

# 43 F1099 - 1099 Forms

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## OVERVIEW

The program F1099 will generate all 1099's needed for reporting miscellaneous income for all vendors who are flagged as requiring a 1099 in the USASWEB/Vendors program. You may wish to use F1099 for any contracted workers, referees, etc. that may be paid during the calendar year.

### F1099 Reporting Procedures

If the IRS-1099 vendor name differs from the vendor name used for sorting, you can do the following in USASWEB/Vendors:

- Have the name used for sorting entered as the initial name.
- Have the IRS-1099 name entered in the additional name field preceded by the digits 1099:

For example, 1099:OFFICIAL NAME.

- The F1099 program will strip off the "1099:" and use this name for the primary name on the 1099 reporting form.

The F1099 program uses the 1099 vendors' calendar year-to-date amounts displayed in USASWEB/Vendors. If you need to adjust the amount for a 1099 vendor, use USASWEB/Vendors to modify the calendar year-to-date amount.

The F1099 program generates the following files at the completion of the program:

- *F1099.DAT* is a data file containing the F1099 data.
- *F1099.TXT* is a report of the 1099 vendors to be reported for the calendar year. The report is sorted by 1099 type.
- *F1099.FRM* is the form file containing the reportable vendor 1099 information. This file is to be printed on blank 1099-MISC forms. Copy B of the 1099-MISC form is due to the recipient by January 31st. Copy A of the form is due to the IRS by February 28th.

**Note: Your DAS may provide the service of sending the district's 1099 information to the IRS. Please contact your DAS for further details.**

- *F1099.TAP* is the tape file containing the reportable vendor 1099 information to be sent to the IRS. This is an optional step depending on whether the district's DAS submits the 1099 information to the IRS for the district.

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## ACCESSING THE PROGRAM

To use the F1099 program, type the following command:

```
$ RUN OECN$BUD:F1099
```

at the \$ prompt or in the menu system type:

```
Menu>F1099
```

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## SAMPLE RUN

This program generates 1099 forms and will generate a Tape Submission file if requested.

```
Is this the correct program? (Y,N,?):<Y> _  
                                     <CR>
```

```
Enter your Federal EIN: <123456789> _____  
                                     <CR>
```

```
Enter the District name (line 1): <SAMPLE CITY LOCAL BOARD >  
                                     _____  
                                     <CR>
```

```
Enter the District name (line 2): <OF EDUCATION >  
                                     _____  
                                     <CR>
```

```
Enter District Address (line 1): <100 MAIN STREET > _____  
                                     <CR>
```

```
Enter the City: <SAMPLE CITY> _____  
                                     <CR>
```

```
Enter the State: <OH> _____  
                                     <CR>
```

```
Enter the Zip Code: <44444> _____  
                                     <CR>
```

```
Enter the phone number without dashes: <4195551212> _____  
                                     <CR>
```

```
Enter the extension: <5555> _____  
                                     <CR>
```

```
Enter the minimum amount for reporting: < 600.00> _____.  
                                     <CR>
```

```
Enter the minimum amount for reporting Royalty Payments: < 10.00> _____.  
                                     <CR>
```

```
Do you want to report vendors with no Identification number? (Y/N) <N> _  
                                     ?
```

Enter 'N' to exclude vendors who have no 1099 Identification number.  
Enter 'Y' to include all vendors whether or not they have an Ident. number.

```
Do you want to report vendors with no Identification number? (Y/N) <N> _  
                                     <CR>
```

```
Do you want to utilize the check names and address (Y/N <N>): <N> _  
                                     ?
```

Y = Use check name and address from vendor file, if one exists, for all forms.

N = Use vendor name and address from vendor file for all forms.

```
Do you want to utilize the check names and address (Y/N <N>): <N> _  
                                     <CR>
```



**SAMPLE  
REPORT**

**F1099.TXT Report**

DATE: 11/13/98  
TIME: 10:29:20

SAMPLE CITY LOCAL BOARD OF EDUCATION  
100 MAIN STREET  
SAMPLE CITY, OH 44444  
419-555-1212 ext. 5555  
FORM 1099 REPORT

PAGE: 1  
(F1099)

FEDERAL ID NUMBER: 123456789      PAYMENT YEAR: 1998      PAYER NAME CONTROL:

VENDOR 1099 ID NUMBER NUMBER	VENDOR NAME	ADDRESS	VENDOR YTD AMOUNT
MISCELLANEOUS INCOME TYPE: Nonemployee compensation (Box 7)			
000060 341301627	CLEAN LINEN SERVICE	123 WHITE ST. CLEAN CITY OH 44121	1,636.62
000442 341560016	BROWN'S IGA	512 WILLIAMS ST JUNCTION OH 42158	1,830.97
000816 340648199	SMITH BROWN & WILLIAMS COUNSELLORS AT LAW	5600 LINCOLN CTR CLEVELAND OH 44114-1409	9,633.60
001153 268507297	S. K. WINGS COMPANY	ROUTE 2 UNION OH 42119	919.37
006044 341666710	VICKI'S CREATIVE DESIGN	110 N BYRNE ST COLUMBUS OH 42119	806.40
006197 341541603	W EUGENE YOUNG	213 E MAIN ST MOUNT UNION OH 41127	1,221.04
006313 344311700	WINSTON CREAMERY	221 W MADISON P.O. BOX 206 PLEASANT CITY OH 45518	1,995.71
007529 289403187	SAMUEL LAMMERS	1908 EDGEWOOD CT DELAWARE OH 42318	9,600.00
008440 337342191	QUICK PHOTO	222 S. MAIN TOLEDO OH 42617	1,528.28
MISCELLANEOUS INCOME TYPE: Nonemployee compensation (Box 7)      NUMBER OF PAYEES: 9			29,171.99
GRAND TOTAL:			29,171.99
TOTAL NUMBER OF PAYEES: 9			