



ADOA – General Accounting Office
QUICK REFERENCE GUIDE:
REVIEW & UPDATE FORM
1099





REVIEW & UPDATE FORM 1099

Table of Contents

Introduction	3
Background Setup for 1099 Processing	3
1099 Data Review	3
1099 Data Correction.....	3
Procedure for Agency 1099 Review & Corrections.....	4
Helpful Hints.....	5



REVIEW & UPDATE FORM 1099

Introduction

The General Accounting Office (GAO) prepares the initial set of 1099 forms for vendors doing business with Arizona. Each agency reviews reports of their own reportable payments and submits changes to GAO for entry in AZ360.

This quick reference guide shows the user how to review 1099 reports and submit corrections.

Background Setup for 1099 Processing

GAO manages several settings and processes within AZ360:

- 1099 Withholding Rate (Percentage)
- Chart of Accounts (e.g., Object Codes) That Are 1099 Reportable
- Thresholds and 1099 Classifications for Each Box of the 1099 Forms
- Requirements for Vendor Registration Relating to 1099 Setup
- Report State Agencies' Sata as a Single Reportable Entity as the State of Arizona
- Print Forms and Distribution to Vendors
- Preparation of IRS File and Distribution to IRS

Arizona Procurement Portal (APP) vendors manage their own 1099 information in APP. GAO and agencies manage other non-APP vendors in AZ360:

- Backup Withholding Requirement
- 1099 Indicator (e.g., Yes, No)
- 1099 Classification (e.g., Corporation, Individual, Trust, Not Reportable)
- Taxpayer ID Number and TIN Type (EIN or SSN)

As the calendar year ends, GAO prepares 1099 reports:

- AZ360 collects reportable payments for the calendar year from January through December.
- AZ360 runs the Offline 1099 Process in Testing Mode to generate 1099R records.
- AZ360 loads 1099 records from interfacing agencies to generate 1099ER records.

1099 Data Review

After the 1099 data from AZ360 generates and updates the 1099R table, FIN AP-N176i 1099 Internal Report is available in infoAdvantage for all departments to review their agency 1099 report to identify any changes needed.

After the interfacing agencies submit 1099 data from their sub-systems, 1099 data updates the 1099ER table and the AP-N176e 1099 External Report is available in infoAdvantage for these departments to review their agency 1099 report to identify if any changes are needed.

1099 Data Correction

After identifying changes needed, departments submit Form GAO-94 to make changes.



Procedure for Agency 1099 Review & Corrections

Log in to the AZ360 **Home Page**. Navigate to the infoAdvantage reports to find the 1099 report.

For information on how to access a report in infoAdvantage, see the "Finding Reports in infoAdvantage" section of the **AZ360 Manual: Interactive Reporting** available at

<https://gao.az.gov/resources/training/gao-training-resources>.

1. Click the **Folders** tab.
2. Navigate to the agency's 1099/AP Confidential report folder to find the **FIN-AZ-AP-N176i 1099 Internal Report** that contains 1099 data from AZ360.
3. If the department sent 1099 External data, view **FIN-AZ-AP-N176e 1099 External Report**.

Validate the amounts from each report to determine whether payments were missed or incorrectly reported. Identify the amounts that need to be changed.

Review and validate the list of vendors on the **N176i** and **N176e** reports.

1. Review the list of vendors included; verify that it includes reportable vendors and does not include non-reportable vendors.
2. Review the vendor name for each TIN/SSN; verify that it is the correct legal name.
3. Review the address for the vendor.
4. Review the box amounts; identify any incorrect, missing or misclassified amounts.

Note: GAO will process 1099 data corrections received by agencies using the appropriate GAO-94 State of Arizona 1099 Correction Form as in previous years. Refer to the instructions included on Form GAO-94 for additional instructions on 1099 correction.

Enter the tax year, agency, and preparer information for the entire Form GAO-94.

1. Enter **2015** for the tax year.
2. Enter the department code (e.g., AAA).
3. Enter values in the **Signature, EIN, Name, Title, Date, and Phone** fields. The form must be signed or submitted by an individual authorized on Form GAO-3DT.

For each vendor requiring changes, enter the vendor information and corrected amounts.

Select the **Add, Change, or Delete** box and tax year.

- To add a 1099 vendor record where none was present, select the **Add** box.
- To change a record from the amounts on the 1099 report, select the **Change** box and check the button for the type of data to change (e.g., **Name, Amount, or Other**).



Quick Reference Guide

- No correction will be done for address-only corrections. If an address change is needed, process a VCMD1 transaction and request a duplicate to be mailed to the new address.
- To delete a 1099 record, check the **Delete** box.

Enter the taxpayer ID and TIN type (EIN or SSN) for the 1099 information to add, change, or delete.

1. For each box number, enter the correct amount, previous amount, and calculate the difference between the correct and previous amounts (i.e., the amount of the correction). The form will calculate this if done online.
2. Enter a reason for correction. Provide as much information as possible to explain why the correction is need.
3. Email any supporting documentation, such as a new or updated W-9.

Helpful Hints

Submit the agency 1099 corrections to ADOA-GAO as soon as possible.

- ADOA-GAO will produce preliminary 1099R records and N176 reports by mid-December and a final one the first week of January. Be sure to view these sources and have the corrections ready to be submitted when GAO opens the correction process.

Include the reason for correction on the GAO-94 form.

- For both internal and external 1099 data correction, indicate the reason for correction on the GAO-94 form.

Duplicate 1099 Requests

- To request a duplicate 1099 for a vendor, check the **Duplicate 1099 Needed** box on Form GAO-94.