

Internal Revenue 1099 Reporting

Revised: 01.11.06

I. POLICY

The Internal Revenue Code requires *Form 1099* be filed for certain payments. The agency or institution is also required to withhold 31% of the payment to the payee if *Form W-9 Request for Taxpayers Identification Number and Certification* is not filed with the agency.

II. PROCEDURES

Payments made with the following Account numbers are subject to 1099 reporting. The payee's Social Security Number or the vendor's Taxpayer Identification Number is **REQUIRED** for these types of payments. Payments will **not** be processed without a Social Security Number or Taxpayer Identification Number listed on the voucher.

PeopleSoft Account	Description
581005	Aircraft Rental-Operating Lease
581015	Equip Rental - Operating Lease
581020	Equipment Rental
581055	Office Equipment Rental
581060	Other Rental
582005	Booth
582030	Building Rental - Operating Lease
582035	Land Rental - Operating Lease
591090	Repair Services Capitalized
591095	Repair Services Noncapitalized
621055	Athletic Officials/Game Personnel
621060	Awards, Rewards, Prizes
621100	Contract Services
621230	IT Contractual Services
621235	IT Services
621320	Online Database Services

621325	Other Operating Fees
621330	Participant Fees
621390	Royalty Payments
623005	Accountants
623010	Architects
623015	Artistic & Design Services
623020	Audit
623025	Consultant
623030	Contract Services
623055	Engineers
623060	Entertainers/Performers
623090	IT - Consultant/Development
623095	Lecture
623100	Legal
623155	Other Professions Fees
623165	Professional Licensing Fees
623180	Research
623185	Speaker
624005	Subcontracts > \$25,000 G&C Only
624010	Subcontracts =< \$25,000 G&C Only
624105	Sub recipients > \$25,000 G&C Only
624110	Sub recipients =< \$25,000 G&C Only