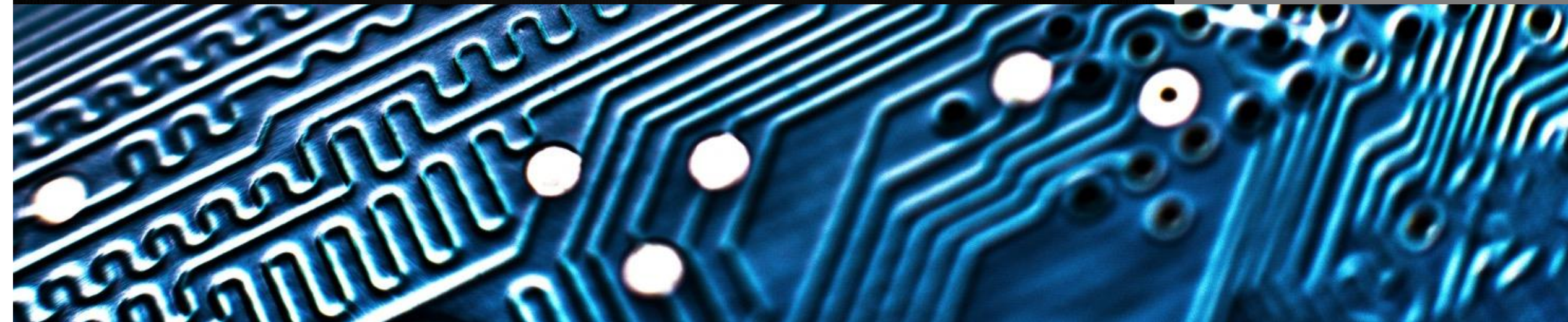


CY 2023
1099 Withholding Information

December 12, 2023



Housekeeping

- Please make sure you are muted, and camera is turned off
- Session is being recorded
- Please use the chat feature for questions
- Today's recording and meeting materials will be sent out to all participants

Agenda

- Withholding Form Changes for CY2023
- Withholding Process Review
- Resources

Withholding Changes for CY2023

PeopleSoft Withholding Changes for CY2023

IRS Changes for Calendar Year 2023

Instructions and Forms for 1099-MISC, 1099-NEC, 1099-INT, and 1099-G

- No changes to wording
- Included some punctuation marks missed last year

PeopleSoft Changes for 2023

- 1099 Withholding Forms layout have not changed for CY2023

IRS FORM for CY2023 – 1099-MISC

1099-MISC:

- Continuous Use Forms:** Designed for continuous use instead of annual revision. The calendar year is printed on the forms automatically based on the year for which the report is generated.
- Box 13:** Assigned to Foreign Account Tax Compliance Act filing requirements. Due to the FATCA filing requirement, the old box numbers 13 – 17 have been renumbered as new box numbers 14 -18 respectively.

CORRECTED (if checked)

| | | | | |
|---|-----------------|--|---|-------------------------------------|
| PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. | | 1 Rents \$ | OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022) For calendar year 20__ | Miscellaneous Information |
| | | 2 Royalties \$ | Copy B For Recipient | |
| PAYER'S TIN | RECIPIENT'S TIN | 3 Other income \$ | | 4 Federal income tax withheld \$ |
| RECIPIENT'S name | | 5 Fishing boat proceeds \$ | 6 Medical and health care payments \$ | |
| Street address (including apt. no.) | | 7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/> | 8 Substitute payments in lieu of dividends or interest \$ | |
| City or town, state or province, country, and ZIP or foreign postal code | | 9 Crop insurance proceeds \$ | 10 Gross proceeds paid to an attorney \$ | |
| Account number (see instructions) | | 11 Fish purchased for resale \$ | 12 Section 409A deferrals \$ | |
| | | 13 FATCA filing requirement <input type="checkbox"/> | 14 Excess golden parachute payments \$ | |
| | | 15 Nonqualified deferred compensation \$ | 16 State tax withheld \$ | |
| | | 17 State/Payer's state no. | 18 State income \$ | |

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

IRS FORM CY2023 – 1099-NEC

1099-NEC:

- Continuous Use Forms:**
 Designed for continuous use instead of annual revision. The calendar year is printed on the forms automatically based on the year for which the report is generated.

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

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

PeopleSoft Withholding CY2023 – 1099 Withhold Report Job (con.)

- Withholding Class Description added to Withholding Class
- Pages Enhanced:
 - Withholding Supplier Information
 - Voucher Withholding Information
 - Withholding Invoice Line Update
 - Withholding Supplier Update
 - Withholding Adjustment
 - Withholding Payment Inquiry

Withholding Supplier Information

SetID: SHARE Location: 1
Supplier ID: 1099TEST01 Description:
Short Supplier Name: 1099TEST01 1099TEST01-001
Supplier Name: 1099TEST01

Withholding Options

Withholding information

Main information Overrides Benit

| *Withholding Entity | *Withholding Type | *Withholding Jurisdiction | Default Jurisdiction | *Default Withholding Class | Description | *Withhold Status | Description | | |
|---------------------|-------------------|---------------------------|-------------------------------------|----------------------------|----------------------------------|------------------|----------------|---|---|
| IRS | 1099U | FED | <input checked="" type="checkbox"/> | 01 | Rents | RPT | Reporting Only | + | - |
| IRS | 1099U | FED | <input type="checkbox"/> | 13 | Excess Golden Parachute Payments | RPT | Reporting Only | + | - |
| IRS | 1099U | FED | <input type="checkbox"/> | 14 | Nonqualified Deferred Comp | RPT | Reporting Only | + | - |

Withholding Reporting Information

Questions



Withholding Process Review

Reminders

- Reminder: Only use 1099N and 1099M Withholding Types/Classes. We should not use or select the obsolete “1099” only Type/Classes for Withholding Suppliers and Vouchers.
- Reminder: Do not delete the obsolete “1099” Withholding Type from Suppliers. This must stay in the system in case there are IRS corrections for Withholding Reporting in years prior to CY2020.

IRS Withholding Type and Class Conversion

| Withholding Type | Withholding Class | Description | Paid at least: |
|------------------|-------------------|---|----------------|
| 1099N | 01 | Non-Employee Compensation | \$600.00 |
| 1099N | 02* | Payer Made Direct Sales Totaling \$5000 or more consumer products to recipient for resale | \$5000.00 |
| 1099N | 04 | Federal Income Tax Withheld | \$0.00 |
| | | | |
| 1099M | 01 | Rents | \$600.00 |
| 1099M | 02 | Royalties | \$10.00 |
| 1099M | 03 | Prizes, Awards, etc.(Other Income) | \$600.00 |
| 1099M | 04 | Federal Income Tax Withheld | \$0.00 |
| 1099M | 05 | Fishing Boat Proceeds | \$600.00 |
| 1099M | 06 | Medical and Health Care Payments | \$600.00 |
| 1099M | 07* | Payer Made Direct Sales Totaling \$5000 or more consumer products to recipient for resale | \$5000.00 |
| 1099M | 08 | Substitute Payments in lieu of dividends or interest | \$10.00 |
| 1099M | 09 | Crop Insurance Proceeds | \$600.00 |
| 1099M | 10 | Gross Attorney Proceeds | \$600.00 |
| 1099M | 11* | Fish Purchased for Resale | \$600.00 |
| 1099M | 12 | Section 409A Deferrals | \$600.00 |
| 1099M | 13 | Excess Golden Parachute Payments | \$0.00 |
| 1099M | 14 | Non-qualified Deferred Compensation | \$600.00 |

*PeopleSoft will not have these Class options, as they do not pertain to GeorgiaFIRST institutions.

1099 Withholding Process Overview

1. **Confirm Withholding Sent ran for the previous calendar year (CY2022)****
2. Setup/review new Report Control Information for CY2023 (Ex: CSU_2023, UNG_2023, CCGA_2023, etc.)
3. Pay and post withholding vouchers for CY2023
4. Post withholding Transactions (AP_WTHD)
5. Review 1099 Withholding Vouchers/Payments
6. Adjust 1099 Withholdings, as needed
7. Run Withholding Update Process
8. Run Withholding Job Post
9. Review 1099 Withholding to Send Detail Reports
10. Run Withhold 1099 Report Job to produce IRS File
11. Run Withhold 1099 Report Job to produce Copy B Reports (AP_COPY_B)
12. Send File(s) to IRS (Can produce One File or Multiple Files.)
13. After IRS accepts the file, run Withholding Sent Process for the current calendar year (CY2023)

**This process should be run immediately after the IRS accepts the original IRS Tax File. If not, it causes issues with replacement and correction files. This can also affect the current year's processing.

For more detailed information on the steps listed above, refer to the [1099 Processing User's Guide for CY 2023](#). *This document will be updated by December 31, 2023.*

Running the Withholding Sent Process (con.)

****Run the Withholding Sent Process Now for 2022 BEFORE starting 2023****

BOR_AP_1099_WTHD_SENT_INCOMPL: This query will provide a list of any Control ID/Reporting Year combinations that are still awaiting the WTHD_SENT process.

This process finalizes the Withholding reporting and file creation process. It records all the data in the file you have sent. Do not run this process until after sending the file to the IRS. The system uses this information when creating correction or replacement files.

Navigation: Suppliers > 1099/Global Withholding > 1099 Reports > Withholding Sent File

PeopleSoft Withholding CY2023 - 1099 Withhold Report Job

- Reminder: Running Withhold 1099 Report Job

Withholding Type Process Options:

- All - Select this option to produce ONE electronic IRS file containing 1099-MISC and 1099-NEC withholding information.
- 1099-MISC, 1099-INT and 1099-G - Select this option to produce one electronic file containing all 1099-MISC withholding information
- 1099-NEC - Select this option to produce one electronic file containing all 1099-NEC withholding information

1099 Report Post / Report / Copy B

1099 Report Post/Report/Copy

Run Control ID: TEST
Language: English

Report Manager Process Monitor Run

1099 Report Post

*Request ID: TEST Description: TEST

Process Frequency: Always Process

Report ID: US_REPORT

Report Date: 12/10/2023

*Control SetID: 98000 *Control ID: BOR_2023 Board of Regents-University System of GA

*Calendar SetID: SHARE *Calendar ID: A1 Annual Calendar-1099

*Fiscal Year: 2023 *Period: 1 1099 Reporting Annual Calendar

Include Manual Overrides
 Use Report Date For Supplier

1099 Report

Type of File/Return: Original/Correction Replacement Character: []

Withholding Type Process Option

All
 1099-MISC, 1099-INT and 1099-G
 1099-NEC

1099 Withhold Report Job – IRS .txt File

- There will be only one file created for CY2023 when users run the 1099 Report Job when users select “ALL”
 - The file naming convention is IRS_001_<Report Control ID>_<process instance>.txt
 - The file contains all 1099-NEC and 1099-MISC reporting that institutions will submit to the IRS
- If users run the 1099-MISC process and the 1099-NEC process separately, each file will need to be sent to the IRS.
 - The file naming convention is the same as above.
 - The file name does not contain NEC or MISC

2023 Manual Adjustment Reminder

1099 Report Post / Report / Copy B

1099 Report Post/Report/Copy

Run Control ID TEST Report Manager Process Monitor Run

Language English

1099 Report Post

| | | | |
|--------------------|----------------|--|---|
| *Request ID: | TEST | Description: | TEST |
| Process Frequency: | Always Process | | |
| Report ID: | US_REPORT | <input checked="" type="checkbox"/> Include Manual Overrides | |
| Report Date: | 12/10/2023 | *Control ID: | BOR_2023 Board of Regents-University System of GA |
| *Control SetID: | 98000 | *Calendar ID: | A1 Annual Calendar-1099 |
| *Calendar SetID: | SHARE | <input type="checkbox"/> Use Report Date For Supplier | |
| *Fiscal Year: | 2023 | | |
| *Period: | 1 | | |

1099 Reporting Annual Calendar

Reminder: Anytime you have manual adjustments that need to be included in reporting totals, this box needs to be checked

1099 Withhold Report Job – Copy B's

- The process produces two files:
 - 1099-MISC Copy B's: APX1099CT-APX1099CT.pdf
 - 1099-NEC Copy B's: APX1099N-APX1099N.pdf

| Select | Report ID | Prcs Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|---------------|-----------------------------|----------------------|-----------------|--------|-------------------------|
| <input type="checkbox"/> | 16537263 | 17750686 | APX1099N - APX1099N.pdf | 12/11/2023 8:26:13PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 16537262 | 17750685 | APX1099ICT - APX1099ICT.pdf | 12/11/2023 8:25:54PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 16537261 | 17750684 | APX1099GCT - APX1099GCT.pdf | 12/11/2023 8:25:38PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 16537260 | 17750683 | APX1099CT - APX1099CT.pdf | 12/11/2023 8:25:22PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 16537259 | 17750680 | APX1099N - APX1099N.pdf | 12/11/2023 8:25:10PM | Acrobat (*.pdf) | Posted | Details |

1099 Withholding Process Checklist

A Checklist is provided in the 1099 Processing User's Guide for CY2023.

Before beginning 1099 steps (7-30) for the current calendar year, be sure to

1. Run the BOR_AP_1099_WTHD_SENT_INCOMPL QUERY – Page 13
2. Run Withhold Sent Process (WTHD_SNT) for the previous calendar year – Page 14
3. Setup/Review Report Control Information (**Required for Each Year**) – Page 17
4. Post 1099 Withholding Transactions (AP_WTHD) – Page 32

Review

5. Review 1099 Withholding Suppliers – Page 34
6. Review 1099 Withholding Vouchers by Supplier Inquiry – Page 35
7. Review Payments to Withholding Suppliers – Withhold Payment Inquiry – Page 37
8. Review 1099 Supplier Balances by Class – Page 38
9. Run BOR_AP_1099_PMTS Query – Page 39
10. Run BOR_AP_1099_JE Query – Page 40
11. Run BOR_AP_1099_NONRPT_CONSISTENT Query – Page 41
12. Run BOR_AP_1099_MISMATCH Query – Page 42
13. Run Withholding Balances Control Report (*Optional*) - Page 43
14. Run BOR_AP_1099_ADJUST Query – Page 44
15. Run BORRY010 1099 Reportable Transactions Report: AP.070.300 (*Optional*) – Page 45

If any corrections or adjustments need to be made, complete steps 16-19. Otherwise, skip to step 20.

16. Enter Withholding Invoice Line Update, if needed – Page 48
17. Run Withholding Update Process if adjustments were made in Step 16 or 17 – Page 50
18. Adjust Withholding Manually if needed – Page 52
19. Complete steps 5 - 15 after all adjustments are made to review changes

If additional adjustments need to be made, repeat steps 16-19. Otherwise, proceed to step 20.

20. Run Withhold 1099 Report Post Job (RPT_1099), Generate Withholding Reports (AP_APY1099), and retrieve the IRS_001.TXT file – Page 57
21. Run BORRY010 1099 Reportable Transactions Report – Page 64
22. Run 1099 Withholding to Send Detail Report – Page 66
23. Run BOR_AP_1099_SND_DTL_TOT Query – Page 69
24. Review reports and query from steps 21 – 24

If any adjustments need to be made, repeat steps 16-24. Otherwise, proceed to step 25.

25. Run Print 1099 Copy B Process (APCOPYB) for 1099-MISC and 1099-NEC – Page 71
26. Review, Print and Send Copy B Reports – Page 74
27. Send IRS_001.TXT file to IRS – Page 76
28. Run Withholding Sent File Process (WTHD_SNT) – Page 77

Questions



Resources



Frequently Asked Questions

Q: If I have already produced my 1099 copy B's, is it still possible to start over since I have not sent anything to the IRS or the recipients?

A: Yes! You can start over at any point prior to sending the information to the IRS. Once it is sent, you would need to create correction files.

Q: How do I update the 1099 Type / Class for a 'SHARE' supplier?

A: For SHARE suppliers, please submit a ticket to oneusgsupport@usg.edu.

Q: How do I update the 1099 Type / Class on a 'B' setid supplier?

A: When adding/changing the 1099 type and/or class for a 'B' setid supplier, you will need to add an effective dated row rather than correcting history. Using the Correct History option will not update the supplier as desired.

Frequently Asked Questions (Cont'd)

Q: After making adjustments, my BORRY010 report is not calculating correctly.

A: The BORRY010 report, while rare, can become skewed after making multiple changes to the database. The 1099 to Send (Withhold to Send) report mimics the information that will be sent to the IRS and what will be printed on the 1099s. This is the report that should be used to confirm 100% accuracy prior to completing the 1099 processing.

The BORRY010 is still an excellent report to use for reconciling because it contains more detail than the 1099 to Send report. Therefore, it can be of greater use to pinpoint errors, adjustments needed, etc. For example, the BORRY010 lists each transaction that is reporting on the 1099 and shows the basis amount with differences. The 1099 to Send only shows the total amount that will report on the 1099.

Frequently Asked Questions (Cont'd)

Q: Can a Single Payment supplier be marked for withholding? (Ex: Beneficiary payments or Estates)

A: The Single Payment Supplier does not offer an option to add withholding information. Therefore, if the transaction will require a 1099, the supplier will need to be set up as a permanent vendor so that you can add the withholding information. Establishing a permanent vendor record in the PeopleSoft supplier master file ensures accurate information for payments, tax compliance, and reporting. These suppliers can be added to the 'B' or 'Share' setid.

Important Dates

| Date | Item |
|-------------------|--|
| December 12, 2023 | 1099 Meeting with Institutions |
| December 31, 2023 | 1099 Processing User's Guide for CY2023 will be available |
| January 5, 2024 | PeopleSoft Update to be applied to Production |
| January 31, 2024 | 1099-MISC/1099-NEC provided to recipients for CY2023 |
| January 31, 2024 | 1099-MISC/1099-NEC IRS Electronic Filing deadline for CY2023 |

- Contact Information:
 - Support Tickets: helpdesk@usg.edu
- The following will be available in the AP section of the Georgia *FIRST* website [here](#):
 - 1099 User's Guide for CY2023
 - CY2023 1099 Withholding Updates Presentation PowerPoint
 - CY2023 1099 Withholding Updates Presentation Recording

- Internal Revenue Service Contact Info:
 - Website: www.irs.gov
 - Phone: 1-866-455-7438
 - Email: irs.e-helpmail@irs.gov
- 2023 Instructions for Forms 1099-MISC and 1099-NEC located [here](#).
- Publication 1220 (Rev. 9-2023) Catalog Number 61275P located [here](#).

Questions



thank you!





UNIVERSITY SYSTEM OF GEORGIA

Information Technology Services