Daily Operations Section State Accounting Bureau

## 1099 Reporting:

Part 7 - 1099-Misc/1099-NEC/1099-G





DAVERICtttit	VOID	CORRE	1 Rents		
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.			1 Hents	OMB No. 1545-0115	
			\$	Form 1099-MISC	Miscellaneous
			2 Royalties	(Rev. January 2022)	Information
				For calendar year	
			\$	20	
			3 Other income	4 Federal income tax w	rithheld Copy 1
			\$	\$	For State Tax
PAYER'S TIN	RECIPIENT'S TIN		5 Fishing boat proceeds	6 Medical and health of payments	Department Department
				payoo	
			\$	\$	
RECIPIENT'S name			7 Payer made direct sales	8 Substitute payments	
		totaling \$5,000 or more of consumer products to	of dividends or intere	est	
Street address (including apt. no.)			recipient for resale	\$	
			9 Crop insurance proceeds	10 Gross proceeds paid attorney	i to an
			\$	\$ 12 Section 409A deferra	
City or town, state or province, country, and ZIP or foreign postal code			11 Fish purchased for resale	12 Section 409A deterra	als
			\$	\$	
13 FATCA filing requirement			14 Excess golden parachute payments	15 Nonqualified deferred compensation	d
			\$	\$	
Account number (see instructions)			16 State tax withheld	17 State/Payer's state n	no. 18 State income
			\$		\$
			\$		\$



## 1099-Nonemployee Compensation (NEC)

☐ VOID ☐ CORRECTED								
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.					OMB No. 1545-0116			
					Form <b>1099-NEC</b>	Nonemployee		
						(Rev. January 2022)		Compensation
						For calendar year 20		
PAYER'S TIN		RECIPIENT'S TIN		1 Nonemployee compensation			Copy 1	
				\$				
RECIPIENT'S name			2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale				For State Ta Departmer	
			3					
Street address (including apt. no.)								
				4 Federal income tax w	vithheld			
City or town, state or province, country, and ZIP or foreign postal code			\$					
				5 State tax withheld	6 State	e/Payer's state no.		7 State income
Account number (see instructions)			\$				\$	
				\$	1			\$



			OTED					
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.					OMB No. 1545-0120		O t - t -	
				Form 1099-0 (Rev. January 2022			Certain Government	
			\$	redits, or offsets	20		Payments	
PAYER'S TIN	RECIPIENT'S TIN			ount is for tax year	4 Federal income tax	withheld	Copy 1 For State Tax	
RECIPIENT'S name		5 RTAA payments		6 Taxable grants \$		Department		
Street address (including apt. no.)		7 Agriculture payments		8 Check if box 2 is trade or business income				
City or town, state or province, country, and ZIP or foreign postal code		9 Market ga						
Account number (see instructions)		10a State	10b State identification no. 11 State income tax		ax withheld			
Form <b>1099-G</b> (Rev. 1-2022)	1099G			Treasury -	Internal Revenue Service			



- o ServiceNow 1099 Correction/Duplicate Request (Form 222)
  - Used by agencies to request either a duplicate or correction to form 1099-MISC, 1099-NEC, or 1099-G after the deadline
  - Upon completion, corrected form will be submitted to the IRS and mailed to the payee





ServiceNow 1099 Correction/Duplicate Request (Form 222)

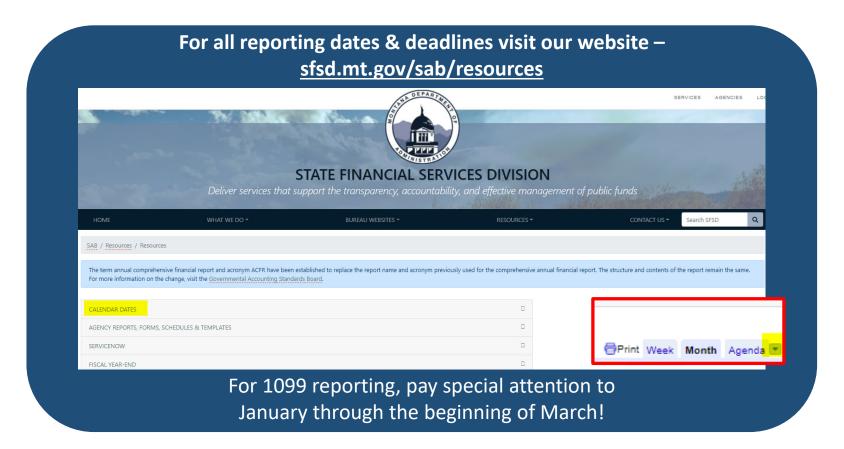
Important to verify the information before submitting the request

Navigate to MT Payment Inquiry in SABHRS

- o Main Menu>Reporting Tools>Query>Query Viewer
  - MTAP\_PAYMENT\_DETAIL\_REPORT
    - **√**BU
    - ✓ Voucher number
    - √ Supplier ID
    - √ Withholding code
    - ✓ Payment Amount
    - ✓ Payment Reference ID
    - ✓ Payment Method
    - ✓ Payment Status & Date

Failure to report 1099-MISC/NEC to IRS = \$280 penalty per 1099







## Thank you for watching!

Questions? Please <u>open a Case – SAB</u> in ServiceNow or call 406-444-3092