

Question: How do I request access to the 1099 Download Application?

- Go to Enterprise Reporting Access website at:
<http://ofm.wa.gov/isd/erhelp/general/access.asp>
- Click on the “Access to 1099 download” topic on the left side of the screen and follow the instructions.

Question: Who is my agency’s 1099 Administrator(s)?

- Go to Enterprise Reporting Access website at:
<http://ofm.wa.gov/isd/erhelp/general/access.asp>
- Click on the “Access to 1099 download” topic on the left hand side of the screen.
- Click on the link titled, “Find your [Agency 1099 Administrator.](#)”

Question: Where can I find the training materials from the “DES – What’s New for IRS-1099 Misc. Reporting” training?

- Go to the Financial Systems Documentation by Group web site:
<http://ofm.wa.gov/isd/documentation/default.asp>
- Locate the section titled, “1099 Miscellaneous Reporting.”
- Click on the “Reference Guide” document title:
http://ofm.wa.gov/isd/documentation/1099_training_for_july_19.pdf

Question: What are the default criteria for the 1099 extraction?

- The “AFRS 1099 Report Template” has three components:
 - Agency
 - Calendar Year
 - Transaction Type

1099-MISC Reporting Frequently Asked Questions (FAQ)

Question: If I use SAW to get the Enterprise Reporting, do I need access to another site?

- No, the new “AFRS with TIN” Universe is within the WebI tool that is accessible through SAW.

Question: If I don’t like the “AFRS 1099 Report Template” can I create my own?

- Yes, if you are a 1099 Administrator/User.

Question: Can we print the data once I have downloaded it into my agency file?

- Yes, but you will still want to make sure that you secure the report. Once it is no longer needed you should destroy the report by either shredding it or putting it in a “hot trash” barrel for destruction.

Question: Why do we have to sign a Non-Disclosure Agreement (NDA) form before we can have access to our agency’s data?

- A new section was created in 50.10, “Annual U.S. Information Returns” (<http://www.ofm.wa.gov/policy/50.10.htm>) that is in the State Administrative and Accounting Manual (SAAM). Section 50.10.65, “1099 download application,” recognizes that the data that agencies can download will be of a sensitive and confidential nature. SAAM wants to make sure that the information is well protected and that they have a legal document that protects everyone from disclosure of this information.

Question: Will I need a separate ID if I need to FTP/email my data from the regular Universes?

- Yes. Because of the way that the environment works, you will not be able to FTP or email data if you are set up under the 1099 AFRS with TIN universe with only one logon ID.

Question: Are there any restrictions on the length or characters that can be used for a logon ID?

- The maximum number of characters is 25. There is no restriction on the characters as long as the last three characters of the Logon ID are the agency number.

1099-MISC Reporting Frequently Asked Questions (FAQ)

Question: After my agency downloads the information into our secure folder, who can access this information within our agency?

- Each agency must come up with an effective system for management and control of this secure information.

Question: Can I edit the baseline template in the public folders?

- An individual who is an Agency Administrative/User can edit the template once they have copied it to their agency Public Folder or My Favorites. If you want to share the new version with other staff, you will want to save it to your Agency Public Folder.

Question: A tax year for IRS 1099-MISC is January 1 to December 31 of each calendar year. To be considered reportable, the payment must be available to the payee (constructive receipt) for use no later December 31 of a each calendar year. How does the template determine the proper date?

- The template defaults to the processing date.

Question: If a person's role is solely a 1099 Administrator, is training required?

- No. If the person's role is solely as the agency 1099 administrator, training is not a requirement.