letters and dashes. Please leave unused spaces blank.

### Change the Agency Profile:

Type the correct information into the appropriate fields.

Press 'Enter'.

The message 'TRANSACTION SUCCESSFULLY CHANGED' will appear.

YOU may also want to add an AGENCY MESSAGE, or update the USE \$600 LIMIT.

9/01/2008

The field '**USE \$600 LIMIT**' controls the IRS 1099-MISC records that will be reported to the IRS: (NOTE: This field does not affect forms printing. Forms printing is done from screen IR.1.1)

- a. If you want 1099s to be reported for all eligible vendors regardless of amount, 'N' is required.
- b. If you want 1099s to be reported for all eligible vendors to whom you have paid over \$600 (cumulative for the year), 'Y' is required.

The **AGENCY MESSAGE** field will be retained for your use, but it will not be necessary for this message to contain a contact phone number. **If you wish to print a message in the top left margin of the IRS 1099-MISC form:**

Type the message,

Press 'ENTER' to change or add the message.

Some sample messages are:

CONTACT IN 5 DAYS IF QUESTIONS

DIRECT INQUIRY TO AGENCY PHONE

#

IF INCORRECT, CALL AGENCY PHONE#

QUESTIONS? CALL AGENCY PHONE #'

CALL BEFORE 3/15 IF ERROR!!

FAX 360-853-1234 IF ERROR

# *IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008*

## **DRS350 REPORT**

The weekly DRS350 job runs to evaluate your IRS 1099-MISC records in terms of IRS requirements for TIN Matching. The DRS350 will **not affect** vendor records, but should improve TIN/name matching results. There are two things that the process does.

1 - The DRS350 job looks at the IRS 1099-MISC vendor names and removes all special characters that are **not** a hyphen (-) or an ampersand (&). The resulting spaces remain. The reason for this is the IRS TIN Matching process will not accept any other special characters. Note: The associated vendor records will not be affected.

2 - Address line 1 names in the IRS 1099-MISC records have some importance in the IRS cross checking of taxpayer names in the submitted IRS 1099-MISC records. The 'DBA' in the address line 1 inhibited the accuracy of IRS name matching when the second name line was included. The DRS350 job removes 'DBA' from the address line 1 and shifts the remaining name to the beginning of address line 1. Note: The associated vendor records will not be affected. The address line 1 will not be affected if it contains an address instead of a name.

The DRS350 job will create a report to agencies of the IRS 1099-MISC records that were updated. The new report will be entitled "Disbursement Reporting System IRS 1099 Vendor Name Cleanup" - DRS350. The report will identify the names and address line 1 changes that were made. Plus, the report will identify any address line 1 names that begin with 'DB' that were not changed because there was no 'A' in the third position. See sample of the report in Appendix I.

The goal of the DRS350 is to improve the IRS 1099 process and reduce IRS CP2100 notices to agencies.

# IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008

## IRS 1099-MISC Computer Generated Form Tax Year 2008 (APPENDIX A)

Agency 1099s will print with one page per vendor, as shown below. The printed form will have margins: top - 3/8", left and right - 7/16", bottom - 1/4". The form, when tri-folded, will fit in a #9 window envelope with the recipient's address displayed in the window.

### SAMPLE FORM

TEST OF LOG FILE ENTRIES		TEST	<input type="checkbox"/> CORRECTED (if checked)		
PAYER'S name, street address, city, state, and ZIP code <b>OFFICE OF FISCAL RESPONSIBILITY/                      MAILSTOP 43113                      OLYMPIA 1117 WA 98504-3333                      PHONE: 361-764-6712 EXT: 12349</b>		Miscellaneous Income <b>Copy 2                      To be filed                      with recipient's                      state income tax                      return, when                      required.</b>		1 Rents \$ <b>.00</b>	Form 1099-MISC OMB No. 1545-0115 CALENDAR YEAR <b>2005</b>
PAYER'S Federal identification number <b>999000001</b>		RECIPIENT'S identification number <b>119999911</b>		2 Royalties \$ <b>.00</b>	3 Other income \$ <b>.00</b>
RECIPIENT'S name, street address (incl. apt. no.), city, state, and ZIP Code <b>SHAD PRUIT                      PRUIT MOTORS                      754 EASTERN HIGHWAY                      WILSON WA 98512-2490</b>		4 Federal income tax withheld \$ <b>.00</b>		5 Fishing boat proceeds \$ <b>.00</b>	
15		6 Medical and health care payments \$ <b>.00</b>		7 Nonemployee compensation \$ <b>4,000.00</b>	
Account number (optional) <b>AAA000000500</b>		2nd TIN not <input type="checkbox"/>		8 Substitute payments in lieu of dividends or interest \$ <b>.00</b>	
16 State tax withheld \$		17 State/Payer's state no. \$		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> \$ <b>.00</b>	
18 State income \$		10 Crop insurance proceeds \$ <b>.00</b>		11	
12		13 Excess golden parachute payments \$		14 Gross proceeds paid to an attorney \$ <b>.00</b>	
13		14		15	

#### (KEEP FOR YOUR RECORDS)

<p><b>Instructions to Recipients</b>                      Account number. May show an account or other unique number the payer assigned to distinguish your account.                      Amounts shown may be subject to self-employment (SE) tax. If your net income from self-employment is \$400 or more, you must file a return and compute your SE tax on Schedule SE (Form 1040). See Pub. 533, Self-Employment Tax, for more information. If no income or social security and Medicare taxes were withheld and you are still receiving these payments, see Form 1040-ES, Estimated Tax for Individuals. Individuals must report as explained below. Corporations, fiduciaries, or partnerships report the amounts on the proper line of your tax return.                      Boxes 1 and 2. Report rents from real estate on Schedule E (Form 1040). If you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business, report on Schedule C or C-EZ (Form 1040). For royalties on timber, coal, and iron ore, see Pub. 544, Sales and Other Dispositions of Assets.                      Box 3. Generally, report this amount on the "Other income" line of Form 1040 and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, or other taxable income. If it is trade or business income, report this amount on Schedule C, C-EZ, or F (Form 1040).                      Box 4. Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold at a 28% rate if you did not furnish your taxpayer identification number. See Form W-9, Request for Taxpayer Identification Number and Certification, for more information. Report this amount on your income tax return as tax withheld.</p>	<p><b>Box 5.</b> An amount in this box means the fishing boat operator considers you self-employed. Report this amount on Schedule C or C-EZ (Form 1040). See Pub. 595, Tax Highlights for Commercial Fishermen.  <b>Box 6.</b> Report on Schedule C or C-EZ (Form 1040).  <b>Box 7.</b> Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If payments in this box are SE income, report this amount on Schedule C, C-EZ, or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare taxes. Contact the payer if you believe this form is incorrect or has been issued in error. If you believe you are an employee, report this amount on line 7 of Form 1040 and call the IRS for information on how to report any social security and Medicare taxes.  <b>Box 8.</b> Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" of Form 1040.  <b>Box 9.</b> If checked, \$5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit-commission, or other basis. A dollar amount does not have to be shown. Generally, report any income from your sale of these products on Schedule C or C-EZ (Form 1040).  <b>Box 10.</b> Report this amount on line 8 of Schedule F (Form 1040).  <b>Box 13.</b> Shows your total composition of excess golden parachute payments subject to a 20% excise tax. See the Form 1040 instructions for where to report.  <b>Box 14.</b> Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return.  <b>Boxes 16-18.</b> Shows state or local income tax withheld from the payments.</p>
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#### TEST OF LOG FILE ENTRIES TEST

TEST OF LOG FILE ENTRIES		TEST	<input type="checkbox"/> CORRECTED (if checked)		
PAYER'S name, street address, city, state, and ZIP code <b>OFFICE OF FISCAL RESPONSIBILITY/                      MAILSTOP 43113                      OLYMPIA 1117 WA 98504-3333                      PHONE: 361-764-6712 EXT: 12349</b>		Miscellaneous Income <b>For Recipient</b> 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.		1 Rents \$ <b>.00</b>	Form 1099-MISC OMB No. 1545-0115 CALENDAR YEAR <b>2005</b>
PAYER'S Federal identification number <b>999000001</b>		RECIPIENT'S identification number <b>119999911</b>		2 Royalties \$ <b>.00</b>	3 Other income \$ <b>.00</b>
RECIPIENT'S name, street address (incl. apt. no.), city, state, and ZIP Code <b>SHAD PRUIT                      PRUIT MOTORS                      754 EASTERN HIGHWAY                      WILSON WA 98512-2490</b>		4 Federal income tax withheld \$ <b>.00</b>		5 Fishing boat proceeds \$ <b>.00</b>	
15		6 Medical and health care payments \$ <b>.00</b>		7 Nonemployee compensation \$ <b>4,000.00</b>	
Account number (optional) <b>AAA000000500</b>		2nd TIN not <input type="checkbox"/>		8 Substitute payments in lieu of dividends or interest \$ <b>.00</b>	
16 State tax withheld \$		17 State/Payer's state no. \$		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> \$ <b>.00</b>	
18 State income \$		10 Crop insurance proceeds \$ <b>.00</b>		11	
12		13 Excess golden parachute payments \$		14 Gross proceeds paid to an attorney \$ <b>.00</b>	
13		14		15	

# *IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008*

## **IRS 1099 Forms List - By Tax ID (DRS336) Sample Report – APPENDIX B**

999-0  
RPT DRS336  
09/01/08 (14:22:46)

DISBURSEMENT REPORTING SYSTEM  
TAX YEAR 08  
IRS - 1099 FORMS LIST BY TAX ID

AGY PAGE: 1  
RUN PAGE: 1

AGENCY/SUPP ID: 9990 0001 - OFFICE OF FISCAL SERVICES

VENDOR NUMBER	IRS VENDOR NAME	IRS STREET ADDRESS - CITY/STATE	FEDERAL ID	BOX NBR	IRS BOX TOTAL	LAST PRT REQUEST
FREMONT00000	FREMLY WORTHINGTON ASSOCIATES	PO BOX 75066 SEATTLE WA 98103	123-45-6789	7	76,941.95	080901
	PUSHKIN PLERTH	THACKARY WHERLY DRIVE HILL VALLEY NV 84941	258-81-5132	7	2,500.00	
MASLOWSKI000	LUDFORD SLOWSKI	4714 MUBLOR STREET LARAMIE WY 69001	444-32-1078	7	171.29	
COSTED000000	COSTED OUT LABOR SERVICES	WREN DAVIS HAPFORD 9988 ACME BLVD EDWARDS VALLEY WA 97020	657-46-5879	7	27,100.00	
BLODGET00000	BLODGET DRY STORAGE	76 WEST IRONWOOD FAIRBORN OH 351071415	77-9555556	1	747.00	
CHANDRARES00	CLYDE CHANDRARES	665M OXON HILL RD OXON HILL MD 17514	87-1545595	7	1,146.08	
AGENCY TOTAL AMOUNT:					108,606.32	

This report lists all vendors, and accompanying information, on the IRS 1099 file for the time period or calendar year selected. If the selected sort is by Vendor Number, the 1099s without a vendor number will be displayed first and will be sorted in vendor name order.

Reference Section IR.3.



STATE OF WASHINGTON  
 IRS 1099 FORM REGISTER LISTING

AGENCY/SUPP : 9990 - 0001 OFFICE OF FISCAL PRUDENCE		CALENDAR YEAR: 08					
FED-ID	VENDOR-NO	VENDOR NAME ADDRESS CITY/STATE/ZIP	RENTS FISH BOAT ROYALTIES	HEALTHCARE OTHER INCOME NON-EMPLOYEE	TAX-WITHHELD DIVIDEND GROSS PROCDS	DIRECT SALE CROP INSURANCE	
123-45-6789	FREMONT00000	FREEBIE PUBLIC ASSOCIATION 4444 AUTUMN AVENUE W SPOKLAND WA 98103	0.00 0.00 0.00	747.97 0.00 76,941.95	0.00 0.00 0.00	N	0.00
258-81-5132		PUSHKIN PLERTH THACKARY WHERLY DRIVE HILL VALLEY NV 84941	6,000.00 0.00 0.00	0.00 0.00 2,500.00	0.00 0.00 0.00	N	0.00
52-5840080	ARTEA0000000	ARTEA TRANSPORTATION SERVICES 4100 222ND AVENUE NNW BLACK DIAMOND WA 98770	0.00 0.00 0.00	0.00 0.00 39,763.50	0.00 0.00 0.00	N	0.00
54-5558182	MASSBLOCK000	MASSONOR LIGHT BLOCKS 458 WILLOW SWITCHBACK JANNSON WI 492964417	0.00 0.00 0.00	0.00 0.00 0.00	82.00 0.00 0.00	N	0.00
555-88-7777	HARVORDN0000	MELGAR T-ANN HARVORD 7886 RELAZOR LANE OLMAREA UT 785043134	0.00 0.00 0.00	0.00 3,733.67 1,319.55	0.00 0.00 0.00	N	0.00
657-46-5879	COSTED0000000	COSTED OUT LABOR SERVICES 9988 ACME BLVD EDWARDS VALLEY WA 97020	0.00 0.00 0.00	0.00 0.00 27,100.00	0.00 0.00 0.00	N	0.00
77-9555556	BLODGET00000	BLODGET DRY STORAGE 76 WEST IRONWOOD FAIRBORN OH 351071415	747.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 712.34	N	0.00
AGENCY/SUPP TOTALS			6,747.00 0.00 0.00	747.97 3,733.67 147,625.00	82.00 0.00 712.34		0.00

# *IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008*

## **IRS 1099 Reporting Screen IR.3 Calendar Year 2008 – APPENDIX D**

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999-0
RPT DRS343
09/01/08 (10:16:08)
AGENCY/SUPP ID: 9990 0001 - OFFICE OF FISCAL PRUDENCE
DISBURSEMENT REPORTING SYSTEM
IRS 1099/SWV FILE NAME/ADDRESS MIS-MATCH
RUN PAGE 1
AGY PAGE 1

SW VENDOR NO      FEDERAL ID      IRS 1099 NAME AND ADDRESS      SWVENDOR NAME AND ADDRESS      CALENDAR YEAR
-----
SWV098012300      912534511      MAL TEST NCORP
                  PO BOX 2068 TEST
                  LONGVIEW      WA 98632      MALLARD BOX CORP
                  PO BOX 2068
                  LONGVIEW      WA 986328190
                  08

SWV099014400      943897410      TESTER SCOTT INC
                  ATTN: MICHAEL TEST
                  1631 W 2550 S
                  PERRY      UT 84401      LESLEE SCOTT INC
                  ATTN: MICHAEL HART
                  1631 W 2550 S
                  OGDEN      UT 84401
                  08
    
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This report was developed to provide a quick way for agencies to identify any changes to Statewide Vendor names and addresses that are used in the IRS 1099 file.

This is important because the Statewide Vendor records were created by the OFM Statewide Vendor Administrator to be consistent with an IRS Form W-9 obtained from the vendor.

**Any vendor name and address changes to a statewide vendor originated IRS 1099 could leave the agency vulnerable to an IRS CP2100 or 2100A notice of incorrect Taxpayer Identification Number (TIN). The reason for this is the OFM Statewide Vendor Management Office obtains an IRS form W-9 from each vendor registered in the Statewide Vendor file.**

Reference IR.3

# *IRS 1099-MISC Preparation & Reporting for non-DRS Users Calendar Year 2008*

## **Disbursement Reporting System IRS 1099 Vendor Name Cleanup (DRS350) Sample Report – APPENDIX E**

9990 DISBURSEMENT REPORTING SYSTEM  
 RPT DRS350 IRS 1099 VENDOR NAME CLEANUP  
 06/24/08 (14:40:00) DRS AND SPECIAL CHARACTERS REMOVED FROM IRS 1099 RECORD NAMES RUN PAGE 1  
 AGENCY/SUPP ID: 9990 0001 - OFFICE OF FISCAL RESPONSIBILITY AGY PAGE 1  
 TAX YEAR: 2008

IRS 1099	---	TIN---	---	VENDOR NAME BEFORE CHANGE----	-	VENDOR NAME (NO SPECIAL CHAR)--	-	VENDOR ADDRESS 1 BEFORE CHANGE-	--	VENDOR ADDR1 AFTER 'DBA' DROP-
238403117				FRUEDMAN, KOWALSKI		FRUEDMAN KOWALSKI				
304180295				SUSSMAN, STYRMON		SUSSMAN STYRMON				
440389774								DBA INNER CORE'S WORLD		INNER CORE S WORLD
570085433				CHUCKLES, CLOWN		CHUCKLES CLOWN		DBA CHUCKLES THE CIRCUS CLOWN		CHUCKLES THE CIRCUS CLOWN
682886100				SUNSHINE, APRIL		SUNSHINE APRIL		DBA: RAINBOW'S & FLOWER'S		RAINBOW S & FLOWER S
793443854				GERMAN, FIDO		GERMAN FIDO				

RECORDS WITH "DB" IN FIRST TWO POSITIONS OF THE IRS ADDRESS 1 THAT COULD NOT BE CHANGED:  
 133445566 DB DOGGIE DAY CARE

Note1: If both the vendor name and address 1 changes for the same IRS 1099-MISC record, both changes will be displayed on the report.

Note2: Any IRS 1099-MISC that contains a Vendor Address 1 beginning with 'DB' will be displayed for agency review to determine if any changes are needed.