1099 Processing Guide- 2023

1. Introduction to 1099 Processing

PeopleSoft enables you to provide the U.S. Internal Revenue Service (IRS) with withholding information based on the transactions that occurred during the reporting year.

Accounts payable departments create 1099 forms and electronic files each calendar year to report various tax liabilities for suppliers.

Each College is responsible for tracking its 1099 reportable items, sending reports to individual Suppliers, and sending a file to the IRS noting the 1099 reportable items and Suppliers.

SBCTC produce 1099-MISC and 1099-NEC forms to report miscellaneous income to the IRS for the following:

- Income earned by non-employees.
- Fees, commissions, rents, or royalties paid.
- Payment for prizes, awards, or legal services
- Medical and health care payments

2. Reviewing 1099 Setup

The first step in 1099 processing each year is completing the setup. Some of the setup steps are optional, but they do give insight into the 1099 Processing rules.

- Reviewing the A1 Calendar
- Reviewing Withholding Types
- Reviewing Withholding Codes
- Setting Up/Reviewing Report Control Information

2.1 Reviewing the A1 Annual Calendar (Optional)

The A1 Calendar is the calendar the PeopleSoft Financials System uses when running the Withholding Report Post application engine process to obtain the correct 1099 data. This calendar is created and maintained by SBCTC.

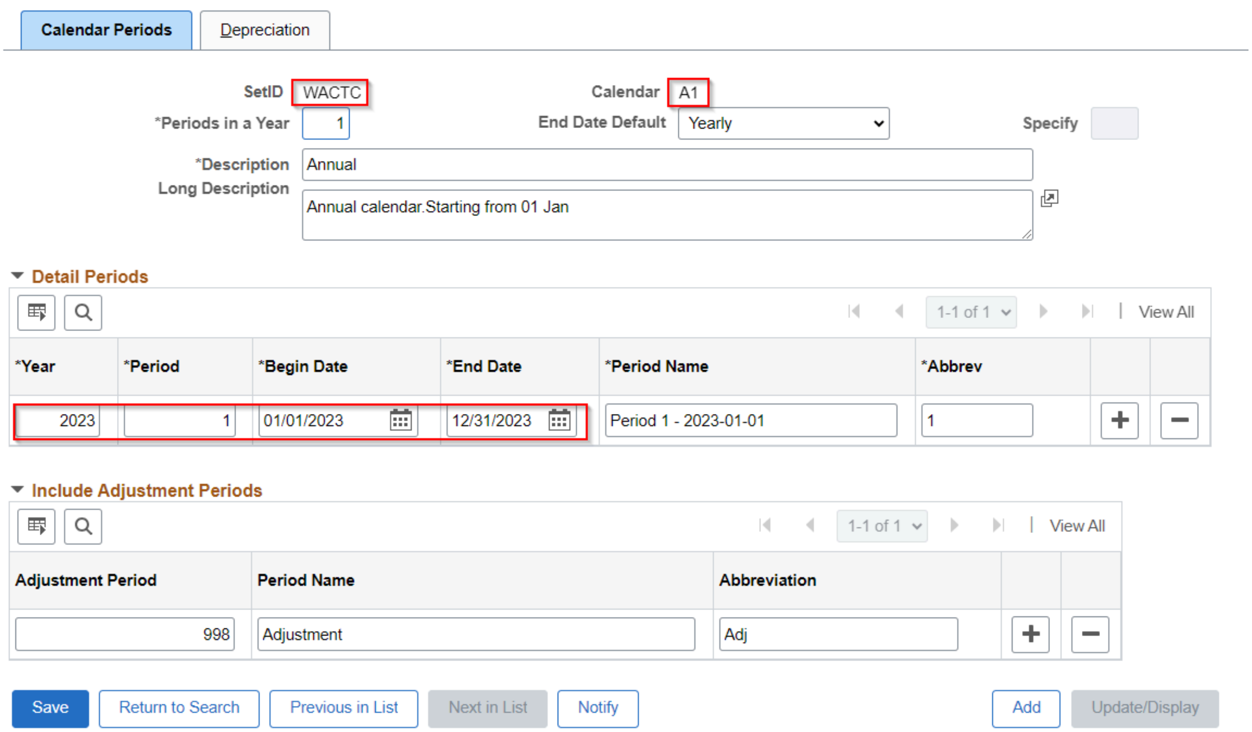
Navigation: Set Up Financials/Supply Chain > Common definitions > Calendars/Schedules > Detail Calendar

Use the following parameters:

SetID = WACTC

Calendar ID = A1

Fiscal Year = 1099 calendar Year (Current year i.e., 2023)



2.2 Reviewing Withholding Types (Optional)

Withholding Types allow withholding transactions to be categorized by classes. The Withholding Types Report lists the Class and Description for each Withholding Type. Withholding Types are created and maintained globally under the WACTC SetID.

There are different Withholding Types in the system:

- 1099M: 1099 Miscellaneous 2020
- 1099N: Non-employee Compensation
- 1099G: Certain Government Payments
- 1099I: Interest Income etc.
- 1099: 1099 Withholding (prior to 2020 DNU)

We are primarily concerned with the 1099M and 1099N Withholding.

The different Withholding Classes for the 1099M and 1099N are mentioned below-

Type: 1099M	1099 Miscellaneous 2020
	Class
	01 Rents
	02 Royalties
	03 Other Income
	04 Federal Income Tax Withheld
	05 Fishing Boat Proceeds
	06 Medical and Health Care Pymnts
	08 Substitute Payments
	09 Crop Insurance Proceeds
	10 Gross Attorney Proceeds
	12 Section 409A Deferrals
	13 Excess Golden Parachute Pymnts
	14 Nonqualified Deferred Comp
Type: 1099N	**1099 Nonemployee Compensation**
	Class
	04 Federal Income Tax Withheld
	01 Nonemployee Compensation

2.3 Reviewing Withholding Codes (Optional)

Withholding Codes are used to group together entities, types, and jurisdictions. You can use Withholding Codes when creating withholding-applicable vouchers. By doing so, you speed up data entry and minimize data entry errors. Withholding Codes are created and maintained globally under the WACTC SetID.

Code: 01 NEC 1099N or Rents 10

Entity	Type	Jurisdiction	Class
IRS	1099M	FED	01
IRS	1099	FED	01
IRS	1099N	FED	01

Code: 02 Royalties

Entity	Type	Jurisdiction	Class
IRS	1099	FED	02
IRS	1099M	FED	02

These Withholding Codes are in action when entering a 1099 Withholding Voucher.

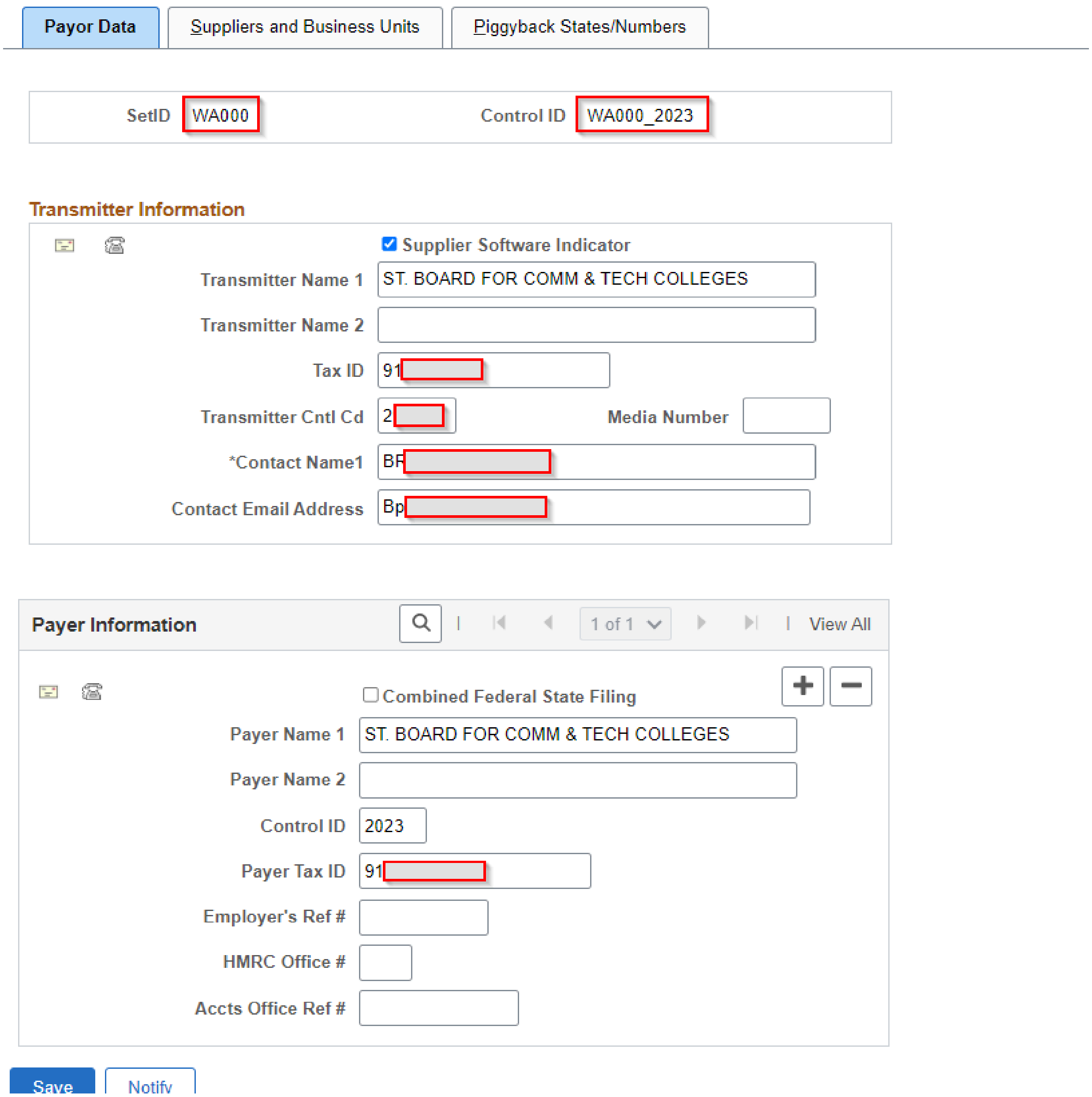
2.4 Setting Up/Reviewing Report Control Information (Required)

1099 Withholding Report Control Information is used to set up transmitter and payer information, such as company address, phone numbers and payer numbers, Suppliers and business units that will be included in reports, and piggyback states. This is something that should be done for each year's 1099 Processing, even if you ran 1099 Processing in PeopleSoft the previous year.

The QRG link of Setting Up/Reviewing Report Control Information is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/1040695-9-2-setting-up-and-reviewing-report-control-information

Note: AP Manager role is required for setting up Report Control Information.



Payor Data | Suppliers and Business Units | Piggyback States/Numbers

SetID WA000 | Control ID WA000_2023

Transmitter Information

☑ Supplier Software Indicator

Transmitter Name 1: ST. BOARD FOR COMM & TECH COLLEGES

Transmitter Name 2:

Tax ID: 91

Transmitter Cntl Cd: 2 | Media Number:

*Contact Name1: BR

Contact Email Address: Bp

Payer Information | 1 of 1 | View All

☐ Combined Federal State Filing

Payer Name 1: ST. BOARD FOR COMM & TECH COLLEGES

Payer Name 2:

Control ID: 2023

Payer Tax ID: 91

Employer's Ref #:

HMRC Office #:

Accts Office Ref #:

Save | Notify

3. 1099 Tasks throughout the Year

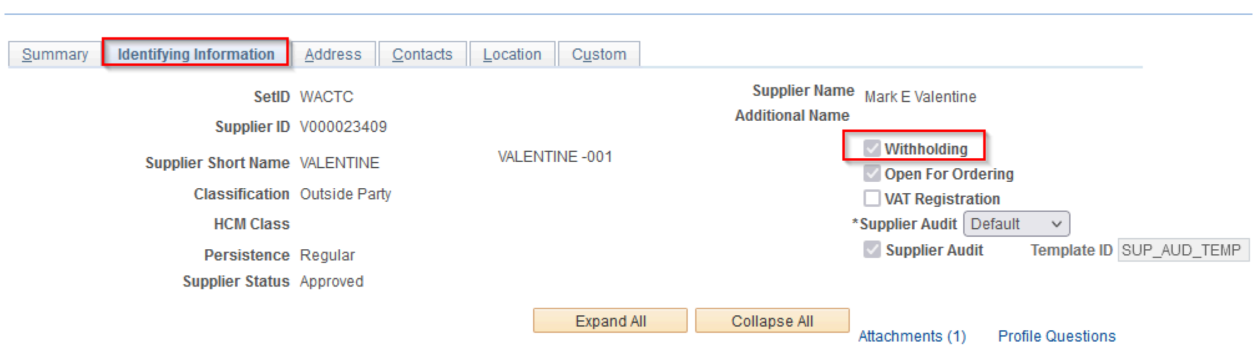
Though 1099 processing is an end of year task to be done in January for the previous calendar year, you must complete certain processes throughout the year. These include entering 1099 Withholding Suppliers, creating 1099 Withholding Vouchers, and posting 1099 Withholding Vouchers and Payments. You can also run different queries year-round to keep track of your 1099 processing.

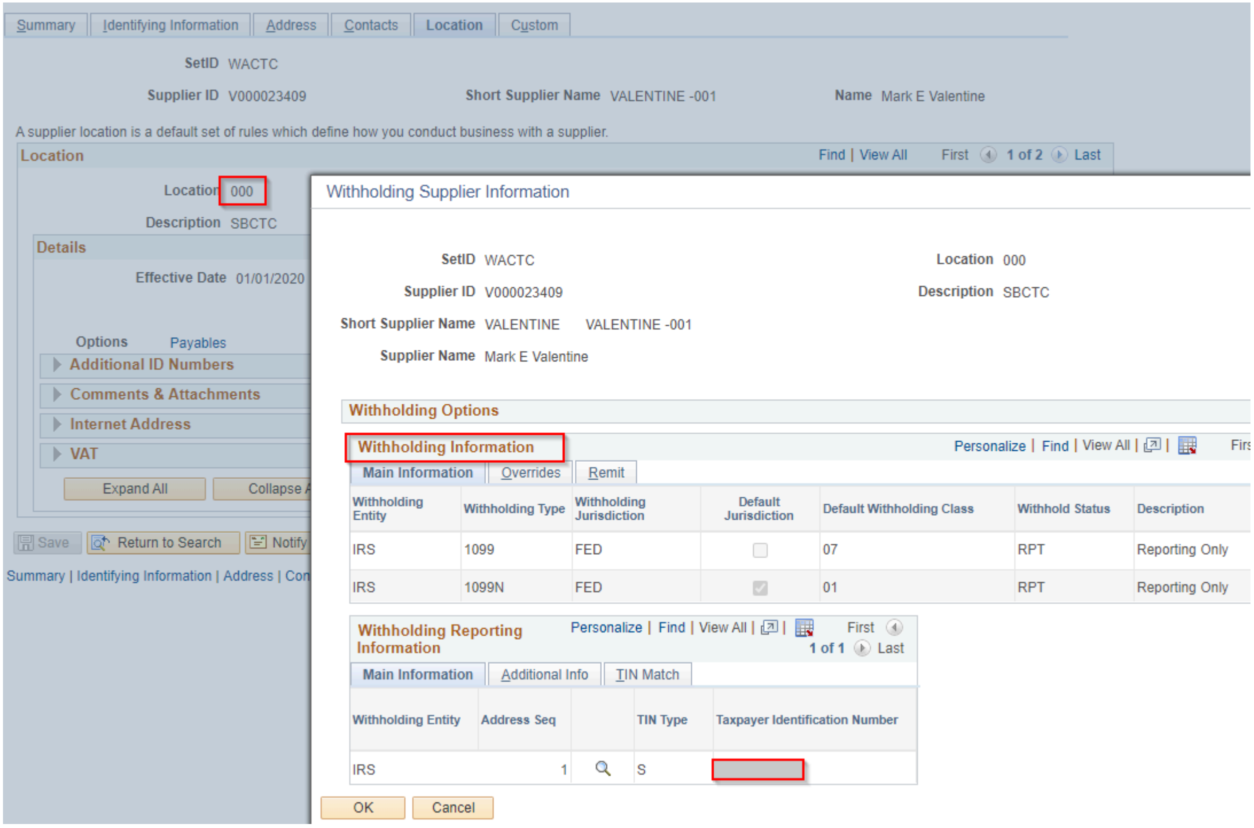
3.1 Entering 1099 Withholding Suppliers

In order to report Withholding on individuals, you must set each one up in the system as a 1099 Withholding Supplier. Withholding information can be added to Supplier information at any time, but it is recommended that you add the information when adding the Supplier to the system. By identifying the Supplier as a 1099 Withholding Supplier, all vouchers that you enter for that Supplier will be automatically flagged for withholding reporting.

The QRG link of Setting Up Withholding Suppliers is below-

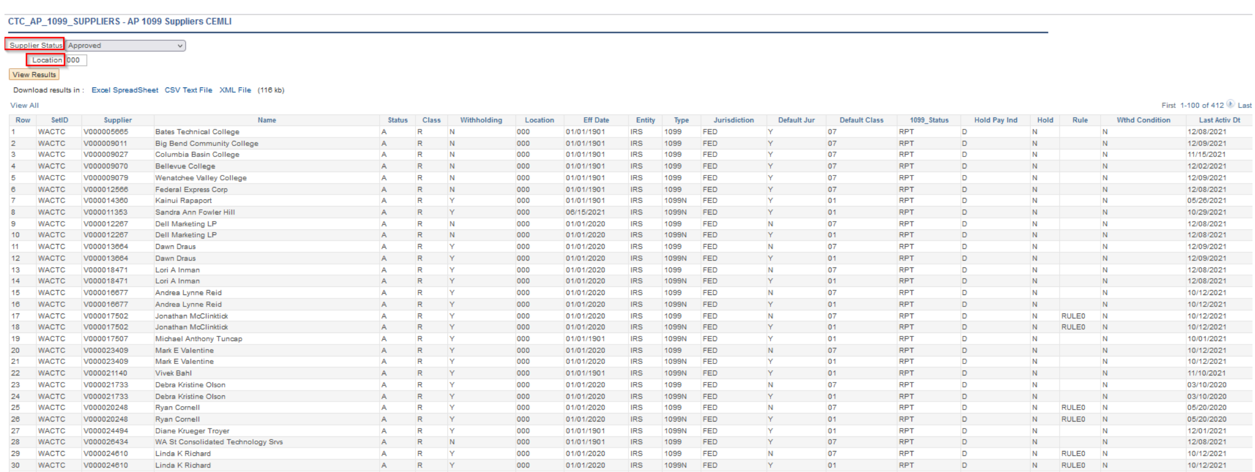
http://ctclinkreferencecenter.ctclink.us/m/72571/l/1033684-9-2-creating-or-maintaining-a-supplier#setup-withholding-suppliers





3.2 Running the CTC_AP_1099_SUPPLIERS Query

To help monitor your 1099 Suppliers, you can run a query "CTC_AP_1099_SUPPLIERS" anytime throughout the year and it will show the list of all 1099 applicable Suppliers and their withholding information for your location.



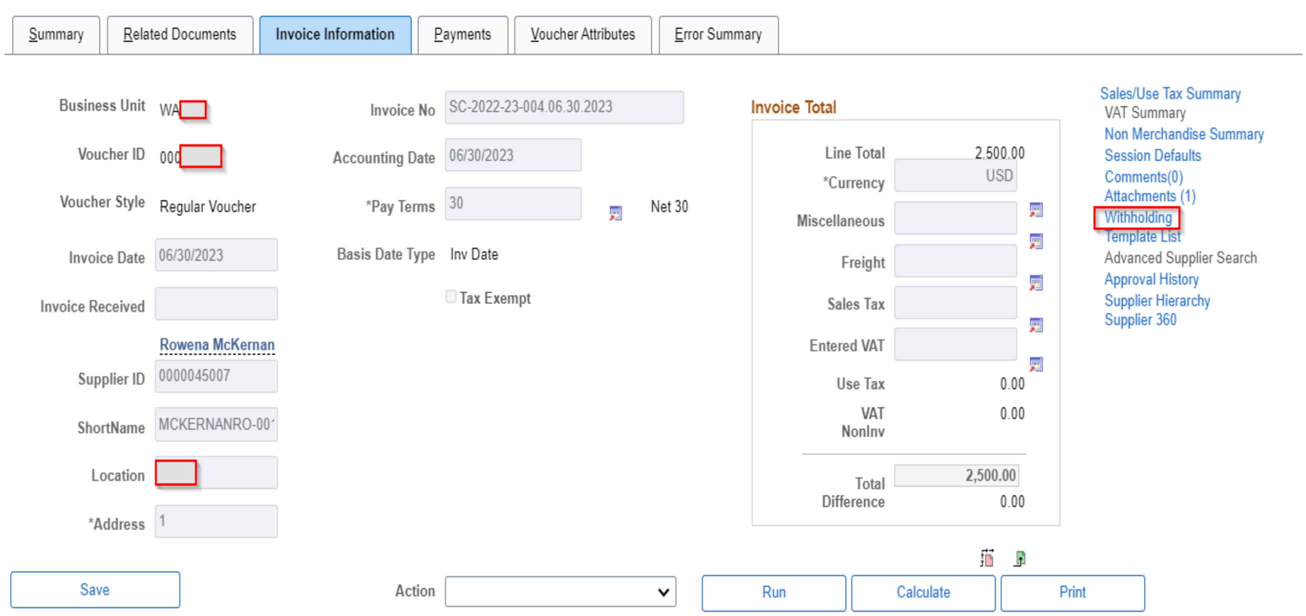
3.3 Entering 1099 Withholding Vouchers

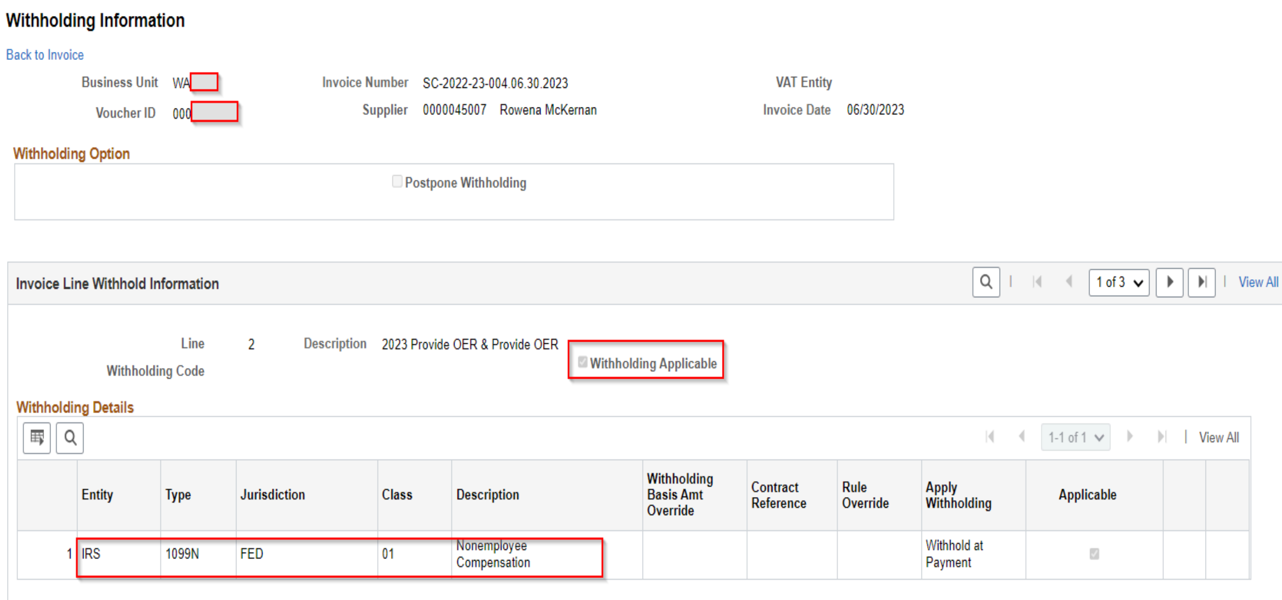
Entering 1099 Withholding Vouchers is something that you will do throughout the year. When doing so, you want to ensure that your Supplier is properly set up in the system as a 1099 Withholding Supplier. Withholding vouchers are the primary means of how the system keeps track of the amounts that are to be reported to the IRS each calendar year.

On the Invoice Information tab, you will enter all information that you would normally enter for a voucher. When you are ready to verify or edit the withholding information for the voucher, you will select the Withholding link in the header. If you do not see the Withholding link, then your Supplier has not been properly set up in the system as a Withholding Supplier. Remember, the Supplier needs to be flagged as a withholding Supplier and have the withholding information set up for them.

Once you select the Withholding link, the system takes you to the Withholding Information page. Much of this information comes from the Supplier. For each voucher line, you can edit the withholding information.

Once you have finished verifying and editing the Withholding information on the voucher, you will still need to perform the regular processing that must be performed on all vouchers, including budget checking and posting etc.





3.4 Posting Payments from 1099 Vouchers

After creating and processing vouchers with 1099 withholding amounts, it is also necessary for you to post the payments from these vouchers before completing any additional 1099 processing. By posting the payments, the system updates Supplier account balances and creates balanced accounting entries for all payment-related transactions.

The QRG link of Posting Payments in batch is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/794693-9-2-posting-payments

3.5 Running the CTC_AP_1099_SUPPLIERS_VCHRS Query

To help monitor your 1099 Vouchers, you can run a query "QFS_AP_1099_SUPPLIERS_VCHRS" anytime throughout the year, and this query will identify suppliers with 1099 applicable vouchers.

Review the Vouchers with 1099 Flag filed, vouchers marked "Y" are set up for 1099 processing. Vouchers marked "N" are not set up for 1099 processing. If vouchers flagged "N" should be "Y," then it requires adjustments or corrections.

QFS_AP_1099_SUPPLIERS_VCHRS - Withholding Supplrs Vchr CEMLI

*From Payment Date 01/01/2023

*To Payment Date 12/31/2023

*Unit WA

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (303 kb)

View All | First 1-100 of 919 Last

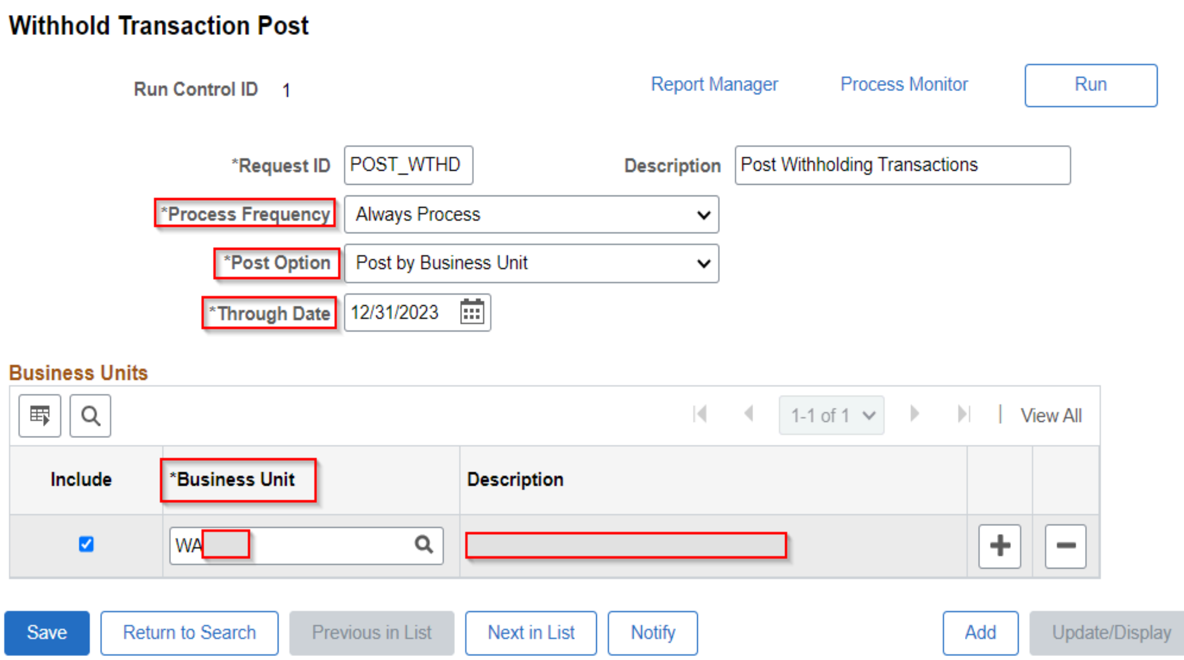
Row	Unit	Voucher	Vchr Line	Supplier	Name	Vchr Merchandise Amt	SUT Applicability	Vchr Paid Amount	Paid Date	Payment Hold	Supplier Payment Hold	Post WITHD Status	Vchr Withholding	Supplier Withholding Flag	Payment Date
1	WA	00017208	2	0000045007	Rowena McKernan	1000.000	E	2500.000	01/30/2023	N	N	U	Y	Y	01/19/2023
2	WA	00019825	3	0000045007	Rowena McKernan	500.000	E	2500.000	07/28/2023	N	N	U	Y	Y	07/19/2023
3	WA	00019825	2	0000045007	Rowena McKernan	1000.000	E	2500.000	07/28/2023	N	N	U	Y	Y	07/19/2023
4	WA	00017208	1	0000045007	Rowena McKernan	1000.000	E	2500.000	01/30/2023	N	N	U	Y	Y	01/19/2023
5	WA	00019825	4	0000045007	Rowena McKernan	1000.000	E	2500.000	07/28/2023	N	N	U	Y	Y	07/19/2023
6	WA	00017208	4	0000045007	Rowena McKernan	500.000	E	2500.000	01/30/2023	N	N	U	Y	Y	01/19/2023
7	WA	00019237	1	0000045428	Frelimo Omari Amili	6000.000	E	6000.000	06/06/2023	N	N	U	Y	Y	06/13/2023
8	WA	00017028	1	0000045709	Debra R Jenkins	1224.000	E	1224.000	01/20/2023	N	N	U	Y	Y	01/06/2023
9	WA	00018881	3	0000045709	Debra R Jenkins	1050.000	E	1050.000	05/29/2023	N	N	U	Y	Y	05/18/2023
10	WA	00018448	3	0000045709	Debra R Jenkins	1050.000	E	1050.000	05/01/2023	N	N	U	Y	Y	04/25/2023
11	WA	00017991	2	0000045709	Debra R Jenkins	4000.000	E	4000.000	03/09/2023	N	N	U	Y	Y	03/14/2023
12	WA	00019496	2	0000045709	Debra R Jenkins	4000.000	E	5050.000	07/13/2023	N	N	U	Y	Y	06/26/2023
13	WA	00019496	1	0000045709	Debra R Jenkins	1050.000	E	5050.000	07/13/2023	N	N	U	Y	Y	06/26/2023
14	WA	00020597	1	0000045994	Corporate Education LLP	44966.160	E	44966.160	08/04/2023	N	N	U	Y	Y	08/09/2023
15	WA	00017647	1	0000045994	Corporate Education LLP	7991.000	E	7991.000	02/07/2023	N	N	U	Y	Y	02/14/2023
16	WA	00017648	1	0000045994	Corporate Education LLP	1800.000	E	1800.000	02/07/2023	N	N	U	Y	Y	02/14/2023
17	WA	00017651	1	0000045994	Corporate Education LLP	12670.000	E	12670.000	02/07/2023	N	N	U	Y	Y	02/14/2023
18	WA	00019553	1	0000046233	D I T LLC	1266.000	E	1266.000	06/27/2023	N	N	U	Y	Y	06/29/2023
19	WA	00017336	1	0000046233	D I T LLC	2532.000	E	2532.000	01/27/2023	N	N	U	Y	Y	02/07/2023
20	WA	00017906	1	0000046233	D I T LLC	2533.000	E	2533.000	03/07/2023	N	N	U	Y	Y	03/07/2023
21	WA	00018768	1	0000046233	D I T LLC	2533.000	E	2533.000	05/05/2023	N	N	U	Y	Y	05/30/2023
22	WA	00017137	1	0000046233	D I T LLC	2533.000	E	2533.000	01/06/2023	N	N	U	Y	Y	01/19/2023
23	WA	00017696	1	0000046233	D I T LLC	2532.000	E	2532.000	02/21/2023	N	N	U	Y	Y	03/07/2023
24	WA	00018949	1	0000046233	D I T LLC	2533.000	E	2533.000	05/17/2023	N	N	U	Y	Y	05/30/2023
25	WA	00018890	1	0000046233	D I T LLC	1444.710	E	1444.710	05/17/2023	N	N	U	Y	Y	05/30/2023
26	WA	00017537	1	0000046233	D I T LLC	1267.000	E	1267.000	02/07/2023	N	N	U	Y	Y	02/07/2023
27	WA	00017536	1	0000046233	D I T LLC	664.000	E	664.000	02/07/2023	N	N	U	Y	Y	02/07/2023
28	WA	00017535	1	0000046233	D I T LLC	4666.490	E	4666.490	02/07/2023	N	N	U	Y	Y	02/07/2023
29	WA	00018347	1	0000046233	D I T LLC	1267.000	E	1267.000	04/06/2023	N	N	U	Y	Y	05/02/2023
30	WA	00018136	1	0000046233	D I T LLC	1267.000	E	1267.000	03/29/2023	N	N	U	Y	Y	04/04/2023
31	WA	00019957	1	0000046239	Kastech Solutions LLC	21000.000	E	21000.000	07/30/2023	N	N	P	Y	Y	07/19/2023
32	WA	00019980	1	0000046239	Kastech Solutions LLC	4620.000	E	4620.000	08/04/2023	N	N	P	Y	Y	07/19/2023
33	WA	00018086	1	0000046239	Kastech Solutions LLC	13200.000	E	13200.000	04/01/2023	N	N	P	Y	Y	04/04/2023

4. Post Withholdings

This process combines the voucher and payment information in the withholding transaction tables. The system then uses these tables to generate the Withholding reports. Before running this process, all payments must be posted.

The QRG link of running Post Withholdings Process is below-

https://ctclinkreferencecenter.ctclink.us/m/72571/l/929040-9-2-run-withholding-post-process



5. Review 1099 Items

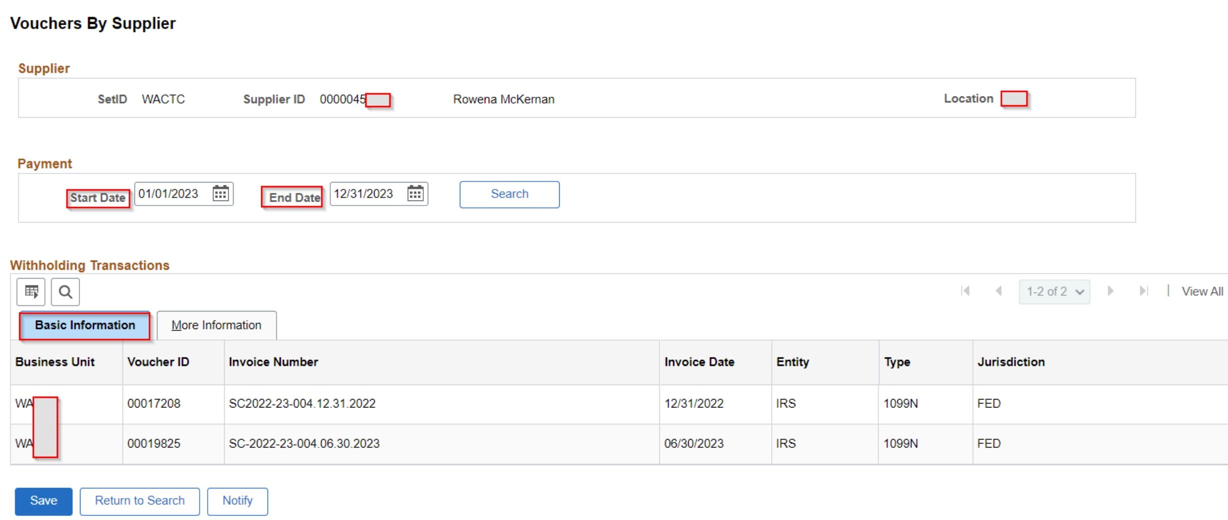
After posting withholdings, there are many tools available to you to review 1099 items. We will discuss how to use each one and what information it provides.

5.1 Vouchers by Supplier

You can use the "Vouchers by Supplier" page to view all the Supplier withholding transactions by Voucher. For example, you want to review all vouchers that were marked as "Withholding" for specific Supplier.

The QRG link to review Vouchers by Supplier is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/1037109-9-2-supplier-withholding-transactions-by-voucher



Vouchers By Supplier

Supplier

SetID WACTC Supplier ID 0000045 Rowena McKernan Location

Payment

Start Date 01/01/2023 End Date 12/31/2023 Search

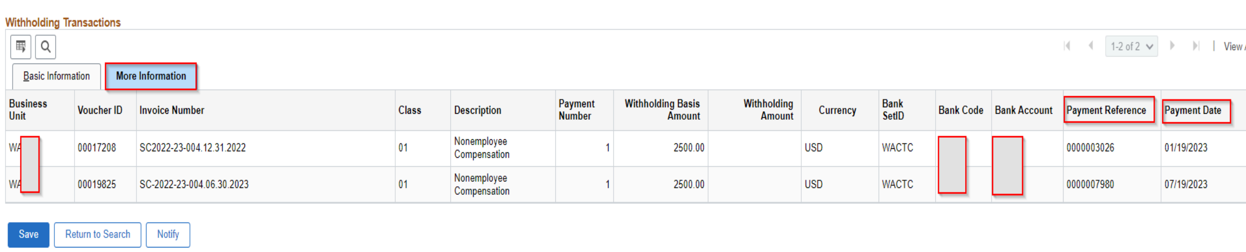
Withholding Transactions

1-2 of 2 View All

Basic Information | More Information

Business Unit	Voucher ID	Invoice Number	Invoice Date	Entity	Type	Jurisdiction
WA	00017208	SC2022-23-004.12.31.2022	12/31/2022	IRS	1099N	FED
WA	00019825	SC-2022-23-004.06.30.2023	06/30/2023	IRS	1099N	FED

Save | Return to Search | Notify



Withholding Transactions

1-2 of 2 View All

Basic Information | More Information

Business Unit	Voucher ID	Invoice Number	Class	Description	Payment Number	Withholding Basis Amount	Withholding Amount	Currency	Bank SetID	Bank Code	Bank Account	Payment Reference	Payment Date
WA	00017208	SC2022-23-004.12.31.2022	01	Nonemployee Compensation	1	2500.00		USD	WACTC			000003026	01/19/2023
WA	00019825	SC-2022-23-004.06.30.2023	01	Nonemployee Compensation	1	2500.00		USD	WACTC			000007980	07/19/2023

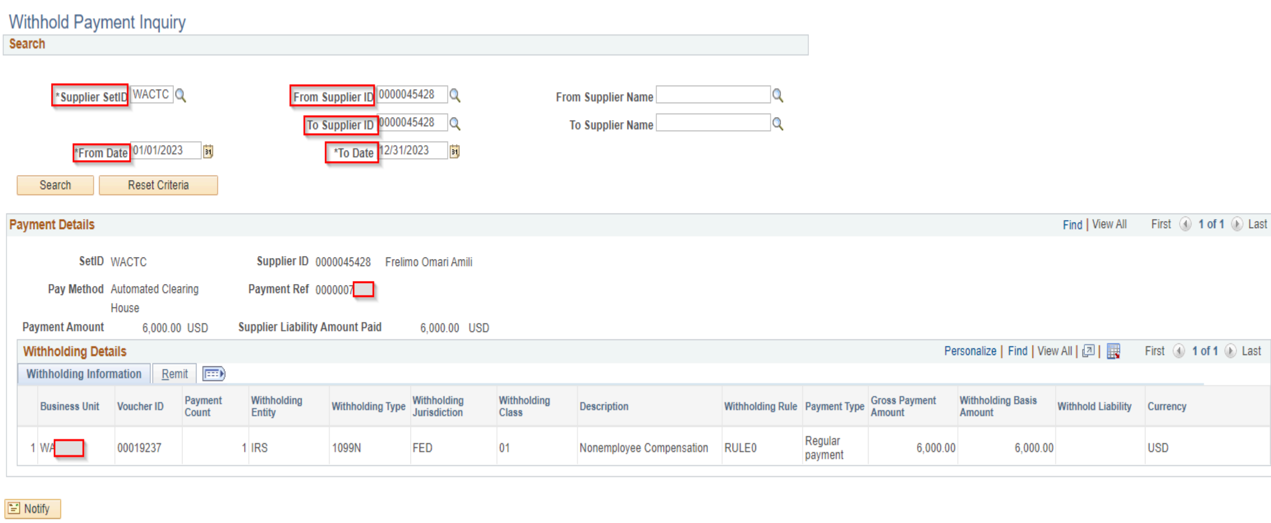
Save | Return to Search | Notify

5.2 Withholding Payments

Another review page you can use is the “Withhold Payment Inquiry” page. This page enables you to review all payments and associated vouchers made to withholding entities by Supplier. Unlike using the Vouchers by Supplier review, the Withholding Payments review allows you to search for a range of Suppliers at one time.

The QRG link to review Withholding Payments, is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/1095899-9-2-withhold-payment-inquiry



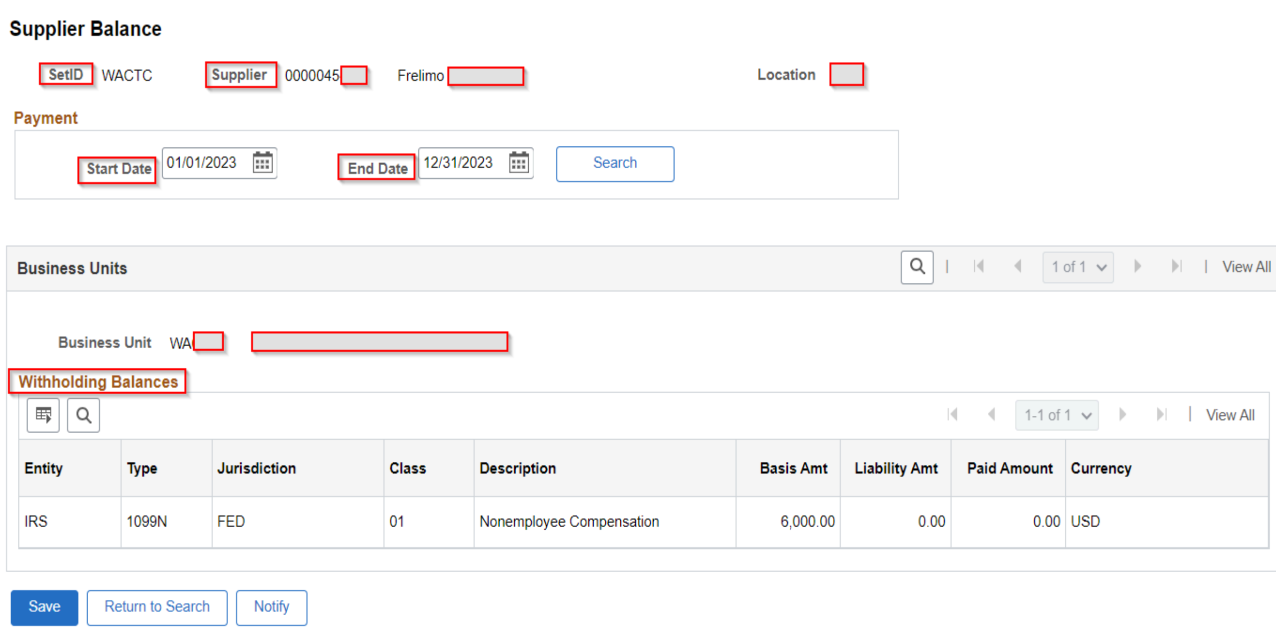
5.3 Supplier Balance by Class

Another review tool is reviewing 1099 Supplier Balances by Class. This allows you to review Supplier total withholding transactions by class over a specified period. Based on the payment start and end dates, the system will total the payments per Withholding Class for the Supplier selected.

Remember, withholding class indicates the reason for 1099 withholding, such as "Non-Employee Compensation".

The QRG link to review Supplier Balance by Class is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/1492198-9-2-withholding-supplier-balance-by-class



Supplier Balance

SetID WACTC Supplier 0000045 Frelimo Location

Payment

Start Date 01/01/2023 End Date 12/31/2023 Search

Business Units 1 of 1 View All

Business Unit WA

Withholding Balances 1-1 of 1 View All

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099N	FED	01	Nonemployee Compensation	6,000.00	0.00	0.00	USD

Save Return to Search Notify

5.4 Withholding Balance by Supplier

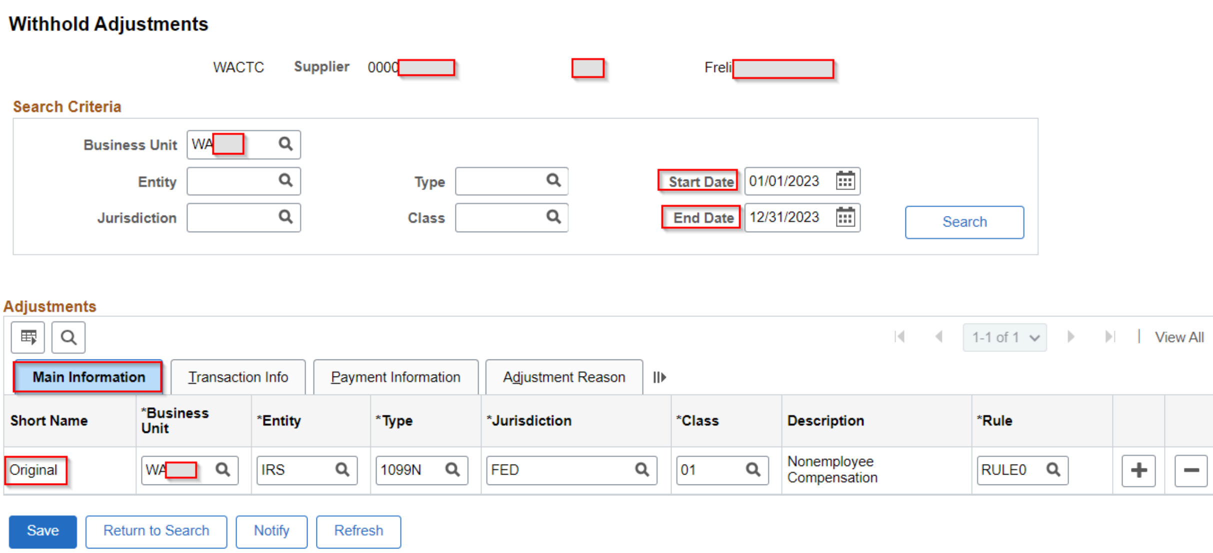
Another review tool is reviewing Withholding balance by Supplier. This allows you to review total withholding transaction for the Supplier. There are three types of Transaction:

- Original Transaction generated by Post Withhold Process
- Override Original Entry changed by user.
- Legacy Entry added by User/Update Withholding Transaction

Note: This page is also used for Manual Withholding Adjustment which is covered in the next section.

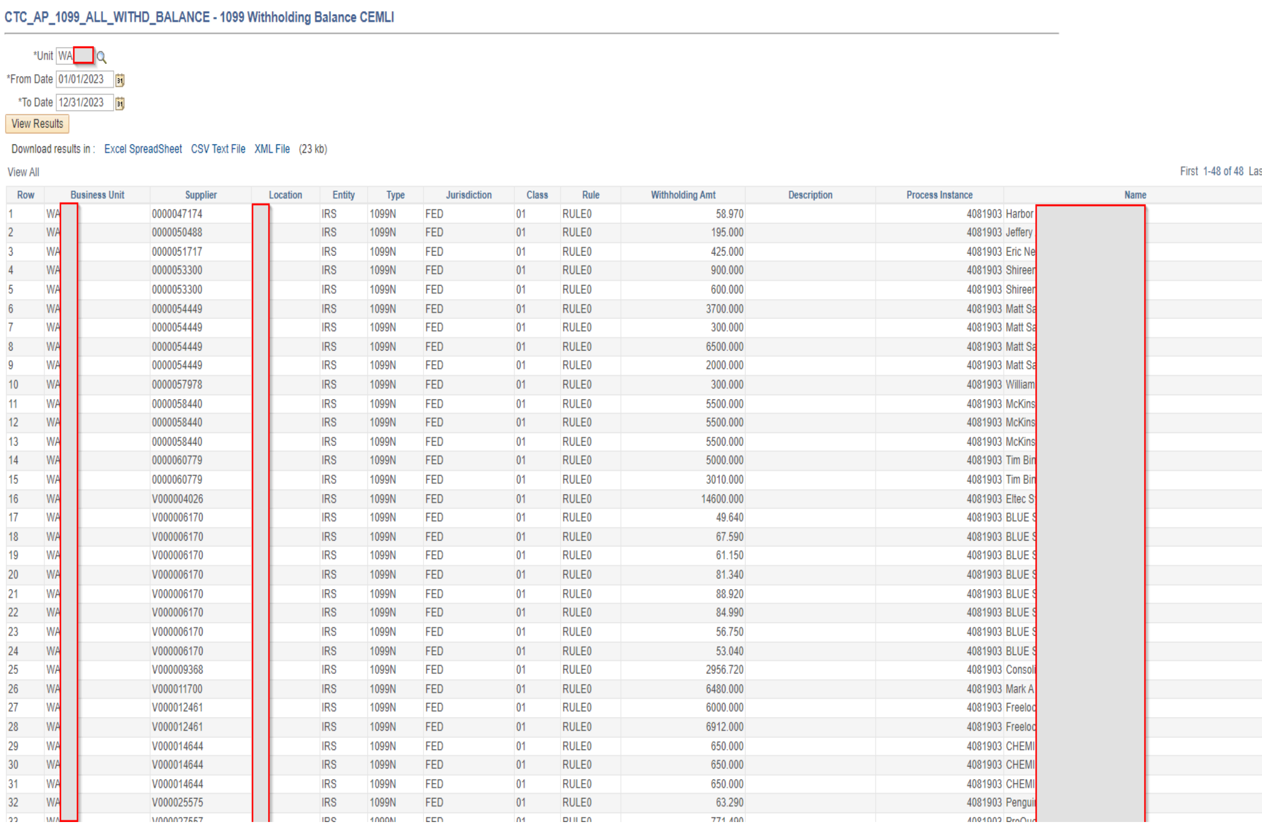
The QRG link to review Withholding Balance by Supplier is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/1094804-9-2-withholding-balance-by-supplier



5.5 Withholding Balance for All Suppliers

You can use the CTC_AP_1099_ALL_WITHD_BALANCE query for a list of all Withholding balances for all Suppliers by Business Unit and Payment date.



CTC_AP_1099_ALL_WITHD_BALANCE - 1099 Withholding Balance CEMLI

*Unit WA

*From Date 01/01/2023

*To Date 12/31/2023

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (23 kb)

View All

First 1-48 of 48 Last

Row	Business Unit	Supplier	Location	Entity	Type	Jurisdiction	Class	Rule	Withholding Amt	Description	Process Instance	Name
1	WA	0000047174		IRS	1099N	FED	01	RULE0	58.970		4081903	Harbor
2	WA	0000050488		IRS	1099N	FED	01	RULE0	195.000		4081903	Jeffery
3	WA	0000051717		IRS	1099N	FED	01	RULE0	425.000		4081903	Eric Ne
4	WA	0000053300		IRS	1099N	FED	01	RULE0	900.000		4081903	Shireen
5	WA	0000053300		IRS	1099N	FED	01	RULE0	600.000		4081903	Shireen
6	WA	0000054449		IRS	1099N	FED	01	RULE0	3700.000		4081903	Matt Sa
7	WA	0000054449		IRS	1099N	FED	01	RULE0	300.000		4081903	Matt Sa
8	WA	0000054449		IRS	1099N	FED	01	RULE0	6500.000		4081903	Matt Sa
9	WA	0000054449		IRS	1099N	FED	01	RULE0	2000.000		4081903	Matt Sa
10	WA	0000057978		IRS	1099N	FED	01	RULE0	300.000		4081903	William
11	WA	0000058440		IRS	1099N	FED	01	RULE0	5500.000		4081903	McKins
12	WA	0000058440		IRS	1099N	FED	01	RULE0	5500.000		4081903	McKins
13	WA	0000058440		IRS	1099N	FED	01	RULE0	5500.000		4081903	McKins
14	WA	0000060779		IRS	1099N	FED	01	RULE0	5000.000		4081903	Tim Bi
15	WA	0000060779		IRS	1099N	FED	01	RULE0	3010.000		4081903	Tim Bi
16	WA	V000004026		IRS	1099N	FED	01	RULE0	14600.000		4081903	Eltec S
17	WA	V000006170		IRS	1099N	FED	01	RULE0	49.640		4081903	BLUE
18	WA	V000006170		IRS	1099N	FED	01	RULE0	67.590		4081903	BLUE
19	WA	V000006170		IRS	1099N	FED	01	RULE0	61.150		4081903	BLUE
20	WA	V000006170		IRS	1099N	FED	01	RULE0	81.340		4081903	BLUE
21	WA	V000006170		IRS	1099N	FED	01	RULE0	88.920		4081903	BLUE
22	WA	V000006170		IRS	1099N	FED	01	RULE0	84.990		4081903	BLUE
23	WA	V000006170		IRS	1099N	FED	01	RULE0	56.750		4081903	BLUE
24	WA	V000006170		IRS	1099N	FED	01	RULE0	53.040		4081903	BLUE
25	WA	V000009368		IRS	1099N	FED	01	RULE0	2956.720		4081903	Consoli
26	WA	V000011700		IRS	1099N	FED	01	RULE0	6480.000		4081903	Mark A
27	WA	V000012461		IRS	1099N	FED	01	RULE0	6000.000		4081903	Freelo
28	WA	V000012461		IRS	1099N	FED	01	RULE0	6912.000		4081903	Freelo
29	WA	V000014644		IRS	1099N	FED	01	RULE0	650.000		4081903	CHEMI
30	WA	V000014644		IRS	1099N	FED	01	RULE0	650.000		4081903	CHEMI
31	WA	V000014644		IRS	1099N	FED	01	RULE0	650.000		4081903	CHEMI
32	WA	V000025575		IRS	1099N	FED	01	RULE0	63.290		4081903	Pengui

5.6 Withholding Mismatch Report

The Withholding Mismatch report (APX9010) enables to you identify voucher lines on which the withholding applicable flag does not match the withholding flag on the supplier.

The QRG link to run Withholding Mismatch Report is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/965146-9-2-withholding-mismatch-report

PeopleSoft Accounts Payable

Report ID: APX9010

Withholding Mismatch Report

Business Unit	Supplier Name	Supplier ID	Voucher	Gross Amount	Invoice ID	Line No.	Merchandise Amount	Invoice Date	Line W/H
WA	National Waste LP NWPNW LLC	0000050549	00003638	777.92	4379	1	715.00	14.Feb.2022	Y
	Penguin Random House LLC	V000025575	00003386	96.76	12/6-1/5	1	96.76	06.Dec.2021	N
	Economic Modeling LLC	V000030922	00004822	16,320.00	INV12791	1	15,000.00	30.Jun.2022	Y
			00005581	13,056.00	INV14675	1	12,000.00	11.Nov.2022	Y
	Oak Hall Industries LP	V000032344	00005092	642.50	3845379	1	642.50	06.Jun.2022	N
	Macmillan Holdings LLC	V000035498	00003779	1,356.31	12-21-3-22	1	1,356.31	09.Dec.2021	N
			00005460	569.61	05 10 22	1	-1,126.25	18.May.2022	N
				569.61		2	848.58	18.May.2022	N
				569.61		3	761.00	18.May.2022	N
				569.61		4	86.28	18.May.2022	N
			00005712	1,743.77	11 22	1	1,734.06	23.Nov.2022	N
				1,743.77		2	9.71	23.Nov.2022	N
	Plan B LLC	V000037330	00003934	2,000.00	18090	1	2,000.00	06.Apr.2022	N
			00005275	2,600.00	19271	1	2,600.00	12.Sep.2022	N
			00005556	4,375.00	19775	1	4,375.00	16.Nov.2022	N

6. Corrections and Adjustments of 1099 Items

After completing a review of the 1099 items, you may have found that some items needed adjusting. As we mentioned in the previous chapter, for transactions to be reported, both the Supplier and Voucher need to be marked as Withholding. There are a couple of different ways to make adjustment.

- Withholding Supplier Update
- Withholding Invoice Line Update
- Manual Adjustment

6.1 Withholding Supplier Update

The Withholding Supplier Update process is used to change Withholding applicability, entity, type, jurisdiction, and/or class. When you use this type of update, the system will apply the update to <u>all vouchers</u> for that Supplier. After completing the update, you must run the Withholding Update Process (refer to section 6.3).

The QRG link to run Withholding Supplier Update process is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/1084293-9-2-withholding-supplier-update

Example:

Ran Mismatch Report for one of the BU.

Supplier#46750 is set up for Withholding but it's voucher#7961 withholding is set as "N".

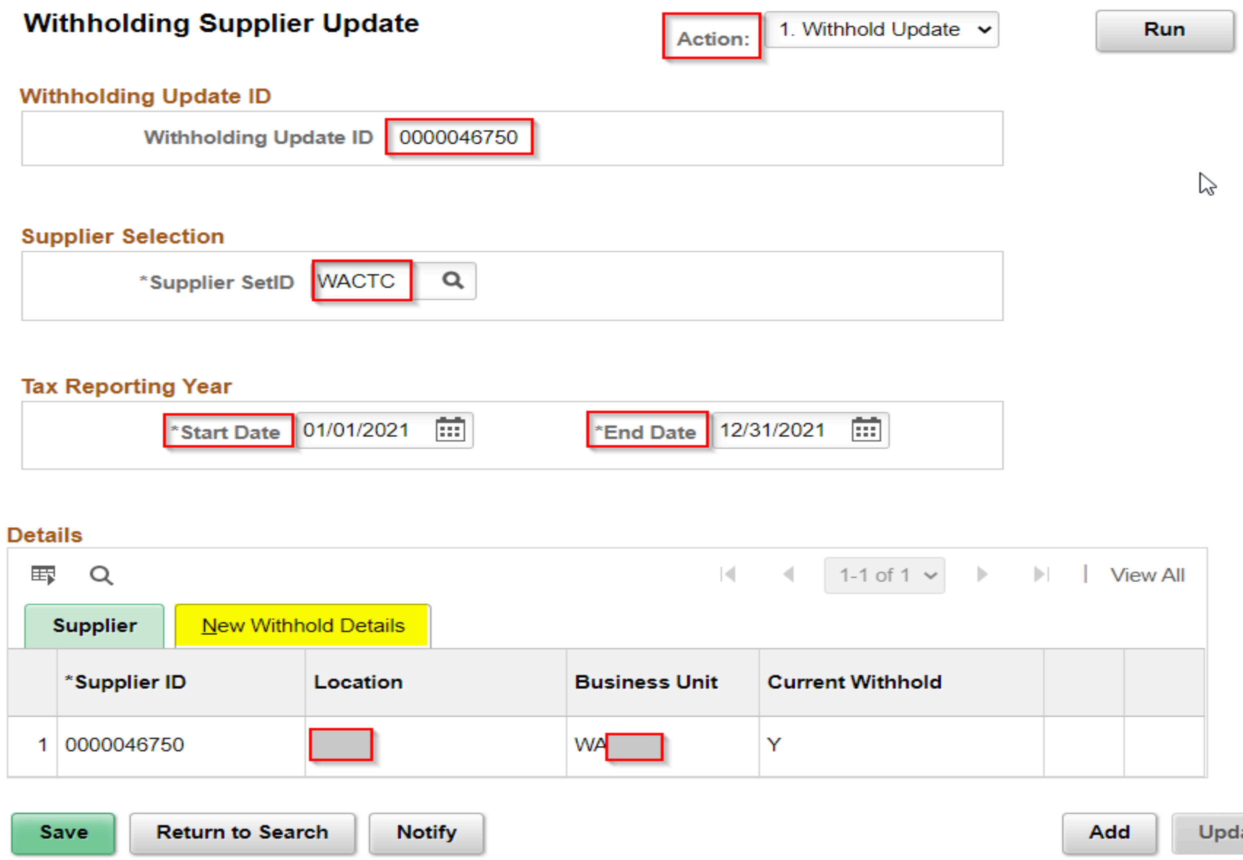
ORACLE

Report ID: APX9010

Withholding Mismatch Report

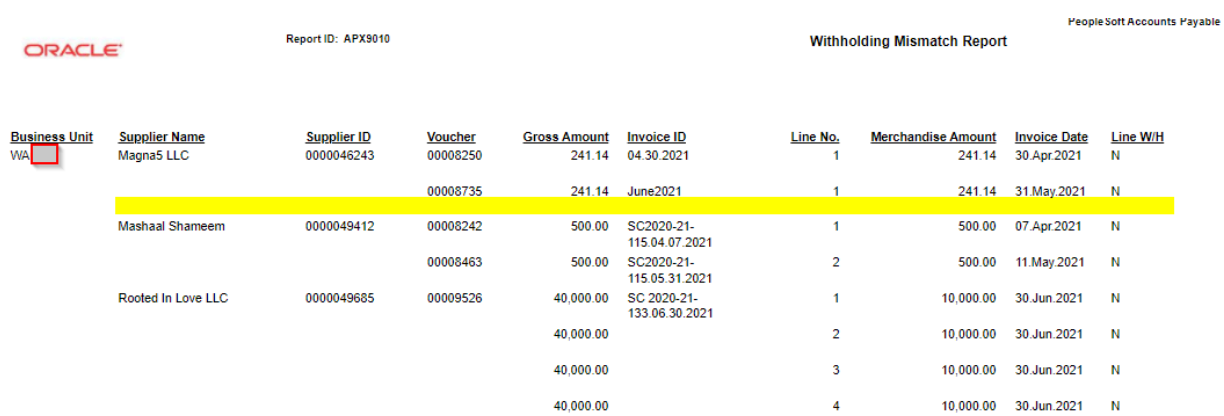
Business Unit	Supplier Name	Supplier ID	Voucher	Gross Amount	Invoice ID	Line No.	Merchandise Amount	Invoice Date	Line W/H
WA	National Waste LP NWPNW LLC	0000050549	00003638	777.92	4379	1	715.00	14.Feb.2022	Y
	Penguin Random House LLC	V000025575	00003386	96.76	12/6-1/5	1	96.76	06.Dec.2021	N
	Economic Modeling LLC	V000030922	00004822	16,320.00	INV12791	1	15,000.00	30.Jun.2022	Y
			00005581	13,056.00	INV14675	1	12,000.00	11.Nov.2022	Y
	Oak Hall Industries LP	V000032344	00005092	642.50	3845379	1	642.50	06.Jun.2022	N
	Macmillan Holdings LLC	V000035498	00003779	1,356.31	12-21-3-22	1	1,356.31	09.Dec.2021	N
			00005460	569.61	05 10 22	1	-1,126.25	18.May.2022	N

If we want to update the voucher withholding to be “Y” then do Withholding Supplier Update.



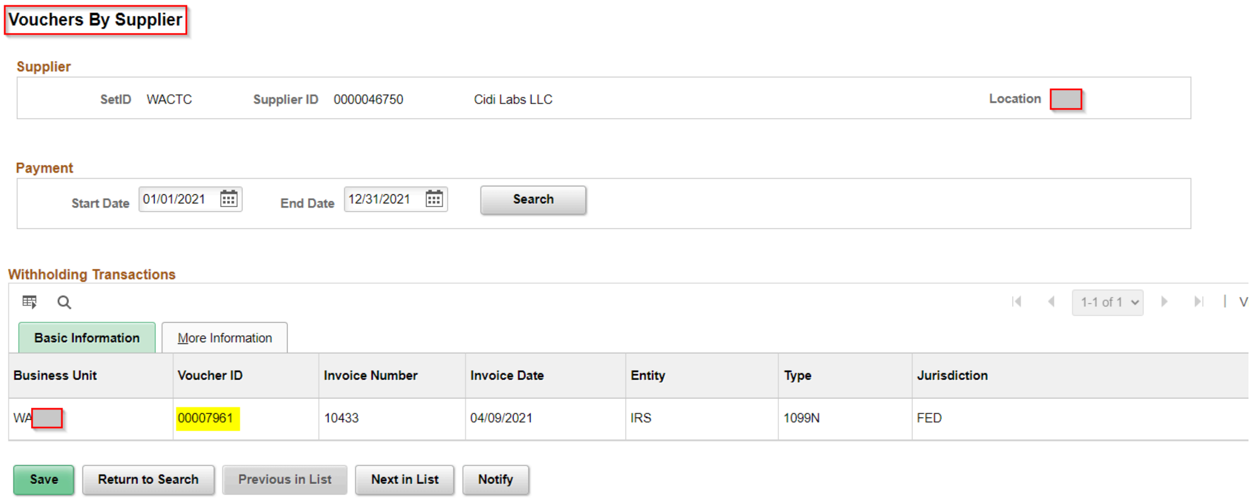
Run the Withholding update process as well. Once the process is completed successfully, run Mismatch report again (refer to section 5.6).

Supplier #46750 will be removed from the report.



Business Unit	Supplier Name	Supplier ID	Voucher	Gross Amount	Invoice ID	Line No.	Merchandise Amount	Invoice Date	Line W/H
WA	Magna5 LLC	0000046243	00008250	241.14	04.30.2021	1	241.14	30.Apr.2021	N
			00008735	241.14	June2021	1	241.14	31.May.2021	N
	Mashaal Shameem	0000049412	00008242	500.00	SC2020-21-115.04.07.2021	1	500.00	07.Apr.2021	N
			00008463	500.00	SC2020-21-115.05.31.2021	2	500.00	11.May.2021	N
	Rooted In Love LLC	0000049685	00009526	40,000.00	SC 2020-21-133.06.30.2021	1	10,000.00	30.Jun.2021	N
				40,000.00		2	10,000.00	30.Jun.2021	N
				40,000.00		3	10,000.00	30.Jun.2021	N
				40,000.00		4	10,000.00	30.Jun.2021	N

You can also verify this on the Vouchers by Supplier page (refer to section 5.1). By looking for the Supplier#46750 withholding vouchers and voucher#7961 will show up.



6.2 Withholding Invoice Line Update

The Withholding Invoice Line Update process can be used to update withholding information for a withholding Supplier at an invoice line level. In other words, if you only need to change a particular voucher or voucher line, you can do so. You can change the withholding applicability, entity, type, and jurisdiction per voucher line. Just like the Withholding Supplier Update, when you are finished, you will need to run the Withholding Update Process (refer to section 6.3).

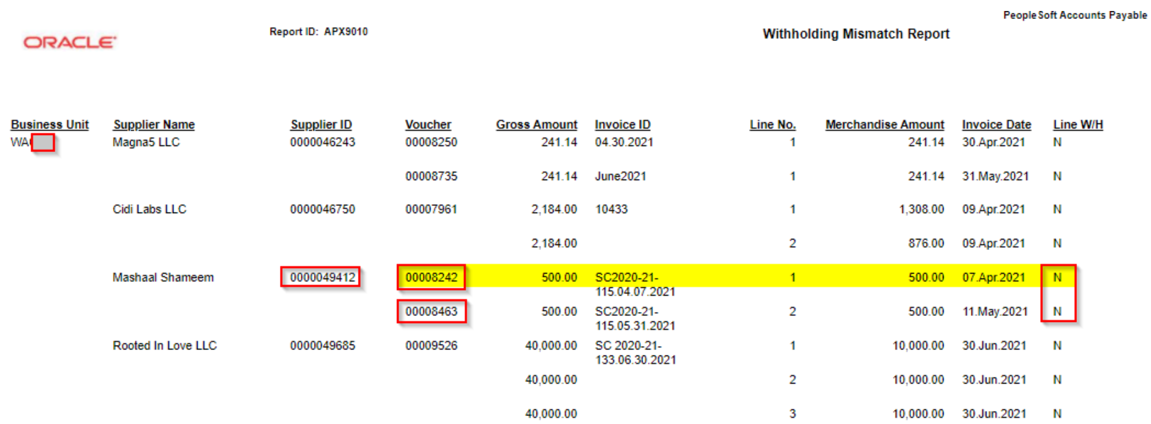
The QRG link to run Withholding Invoice Line Update process is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/965094-9-2-withholding-invoice-line-update

Example:

In the Mismatch report there are 2 vouchers for Supplier#49412 whose withholding is marked as "N".

And we want to update only voucher#8242 Withholding Flag from "N" to "Y".



ORACLE

Report ID: APX9010

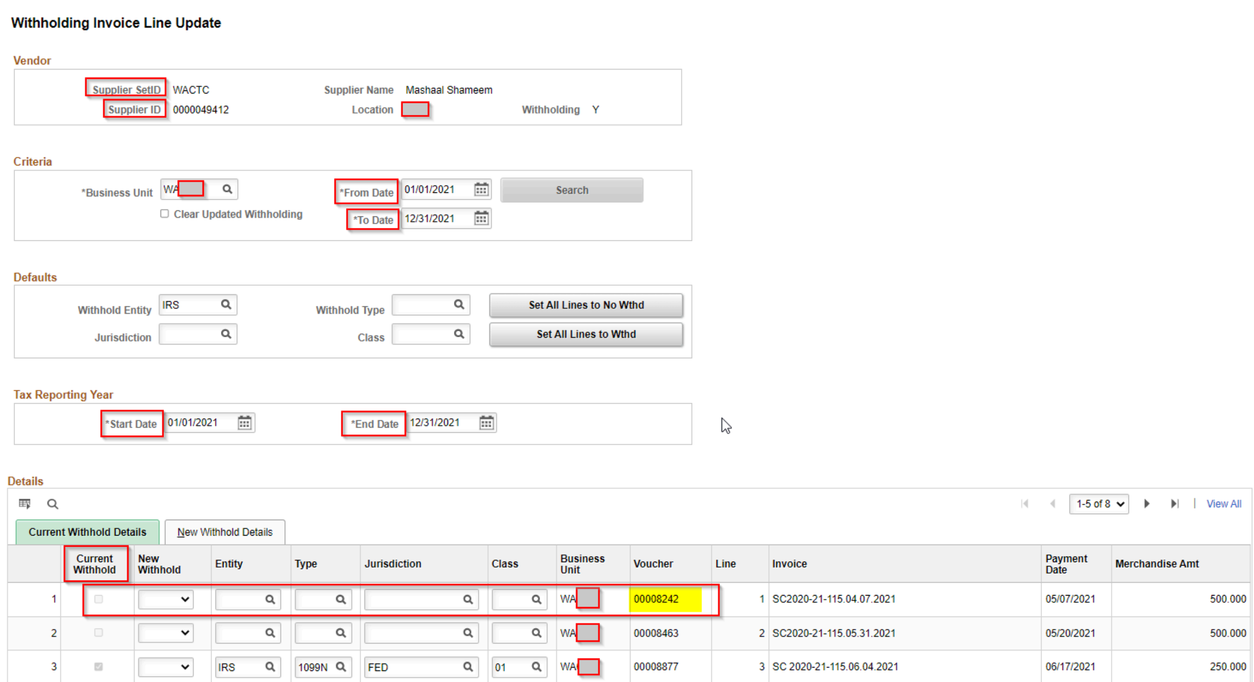
Withholding Mismatch Report

PeopleSoft Accounts Payable

Business Unit	Supplier Name	Supplier ID	Voucher	Gross Amount	Invoice ID	Line No.	Merchandise Amount	Invoice Date	Line W/H
WA	Magna5 LLC	0000046243	00008250	241.14	04.30.2021	1	241.14	30.Apr.2021	N
			00008735	241.14	June2021	1	241.14	31.May.2021	N
	Cidi Labs LLC	0000046750	00007961	2,184.00	10433	1	1,308.00	09.Apr.2021	N
				2,184.00		2	876.00	09.Apr.2021	N
	Mashaal Shameem	0000049412	00008242	500.00	SC2020-21-115.04.07.2021	1	500.00	07.Apr.2021	N
			00008463	500.00	SC2020-21-115.05.31.2021	2	500.00	11.May.2021	N
	Rooted In Love LLC	0000049685	00009526	40,000.00	SC 2020-21-133.06.30.2021	1	10,000.00	30.Jun.2021	N
				40,000.00		2	10,000.00	30.Jun.2021	N
				40,000.00		3	10,000.00	30.Jun.2021	N

For this we will do Withholding Invoice Line Update.

Voucher#8242 current withholding is not checked and there is no withholding information for this voucher.



Withholding Invoice Line Update

Vendor

Supplier SetID WACTC Supplier Name Mashaal Shameem

Supplier ID 0000049412 Location Withholding Y

Criteria

*Business Unit WA *From Date 01/01/2021 Search

Clear Updated Withholding *To Date 12/31/2021

Defaults

Withhold Entity IRS Withhold Type Set All Lines to No Wthd

Jurisdiction Class Set All Lines to Wthd

Tax Reporting Year

*Start Date 01/01/2021 *End Date 12/31/2021

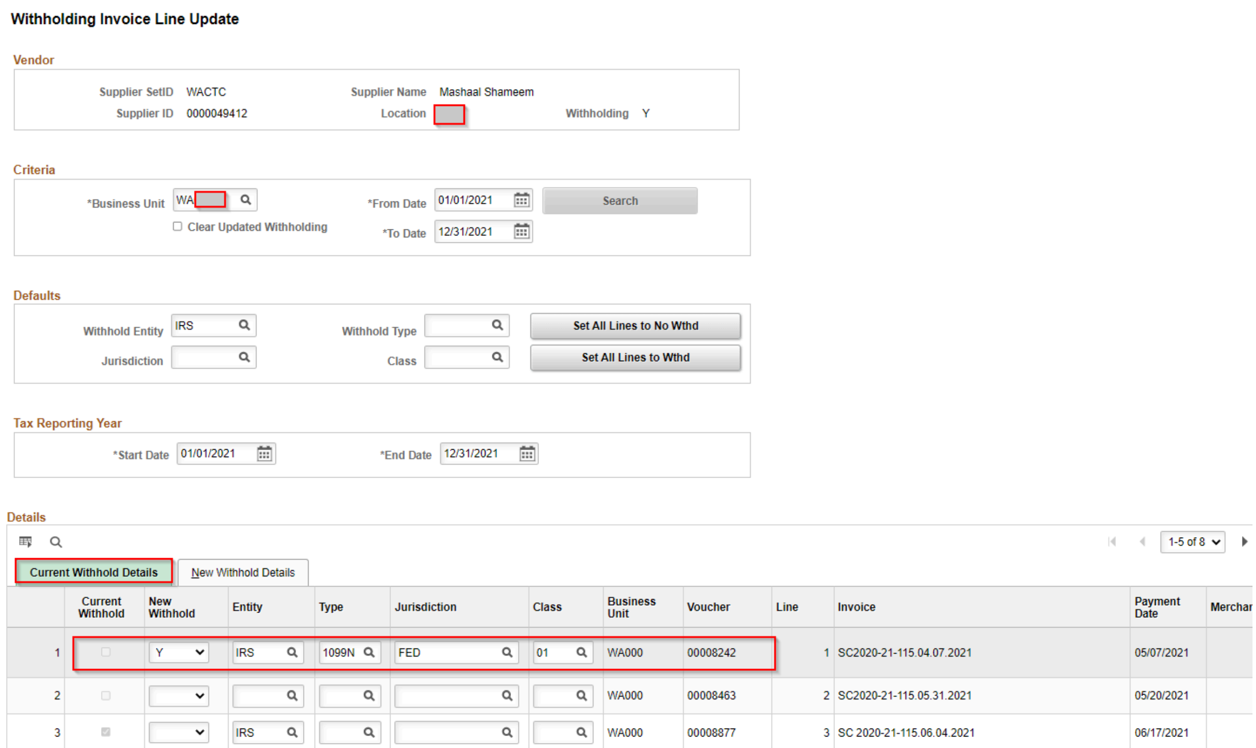
Details

1-5 of 8 View All

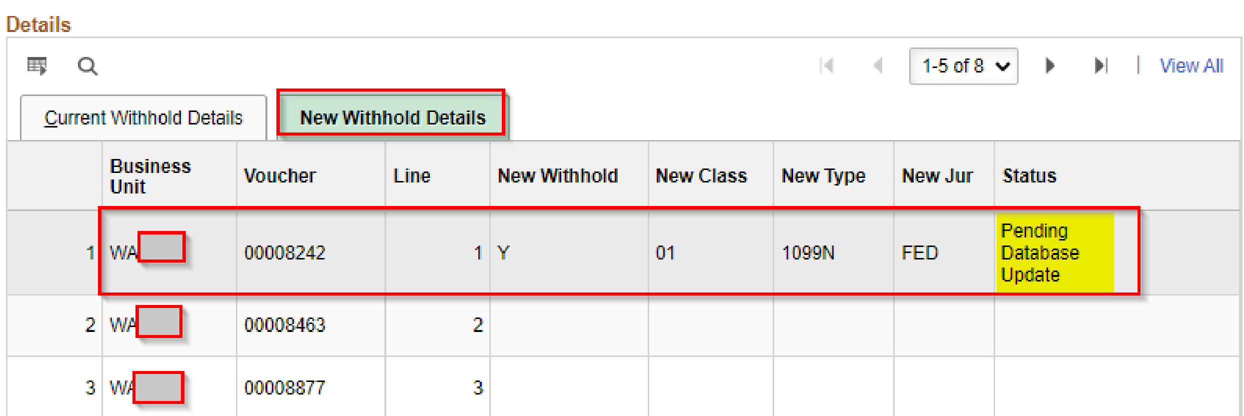
Current Withhold Details | New Withhold Details

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Merchandise Amt
1							WA	00008242	1	SC2020-21-115.04.07.2021	05/07/2021	500.000
2							WA	00008463	2	SC2020-21-115.05.31.2021	05/20/2021	500.000
3			IRS	1099N	FED	01	WA	00008877	3	SC 2020-21-115.06.04.2021	06/17/2021	250.000

Update withholding for voucher#8242 and save the page.



On the New Withhold Details tab, the status is “Pending database Update”.



Run Withhold Update Process (refer to section 6.3).

Once the process is completed successfully, the status will be “Database Updated”.

Details

1-5 of 8 | View All

Current Withhold Details | **New Withhold Details**

	Business Unit	Voucher	Line	New Withhold	New Class	New Type	New Jur	Status
1	WA	00008242	1	Y	01	1099N	FED	Database Updated
2	WA	00008463	2					
3	WA	00008877	3					

Run the Mismatch report again (refer to section 5.6).

Voucher#8242 will be removed from the report.

ORACLE

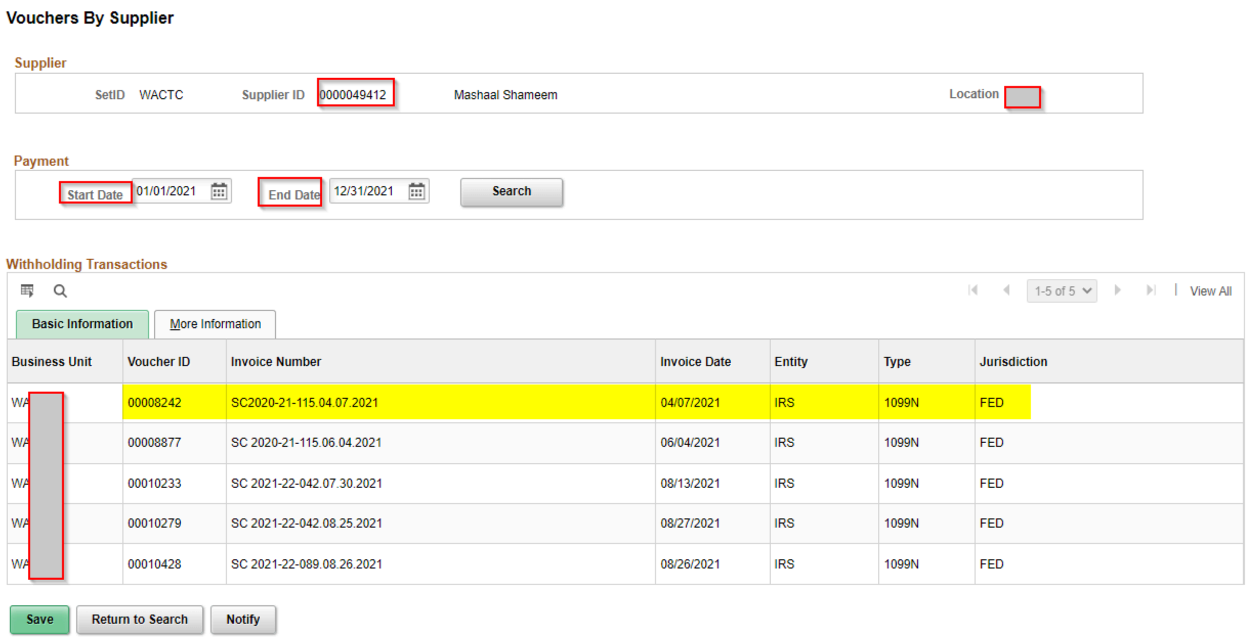
Report ID: APX9010

People Soft Accounts

Withholding Mismatch Report

Business Unit	Supplier Name	Supplier ID	Voucher	Gross Amount	Invoice ID	Line No.	Merchandise Amount	Invoice Date	Line W/H
WA	Magna5 LLC	0000046243	00008250	241.14	04.30.2021	1	241.14	30.Apr.2021	N
			00008735	241.14	June2021	1	241.14	31.May.2021	N
	Mashaal Shameem	0000049412	00008463	500.00	SC2020-21-115.05.31.2021	2	500.00	11.May.2021	N
	Rooted In Love LLC	0000049685	00009526	40,000.00	SC 2020-21-133.06.30.2021	1	10,000.00	30.Jun.2021	N
				40,000.00		2	10,000.00	30.Jun.2021	N
				40,000.00		3	10,000.00	30.Jun.2021	N

You can also verify this on the Vouchers by Supplier page (refer to section 5.1). By looking for the Supplier#49412 withholding vouchers and voucher#8242 will show up.



6.3 Running Withholding Update Process

The Update Withholdings process must be run after making changes using either the Withholding Supplier Update Process or the Withholding Invoice Line Update Process. The Update Withholdings process is also known as AP_WTHD_UPDT. By running this process, the system updates the withholding transactions that you adjusted and updates the underlying voucher tables as well.

The QRG link to run Withholding Update process is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/1110240-9-2-running-1099-wh-update-process

6.4 Manual Adjustments (Adjusting Withholding)

You can adjust withholding manually if necessary. This process is for manually adjusting posted withholding transactions by Supplier or adding withholding entries from a legacy or third-party system.

Whenever possible, we advise you to make your adjustments through "Withholding Supplier Update" or "Withholding Invoice Line Update". These types of adjustments update the underlying Withholding tables, unlike the manual adjustments.

The QRG link to run Withholding Manual Adjustments process is below-

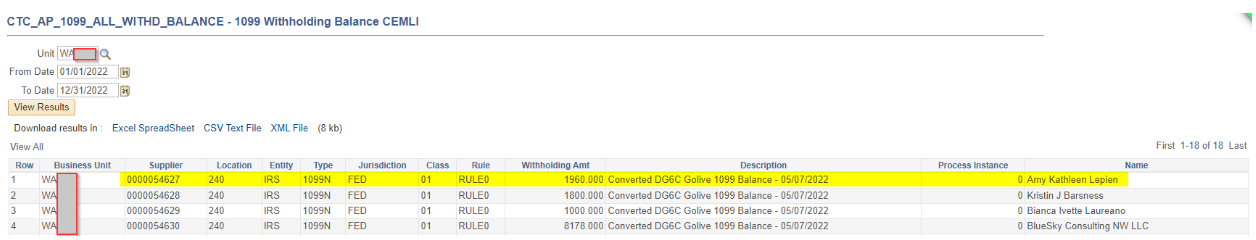
http://ctclinkreferencecenter.ctclink.us/m/72571/l/1110216-9-2-1099-wh-manual-adjustments

Example:

The Legacy converted withholding balance of Supplier#54627 is not correct. The withholding amount is $1960 but the correct amount is $2000.

In this case we will do Manual Adjustment.

Search the specific supplier in Withhold Adjustments page.



CTC_AP_1099_ALL_WITHD_BALANCE - 1099 Withholding Balance CEMLI

Unit WA

From Date 01/01/2022

To Date 12/31/2022

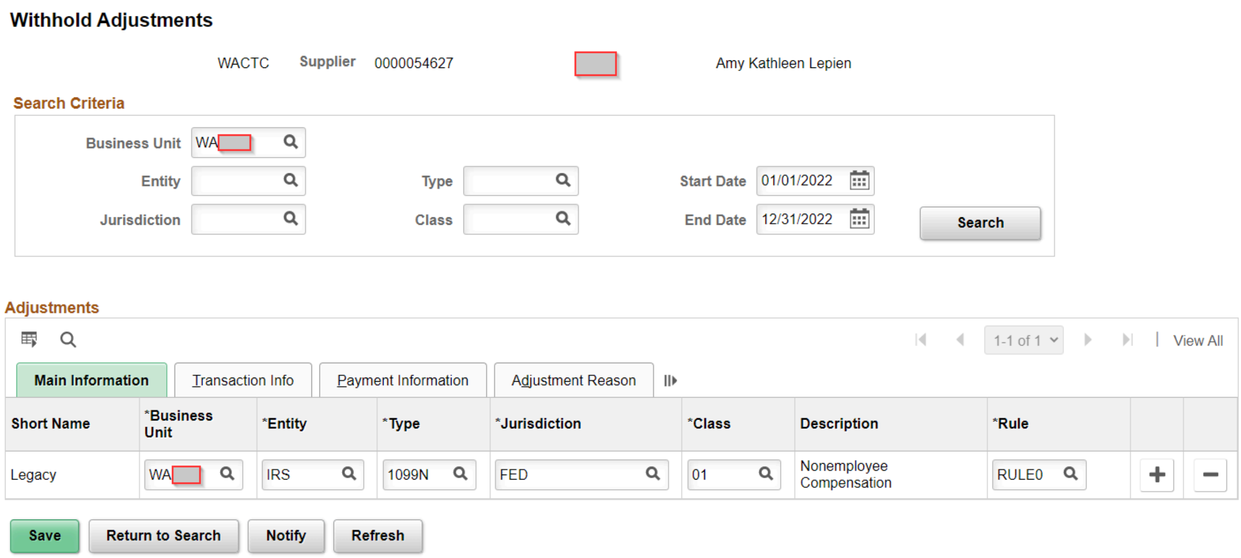
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (8 kb)

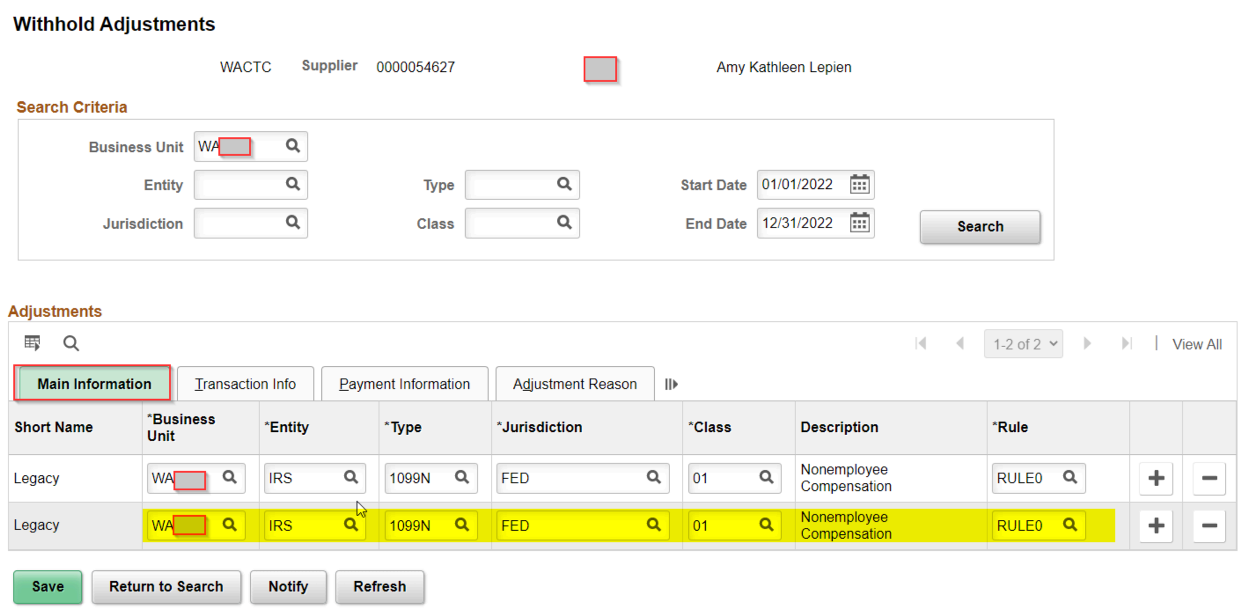
View All

First 1-18 of 18 Last

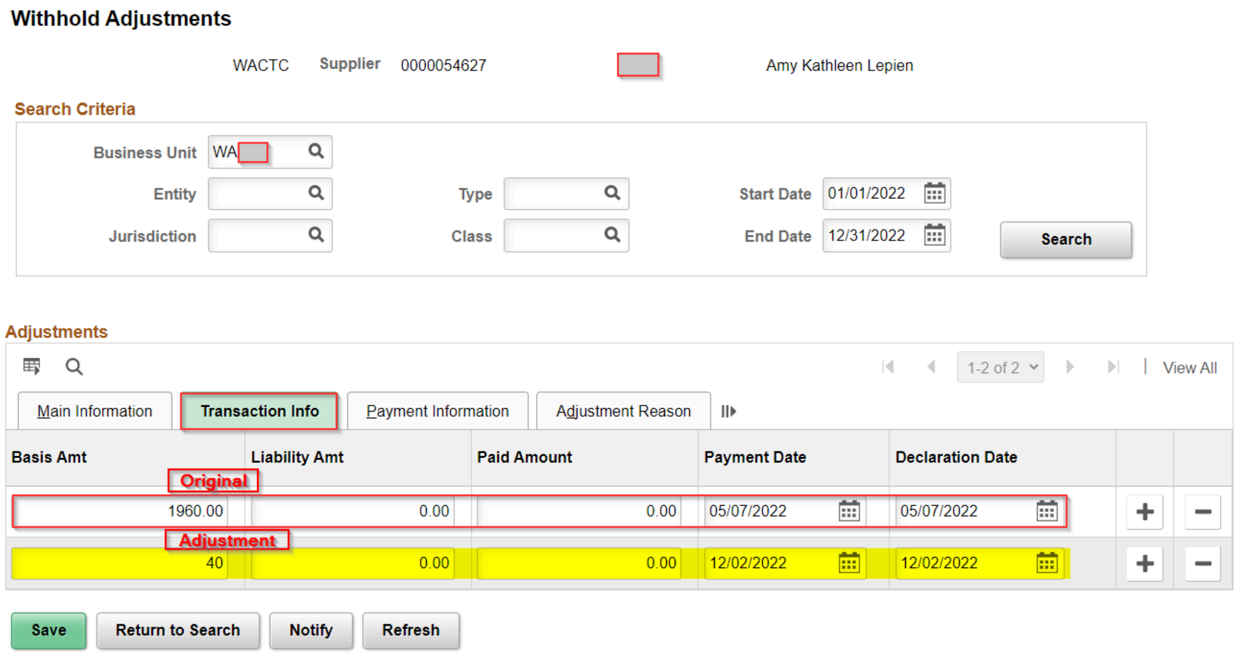
Row	Business Unit	Supplier	Location	Entity	Type	Jurisdiction	Class	Rule	Withholding Amt	Description	Process Instance	Name
1	WA	0000054627	240	IRS	1099N	FED	01	RULE0	1960.000	Converted DG6C Golive 1099 Balance - 05/07/2022	0	Amy Kathleen Lepien
2	WA	0000054628	240	IRS	1099N	FED	01	RULE0	1800.000	Converted DG6C Golive 1099 Balance - 05/07/2022	0	Kristin J Barsness
3	WA	0000054629	240	IRS	1099N	FED	01	RULE0	1000.000	Converted DG6C Golive 1099 Balance - 05/07/2022	0	Bianca Ivette Laureano
4	WA	0000054630	240	IRS	1099N	FED	01	RULE0	8178.000	Converted DG6C Golive 1099 Balance - 05/07/2022	0	BlueSky Consulting NW LLC



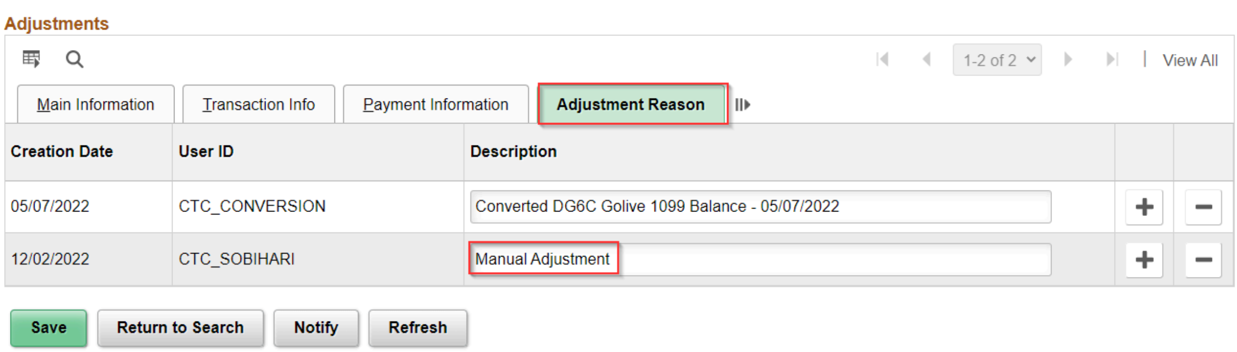
Add the adjustment line in the Main Information tab.



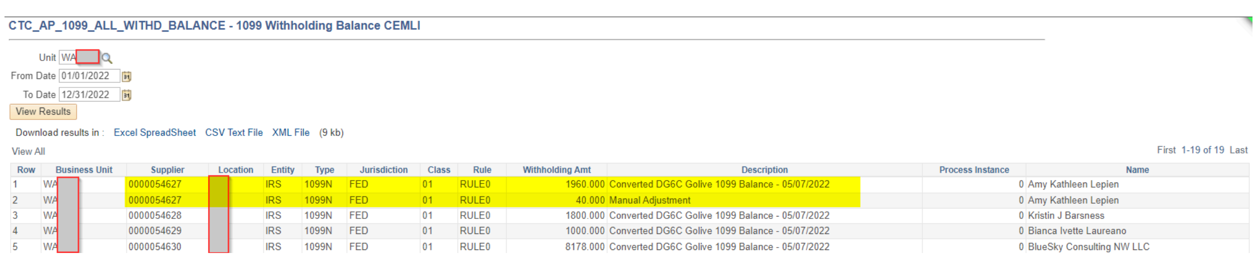
On the Transaction information tab, adjust the amount. By Adding or Subtracting the amount to update the total.



Give the adjustment reason on Adjustment Reason tab.



Run Query "CTC_AP_1099_ALL_WITHD_BALANCE" to check the Supplier 1099 balance. The manual adjustment will show up.



6.5 After Completing Adjustments

After you have finished making all necessary adjustments, you need to again review your 1099 items, as you did above section 5. You will review, make corrections, and then re-review until all necessary updates and corrections have been made.

Note: There is 1099 Patch Update for 2023 which is scheduled to deploy in Production on 12/14/2023.

7. Running Withholding Report Post and Producing 1099 Copy B Reports

After all adjustments have been made and you have reviewed your 1099 items again to ensure no more corrections are needed, you can proceed with running the process Withhold 1099 Report Job.

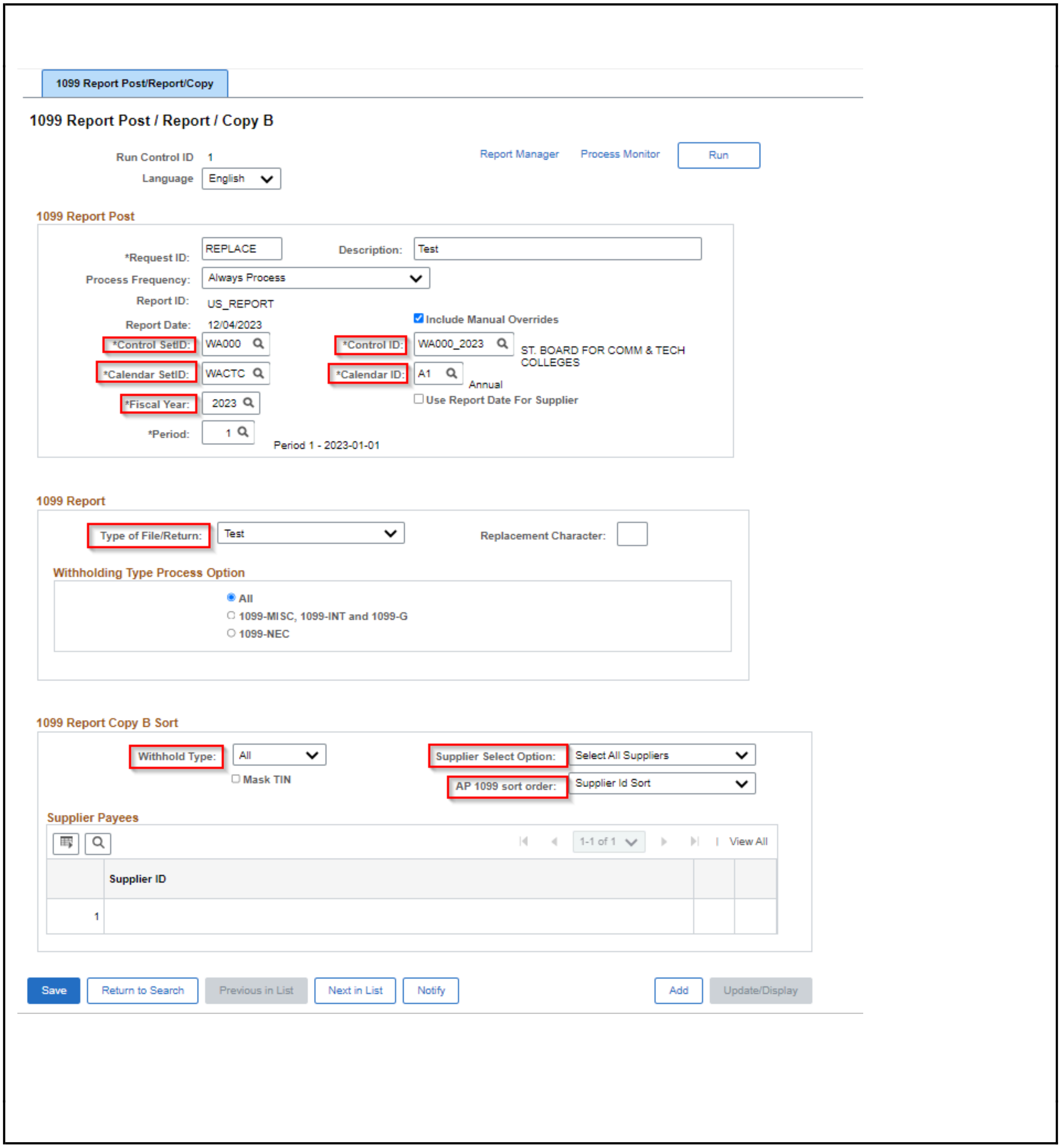
This job performs both the Withhold 1099 Report Post process (1099_RPT_PST) and the Generate Withholding Reports process (AP_APY1099). The 1099 Report Post application engine process populates the Withholding 1099 Table by extracting data from the Withhold Transaction table and inserting it into the Withholding 1099 Table. The "Generates Withholding Reports" process creates a flat file for the IRS and populates the "Withholding to Send" and "Copy B" tables. The system then uses the data to create a file for the tax entity, or IRS, and forms for the Suppliers. The system also uses the data to process corrections.

The QRG link to run Withholding Report Post & Copy B Reports is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/1095963-9-2-running-withholding-report-post-producing-1099-copy-b-reports

Example:

Run Control Set up-

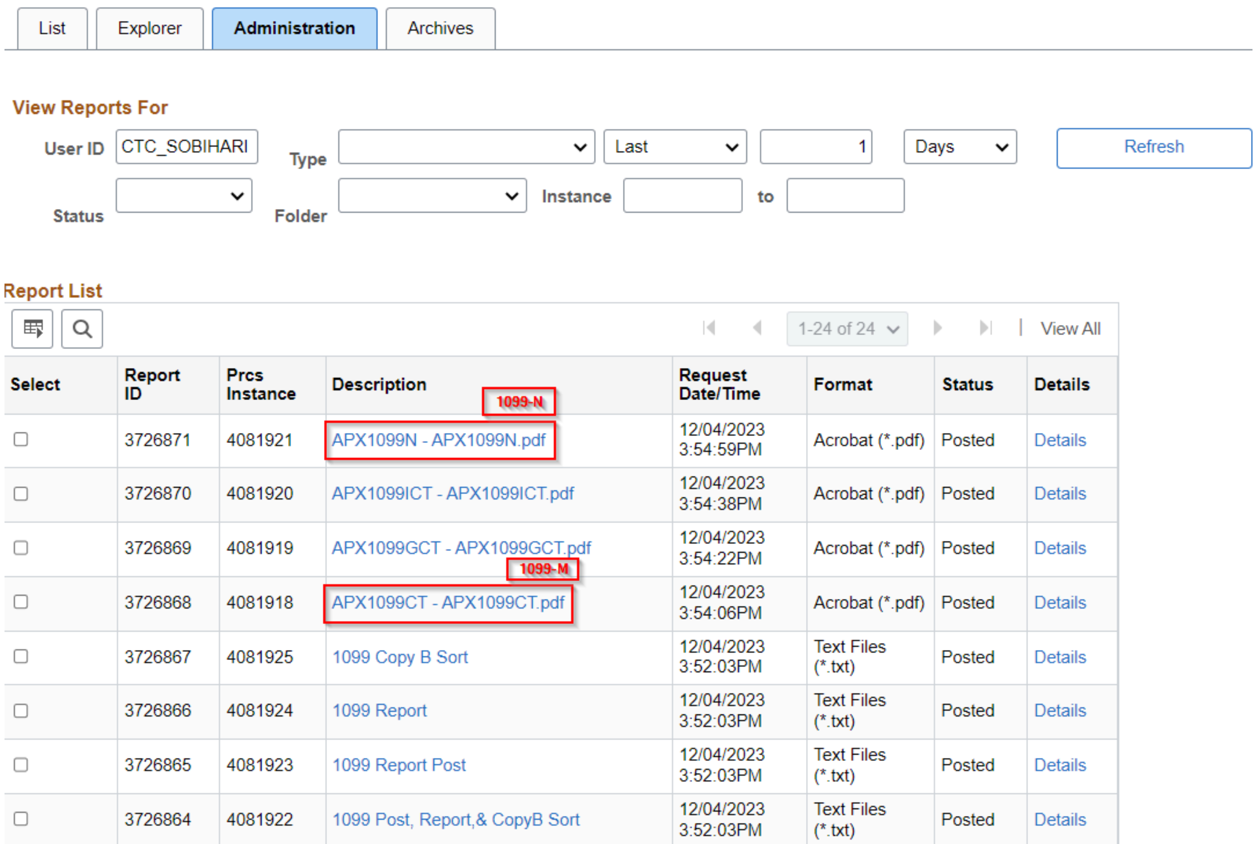


Note: Only one IRS file generated if "All" is selected.

Note: If there are manual adjustments done then check box of "Include Manual Overrides" to reflect on 1099 Forms.

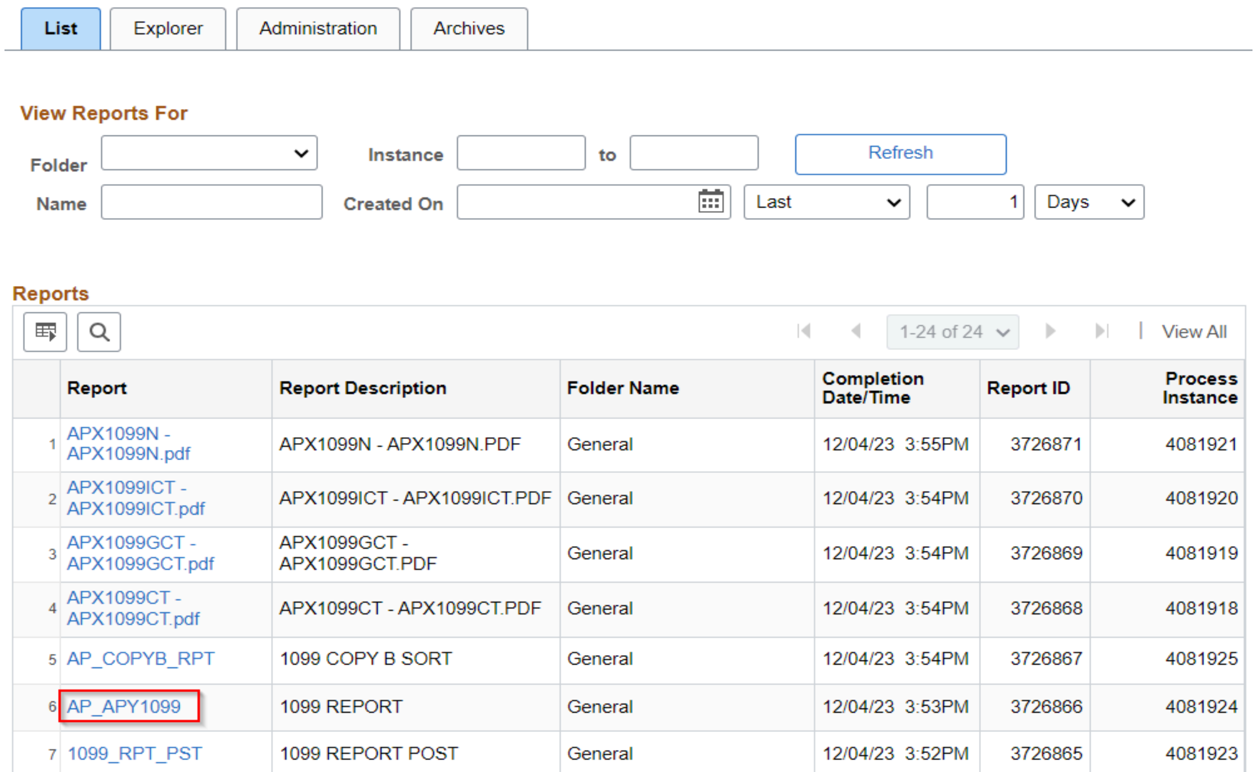
Note: Type of File/Return is selected as "Original/Corrections" to see the data in Send Detail Report.

Select the APX1099N.pdf to verify the 1099N forms of Supplier and APX1099CT.pdf for 1099M forms.



Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	3726871	4081921	APX1099N - APX1099N.pdf	12/04/2023 3:54:59PM	Acrobat (*.pdf)	Posted	Details
☐	3726870	4081920	APX1099ICT - APX1099ICT.pdf	12/04/2023 3:54:38PM	Acrobat (*.pdf)	Posted	Details
☐	3726869	4081919	APX1099GCT - APX1099GCT.pdf	12/04/2023 3:54:22PM	Acrobat (*.pdf)	Posted	Details
☐	3726868	4081918	APX1099CT - APX1099CT.pdf	12/04/2023 3:54:06PM	Acrobat (*.pdf)	Posted	Details
☐	3726867	4081925	1099 Copy B Sort	12/04/2023 3:52:03PM	Text Files (*.txt)	Posted	Details
☐	3726866	4081924	1099 Report	12/04/2023 3:52:03PM	Text Files (*.txt)	Posted	Details
☐	3726865	4081923	1099 Report Post	12/04/2023 3:52:03PM	Text Files (*.txt)	Posted	Details
☐	3726864	4081922	1099 Post, Report,& CopyB Sort	12/04/2023 3:52:03PM	Text Files (*.txt)	Posted	Details

Select AP_APY1099 link to get the IRS_001 file and save it in secure location.



	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	APX1099N - APX1099N.pdf	APX1099N - APX1099N.PDF	General	12/04/23 3:55PM	3726871	4081921
2	APX1099ICT - APX1099ICT.pdf	APX1099ICT - APX1099ICT.PDF	General	12/04/23 3:54PM	3726870	4081920
3	APX1099GCT - APX1099GCT.pdf	APX1099GCT - APX1099GCT.PDF	General	12/04/23 3:54PM	3726869	4081919
4	APX1099CT - APX1099CT.pdf	APX1099CT - APX1099CT.PDF	General	12/04/23 3:54PM	3726868	4081918
5	AP_COPYB_RPT	1099 COPY B SORT	General	12/04/23 3:54PM	3726867	4081925
6	AP_APY1099	1099 REPORT	General	12/04/23 3:53PM	3726866	4081924
7	1099_RPT_PST	1099 REPORT POST	General	12/04/23 3:52PM	3726865	4081923

Report

Report ID	3726866	Process Instance	4081924	Message Log
Name	AP_APY1099	Process Type	Application Engine	
Run Status	Success			

1099 Report

Distribution Details

Distribution Node local   Expiration Date 01/03/2024

File List

Name	File Size (bytes)	Datetime Created
AE_AP_APY1099_4081924.log	169	12/04/2023 3:53:30.384043PM PST
IRS_001_WA000_2023_4081924.TXT	139,686	12/04/2023 3:53:30.384043PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_SOBIHARI

Return

It is highly recommended that you review the 1099 Copy B forms prior to printing them. You can compare the forms to the 1099 Withholding to Send Detail Report (see next section), which prints in Supplier ID order. You also need to compare the number of 1099 Copy B forms printed with the number shown in the IRS_001.TXT file as part of the finalization process.

Sample Form 1099_NEC

ROWENA MCKERNAN
6016 SIEVERS COURT
FERNDALE, WA 98248-8791

Instructions for Recipient

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 tax.

If you believe you are an employee and cannot get the payer to correct this form, report the amount shown in box 1 on the line for "Wages, salaries, tips, etc." of Form 1040, 1040-SR, or 1040-NR. You must also complete Form 8919 and attach it to your return. For more information, see Pub. 1779, Independent Contractor or Employee.

If you are not an employee but the amount in box 1 is not self-employment (SE) income (for example, it is income from a sporadic activity or a hobby), report the amount shown in box 1 on the " Other income" line (on Schedule 1 (Form 1040)).

Recipient's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your TIN (social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN)). However, the issuer has reported your complete TIN to the IRS.

Account number. May show an account or other unique number the payer assigned to distinguish your account.

Box 1. Shows nonemployee compensation. If the amount in this box is SE income, report it on Schedule C or F (Form 1040) if a sole proprietor, or on Form 1065 and Schedule K-1 (Form 1065) if a partnership, and the recipient/partner completes Schedule SE (Form 1040).

Note: If you are receiving payments on which no income, social security, and Medicare taxes are withheld, you should make estimated tax payments. See Form 1040-ES (or Form 1040-ES (NR)). Individuals must report these amounts as explained in these box 1 instructions. Corporations, fiduciaries, and partnerships must report these amounts on the appropriate line of their tax returns.

Box 2. If checked, consumer products totaling $5,000 or more were sold to you for resale, on a buy-sell, a deposit-commission, or other basis. Generally, report any income from your sale of these products on Schedule C (Form 1040).

Box 3. Reserved for future use.

Box 4. Shows backup withholding. A payer must backup withhold on certain payments if you did not give your TIN to the payer. See Form W-9, Request for Taxpayer Identification Number and Certification, for information on backup withholding. Include this amount on your income tax return as tax withheld.

Boxes 5–7. State income tax withheld reporting boxes.

Future developments. For the latest information about developments related to Form 1099-NEC and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/Form1099NEC*.

Free File Program. Go to *www.irs.gov/FreeFile* to see if you qualify for no-cost online federal tax preparation, e-filing, and direct deposit or payment options.

☐ **CORRECTED (if checked)**

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.
ST. BOARD FOR COMM & TECH COLLEGES
PO BOX 42495
OLYMPIA, WA 98504-2495
360/704-4387

OMB No. 1545-0116
Form **1099-NEC**
(Rev. January 2022)
For calendar year **2023**

Nonemployee Compensation

PAYER'S TIN: 910

RECIPIENT'S TIN: 53

1 Nonemployee compensation: $ 2,500.00

Copy B
For Recipient

RECIPIENT'S name
ROWENA MCKERNAN

Street address (including apt. no.)
6016 SIEVERS COURT

City or town, state or province, country, and ZIP or foreign postal code
FERNDALE, WA 98248-8791

2 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ☐

3

4 Federal income tax withheld: $ 0.00

This is important tax information and is being furnished to the IRS. 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.

Account number (see instructions)	5 State tax withheld	6 State/Payer's state no.	7 State income
	$ 0.00		$ 0.00
0000045007	$		$

Form **1099-NEC** (Rev. 1-2022) (keep for your records) www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

Sample Form 1099_MISC

OLYMPIA WA I SGF LLC
1 NORTH WACKER DRIVE STE 4025
CHICAGO, IL 60606-2844

Instructions for Recipient

Recipient's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). However, the payer has reported your complete TIN to the IRS.

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. Individuals should see the Instructions for Schedule SE (Form 1040). Corporations, fiduciaries, or partnerships must report the amounts on the appropriate line of their tax returns.

Form 1099-MISC incorrect? If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form corrected, attach an explanation to your tax return and report your information correctly.

Box 1. Report rents from real estate on Schedule E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business. See Pub. 527.

Box 2. Report royalties from oil, gas, or mineral properties; copyrights; and patents on Schedule E (Form 1040). However, report payments for a working interest as explained in the Schedule E (Form 1040) instructions. For royalties on timber, coal, and iron ore, see Pub. 544.

Box 3. Generally, report this amount on the "Other income" line of Schedule 1 (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. See Pub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040).

Box 4. Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold if you did not furnish your TIN. See Form W-9 and Pub. 505 for more information. Report this amount on your income tax return as tax withheld.

Box 5. Shows the amount paid to you as a fishing boat crew member by the operator, who considers you to be self-employed. Self-employed individuals must report this amount on Schedule C (Form 1040). See Pub. 334.

Box 6. For individuals, report on Schedule C (Form 1040).

Box 7. If checked, consumer products totaling $5,000 or more were sold to you for resale, on a buy-sell, a deposit-commission, or other basis. Generally, report any income from your sale of these products on Schedule C (Form 1040).

Box 8. 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" line of Schedule 1 (Form 1040).

Box 9. Report this amount on Schedule F (Form 1040).

Box 10. Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return.

Box 11. Shows the amount of cash you received for the sale of fish if you are in the trade or business of catching fish.

Box 12. May show current year deferrals as a nonemployee under a nonqualified deferred compensation (NQDC) plan that is subject to the requirements of section 409A plus any earnings on current and prior year deferrals.

Box 13. If the FATCA filing requirement box is checked, the payer is reporting on this Form 1099 to satisfy its account reporting requirement under chapter 4 of the Internal Revenue Code. You may also have a filing requirement. See the Instructions for Form 8938.

Box 14. Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See your tax return instructions for where to report.

Box 15. Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. Any amount included in box 12 that is currently taxable is also included in this box. Report this amount as income on your tax return. This income is also subject to a substantial additional tax to be reported on Form 1040, 1040-SR, or 1040-NR. See the instructions for your tax return.

Boxes 16-18. Show state or local income tax withheld from the payments.

Future developments. For the latest information about developments related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/Form1099MISC*.

Free File Program. Go to *www.irs.gov/FreeFile* to see if you qualify for no-cost online federal tax preparation, e-filing, and direct deposit or payment options.

☐ **CORRECTED (if checked)**

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.
ST. BOARD FOR COMM & TECH COLLEGES
PO BOX 42495
OLYMPIA, WA 98504-2495
360/704-4387

PAYER'S TIN: 9[redacted]

RECIPIENT'S TIN: 8[redacted]

RECIPIENT'S name: OLYMPIA WA I SGF LLC

Street address (including apt. no.): 1 NORTH WACKER DRIVE STE 4025

City or town, state or province, country, and ZIP or foreign postal code: CHICAGO, IL 60606-2844

13 FATCA filing requirement ☐

Account number (see instructions): 0000052833

OMB No. 1545-0115

Form **1099-MISC** (Rev. January 2022)

For calendar year **2023**

Miscellaneous Information

Copy B For Recipient

Box	Amount	Box	Amount
1 Rents	$ 706,429.20		
2 Royalties	$ 0.00		
3 Other income	$ 0.00	4 Federal income tax withheld	$ 0.00
5 Fishing boat proceeds	$ 0.00	6 Medical and health care payments	$ 0.00
7 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ☐		8 Substitute payments in lieu of dividends or interest	$ 0.00
9 Crop insurance proceeds	$ 0.00	10 Gross proceeds paid to an attorney	0.00
11 Fish purchased for resale	$ 0.00	12 Section 409A deferrals	$ 0.00
14 Excess golden parachute payments	$ 0.00	15 Nonqualified deferred compensation	$ 0.00
16 State tax withheld	$ 0.00 $	17 State/Payer's state no.	
18 State income	$ 0.00 $		

This is important tax information and is being furnished to the IRS. 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.

Form **1099-MISC** (Rev. 1-2022) (keep for your records) www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

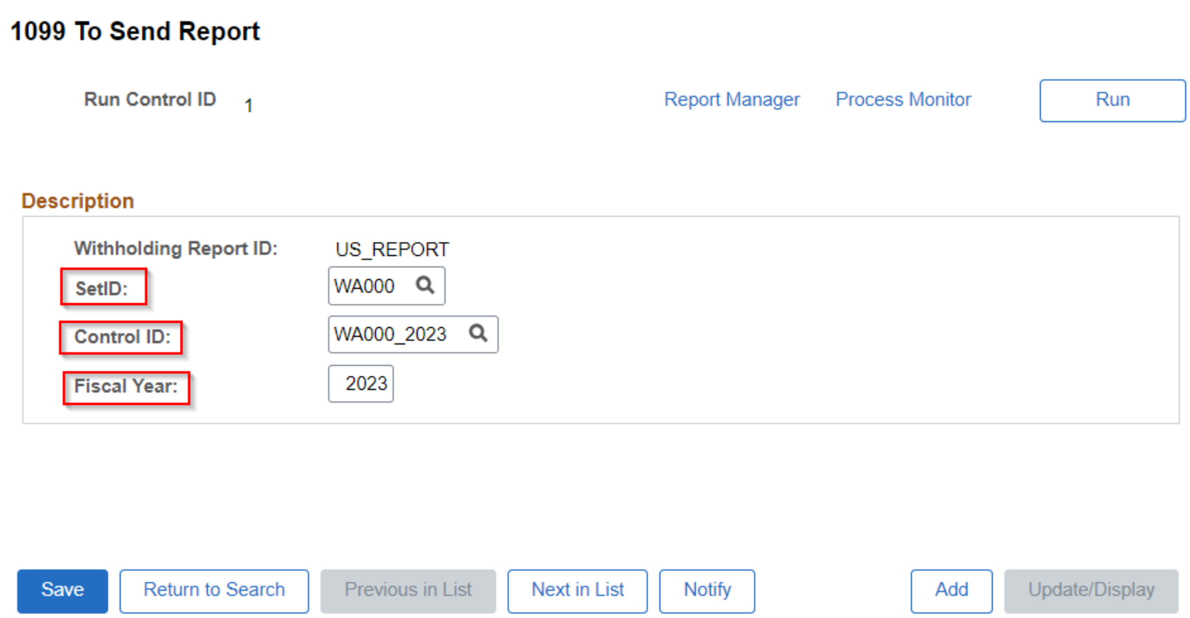
8. 1099 Withhold to Send Detail Report

Once you have generated Withholding Reports, you can then review all 1099 reportable transactions before producing the final reports.

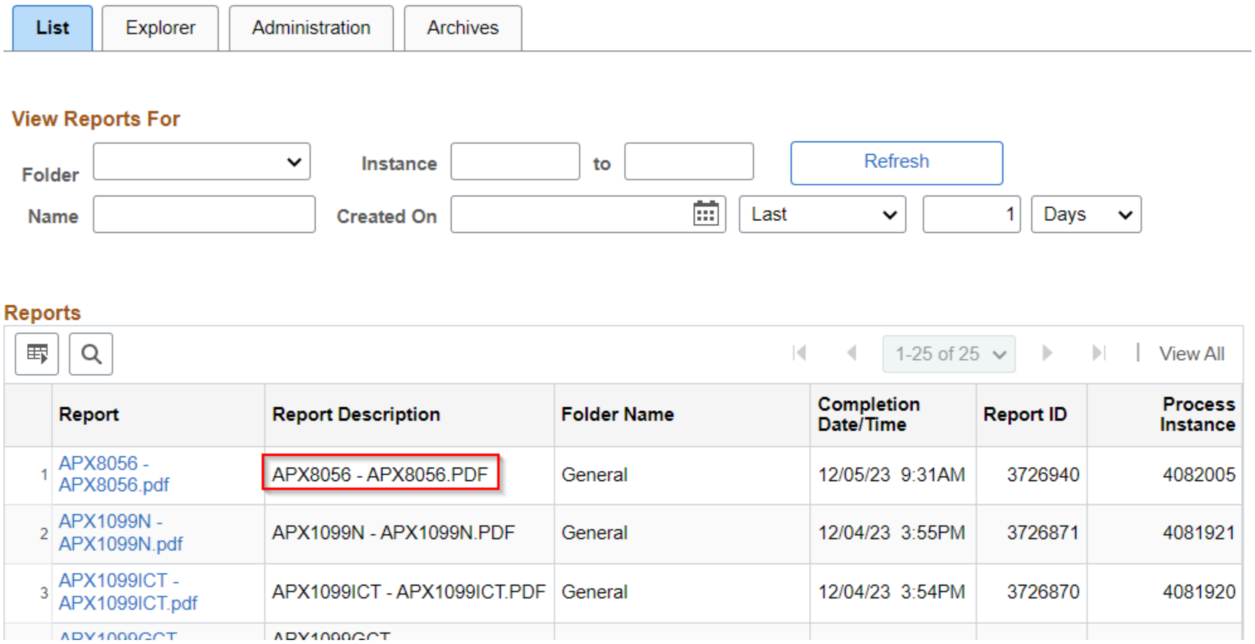
The 1099 Withhold to Send Detail Report lists all the information created by the 1099 reporting process and is a replica of the data in the file that you are sending to the IRS.

The QRG link to run Withholding Report Post & Copy B Reports is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/929037-9-2-1099-withhold-to-send-detail-report

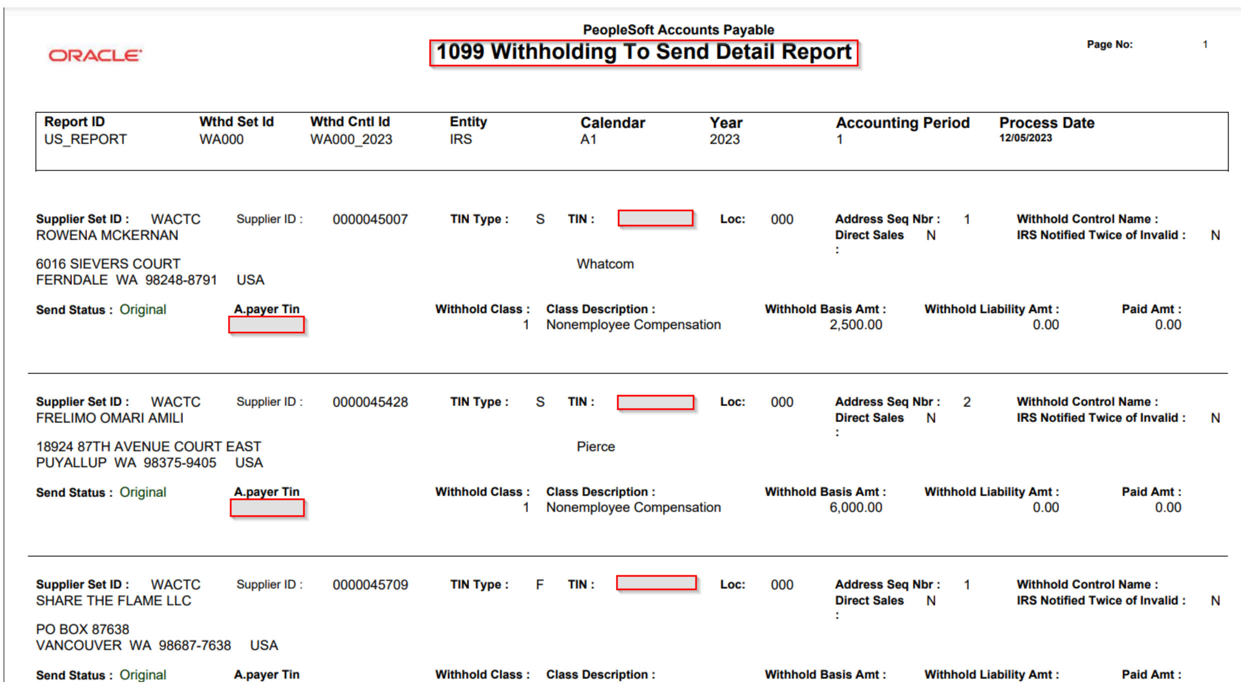


Once the process is completed successfully, go to Report Manager and Click on APX8056.pdf link.



	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	APX8056 - APX8056.pdf	APX8056 - APX8056.PDF	General	12/05/23 9:31AM	3726940	4082005
2	APX1099N - APX1099N.pdf	APX1099N - APX1099N.PDF	General	12/04/23 3:55PM	3726871	4081921
3	APX1099ICT - APX1099ICT.pdf	APX1099ICT - APX1099ICT.PDF	General	12/04/23 3:54PM	3726870	4081920

Report will look like this.



Report ID	Wthd Set Id	Wthd Cntl Id	Entity	Calendar	Year	Accounting Period	Process Date
US_REPORT	WA000	WA000_2023	IRS	A1	2023	1	12/05/2023

Supplier Set ID : WACTC **Supplier ID :** 0000045007 **TIN Type :** S **TIN :** [redacted] **Loc:** 000 **Address Seq Nbr :** 1 **Withhold Control Name :**
ROWENA MCKERNAN **Direct Sales :** N **IRS Notified Twice of Invalid :** N
6016 SIEVERS COURT Whatcom
FERNDALE WA 98248-8791 USA
Send Status : Original **A.payer Tin** [redacted] **Withhold Class :** 1 **Class Description :** Nonemployee Compensation **Withhold Basis Amt :** 2,500.00 **Withhold Liability Amt :** 0.00 **Paid Amt :** 0.00

Supplier Set ID : WACTC **Supplier ID :** 0000045428 **TIN Type :** S **TIN :** [redacted] **Loc:** 000 **Address Seq Nbr :** 2 **Withhold Control Name :**
FRELIMO OMARI AMILI **Direct Sales :** N **IRS Notified Twice of Invalid :** N
18924 87TH AVENUE COURT EAST Pierce
PUYALLUP WA 98375-9405 USA
Send Status : Original **A.payer Tin** [redacted] **Withhold Class :** 1 **Class Description :** Nonemployee Compensation **Withhold Basis Amt :** 6,000.00 **Withhold Liability Amt :** 0.00 **Paid Amt :** 0.00

Supplier Set ID : WACTC **Supplier ID :** 0000045709 **TIN Type :** F **TIN :** [redacted] **Loc:** 000 **Address Seq Nbr :** 1 **Withhold Control Name :**
SHARE THE FLAME LLC **Direct Sales :** N **IRS Notified Twice of Invalid :** N
PO BOX 87638
VANCOUVER WA 98687-7638 USA
Send Status : Original **A.payer Tin** **Withhold Class :** **Class Description :** **Withhold Basis Amt :** **Withhold Liability Amt :** **Paid Amt :**

9. Completing 1099 Processing for the Year

Once you have mailed your Copy B reports, you can then send your IRS files to the IRS. In addition, you will need to run the Withholding Sent File process.

9.1 Sending the IRS_001. TXT File

When you are ready to send your IRS file, you will need to send it electronically to the IRS. For detailed instructions on sending this file, refer to IRS Publication 1220. You can find this publication on the IRS website: http://www.irs.gov/pub/irs-pdf/p1220.pdf. You can also find more detailed information from the IRS at http://www.irs.gov/instructions/i1099gi/index.html.

The due date for IRS Electronic Filing of 1099s for is posted on the IRS.gov website at https://www.irs.gov/instructions/i1099gi . This electronic filing is done through the IRS FIRE site, https://fire.irs.gov/.

9.2 Running the WTHD_SENT Process

The final step in the entire 1099 process is to run the WTHD_SNT Process, which is the Withholding Sent File. This application engine process finalizes the 1099 reporting and file creation process.

Note: Do not run this process until you have sent your file to the IRS and received confirmation of successful transmission. The system uses this information when creating correction or replacement files.

The QRG link to run WTHD_SNT process is below-

http://ctclinkreferencecenter.ctclink.us/m/72571/l/929037-9-2-1099-withhold-to-send-detail-report

Once your process has successfully completed and is posted, you have officially completed your 1099 processing for the year.

Due Dates per Publication 1220

Form	IRS Electronic Filing	Recipient/Participant Copy
1099-MISC	March 31	January 31 February 15 for amounts reported in boxes 8 or 10
1099-NEC	January 31	January 31

Note: If any due date falls on a Saturday, Sunday, or legal holiday, the return or statement is considered timely if filed or furnished on the next business day.