1042 Reporting:
Part 4 – End of Year reporting
Objectives

• Important 1042 Reporting dates
• 1042 Reporting Form
• 1042 reporting Process
• Agency Responsibility
• DOS Support
1042 Reporting Important dates!

For all reporting dates & deadlines visit our website – sfsd.mt.gov/sab/resources
Your agency will receive a bulletin to your email listing the foreign suppliers paid year-to-date.
- DOS will check for any changes weekly, and communicate any differences.

This list is generated from query: MTAPAFSD_1042S

DOS will attach the link to this year’s version of the 1042-S and the instructions.

1042-S forms are due to DOS. Check DOS Calendar for due dates.

Specific Instructions for Withholding Agent 1042-S at IRS.gov

2020 Instructions for Form 1042-S at IRS.gov

2020 1042-S Form at IRS.gov
Form 1042-S Required Fields

- At a minimum, you must enter information in
  - Box 1 – income code
  - Box 2 – gross income; cannot be zero
  - Box 3 – chapter indicator; either 3 or 4, not both
  - Box 7 – federal tax withheld; if any, if not 0.00
  - Box 12a – withholding agent’s EIN; 81-0302402
  - Box 12d – withholding agent’s name; State of Montana
  - Box 12h-i – withholding agent’s address; PO BOX 200102, Helena, MT 59620-1020
  - Box 13a – payee name
  - Specific instruction for withholding agent 1042-S
  - Depending on the status of each supplier, other entries may apply
<table>
<thead>
<tr>
<th><strong>1042 Reporting Agency Responsibility</strong></th>
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<tbody>
<tr>
<td>Never pay foreign suppliers with a ProCard</td>
</tr>
<tr>
<td>Verify and procure correct and complete W-8</td>
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<tr>
<td>Determine the type of payment being made and identify the income source</td>
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<tr>
<td>Collect invoices that specify “not from U.S. sources” if supplier has not made a valid treaty claim – submitting them to DOS</td>
</tr>
<tr>
<td>Withholding 30% if supplier has F.D.A.P income and has not provided appropriate documentation</td>
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<tr>
<td>Reporting withholding amount immediately and sending to DOS</td>
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<tr>
<td>Submit 1042-S for all reportable suppliers to <a href="mailto:saccounting@mt.gov">saccounting@mt.gov</a> using file transfer service</td>
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DOS Agency Support

1. Verifying W-8s and 1042-S forms
2. Providing current 1042-S, IRS instructions, prior year reporting information, and Cokala recommendations
3. Identifying foreign supplier payments using query results
4. Researching treaty claims
5. Submitting information reporting to the IRS along with any withholding that has been taken during the calendar year
6. Answering agency inquiries and assisting in any way that we can
Thank you for watching!

Questions? Please submit an Other Accounting/SABHRS Questions request in ServiceNow or call 406-444-3092