What's new for 1099-MISC Reporting

"AFRS XXXX with TIN" Universe

Web Intelligence (WebI)

Course outline:

- ***Historical Overview***
- ***1099 Download Application***
- ***Agency's Responsibilities for confidential data***

Historical Overview

- **Allen Schmidt** – Accounting Applications Manager
- **Elaina Brown** – Business Analyst
- Where we've been
- How we got here
- Where we're going

1099 Download Application

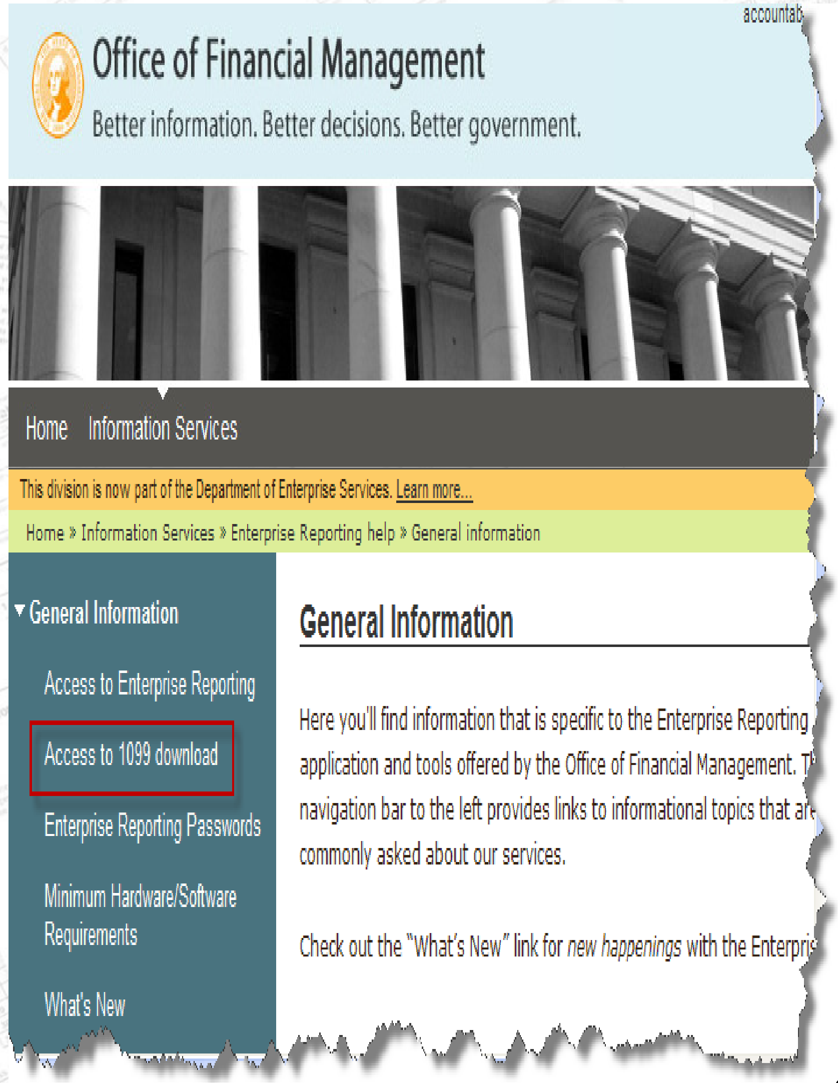
- What it is?
- What does it do?
- How to get access?
- How to use it?

1099 Download Application – What is it?

- The "1099 Download Application" is referring to the entire environment used for 1099 Reconciliation
- Environment includes:
  - AFRS XXXX with TIN Universe (**secure** dataset)
  - Agency AFRS Transaction Detail Report (**secure** 1099 baseline template)
  - AFRS 1099 Report Template (**secure** folder)

1099 Download Application - How to 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**" on the left hand side of the screen and follow the instructions.



1099 Download Application – How to Request Access to 1099 download application - Web Site

Home | Budget | Accounting | Information Services | Risk Management | Contracts | Population | Research & Data | Performance | Labor

This division is part of the Department of Enterprise Services (DES). DES is in the process of improving their website. Please take their website survey >>

Home » Information Services » Enterprise Reporting help » General information

- General Information
  - Access to Enterprise Reporting
  - **Access to 1099 download**
  - Enterprise Reporting Passwords
  - Minimum Hardware/Software Requirements
  - What's New

Access to 1099 download

("AFRS with TIN" Web Intelligence Universe)

In order to gain access to the 1099 download, you must sign up with the Accounting Systems Service Desk.

How do I sign up to gain access to the 1099 download?

1. Complete an 'AFRS with TIN' Universe Access Form.
2. If you are requesting access as an ***Agency 1099 Administrator***, please get the approval of the Agency Director or Designee.
3. If you are requesting access as a ***1099 User***, please get the approval of your Agency 1099 Administrator. Find your Agency 1099 Administrator.
4. Sign the Non-disclosure agreement (NDA). Your approver will need you to sign this NDA before they could authorize you with access.
5. Please email the signed forms to afrshelpdesk@ofm.wa.gov or mail to:

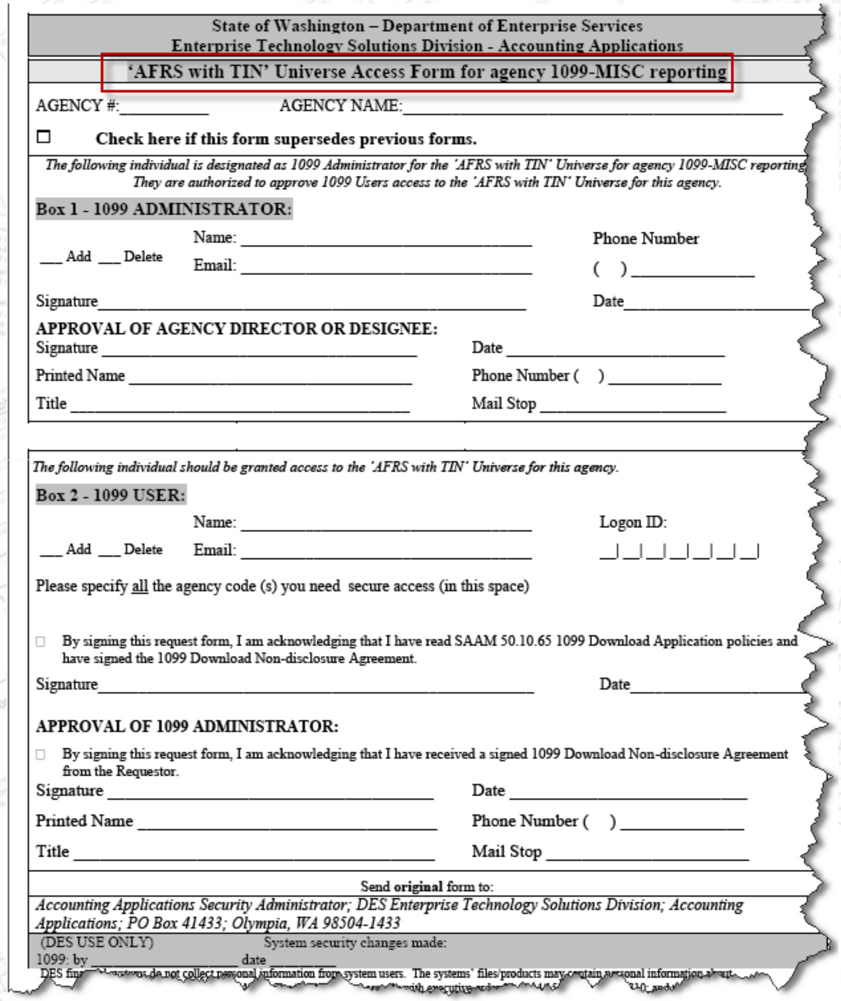
Accounting Systems Service Desk
DES Enterprise Technology Solutions
PO Box 41433
Olympia, WA 98504-1433

For more information refer to SAAM Subsection 50.10.65 http://www.ofm.wa.gov/policy/50.10.htm.

Please call the Accounting Systems Service Desk (360) 407-8182 for any questions.

1099 Download Application – AFRS with TIN
Universe Access Form

- We need form filled out - **AFRS with TIN Universe Access** form
- Three roles
  - 1099 Administrator
  - 1099 User
  - 1099 Administrator/User



State of Washington – Department of Enterprise Services
Enterprise Technology Solutions Division - Accounting Applications

'AFRS with TIN' Universe Access Form for agency 1099-MISC reporting

AGENCY #:__________ AGENCY NAME:______________________________

☐ **Check here if this form supersedes previous forms.**

The following individual is designated as 1099 Administrator for the 'AFRS with TIN' Universe for agency 1099-MISC reporting
They are authorized to approve 1099 Users access to the 'AFRS with TIN' Universe for this agency.

Box 1 - 1099 ADMINISTRATOR:

___ Add ___ Delete Name: ______________________ Email: ______________________ Phone Number ( ) __________

Signature______________________________ Date______________

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature ______________________ Date ______________
Printed Name ______________________ Phone Number ( ) __________
Title ______________________ Mail Stop ______________

The following individual should be granted access to the 'AFRS with TIN' Universe for this agency.

Box 2 - 1099 USER:

___ Add ___ Delete Name: ______________________ Email: ______________________ Logon ID: __|__|__|__|__|__|__|

Please specify all the agency code (s) you need secure access (in this space)

☐ By signing this request form, I am acknowledging that I have read SAAM 50.10.65 1099 Download Application policies and have signed the 1099 Download Non-disclosure Agreement.

Signature______________________________ Date______________

APPROVAL OF 1099 ADMINISTRATOR:

☐ By signing this request form, I am acknowledging that I have received a signed 1099 Download Non-disclosure Agreement from the Requestor.

Signature ______________________ Date ______________
Printed Name ______________________ Phone Number ( ) __________
Title ______________________ Mail Stop ______________

Send **original** form to:

Accounting Applications Security Administrator; DES Enterprise Technology Solutions Division; Accounting Applications; PO Box 41433; Olympia, WA 98504-1433

(DES USE ONLY) System security changes made:
1099: by ______________ date ________

1099 Download Application - How to Request Access to the 1099 Download Application

State of Washington – Department of Enterprise Services
Enterprise Technology Solutions Division - Accounting Applications

'AFRS with TIN' Universe Access Form for agency 1099-MISC reporting

AGENCY #:______ AGENCY NAME:________________________

☐ Check here if this form supersedes previous forms.

The following individual is designated as 1099 Administrator for the 'AFRS with TIN' Universe for agency 1099-MISC reporting. They are authorized to approve 1099 Users access to the 'AFRS with TIN' Universe for this agency.

Box 1 - 1099 ADMINISTRATOR:

__Add __Delete Name:__________________ Phone Number
Email:__________________ ( )_______

Signature__________________________ Date__________

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature____________________ Date ______________

Printed Name __________________ Phone Number ( )_______

Title __________________ Mail Stop __________

- 'AFRS with TIN" Universe Access Form for agency 1099-Misc reporting
- Box 1 – **1099 Administrator** section

1099 Download Application - How to Request Access to the 1099 Download Application

The following individual should be granted access to the 'AFRS with TIN' Universe for this agency.

Box 2 - 1099 USER:

Name: ____________________ Logon ID:

__Add __Delete Email: ____________________ _|_|_|_|_|_|_|

Please specify all the agency code (s) you need secure access (in this space)

☐ By signing this request form, I am acknowledging that I have read SAAM 50.10.65 1099 Download Application policies and have signed the 1099 Download Non-disclosure Agreement.

Signature ______________________________ Date ____________

APPROVAL OF 1099 ADMINISTRATOR:

☐ By signing this request form, I am acknowledging that I have received a signed 1099 Download Non-disclosure Agreement from the Requestor.

Signature ______________________ Date ________________

Printed Name ____________________ Phone Number ( ) __________

Title ____________________ Mail Stop ____________

- 'AFRS with TIN" Universe Access Form for agency 1099-Misc reporting
- Box 2 – **1099 User** section

1099 Download Application - How to Request Access to the 1099 Download Application – 1099 Administrator/User

- If you are your agency designated **1099 Administrator** as well as your agency **1099 User,** please fill out information needed in both box 1 and box 2 information.
- **1099 Administrator/User** will have ability to create your agency customized 1099 report template

State of Washington – Department of Enterprise Services
Enterprise Technology Solutions Division - Accounting Applications

'AFRS with TIN' Universe Access Form for agency 1099-MISC reporting

AGENCY #:__________ AGENCY NAME:______________________________

☐ **Check here if this form supersedes previous forms.**

The following individual is designated as 1099 Administrator for the 'AFRS with TIN' Universe for agency 1099-MISC reporting. They are authorized to approve 1099 Users access to the 'AFRS with TIN' Universe for this agency.

Box 1 - 1099 ADMINISTRATOR:

___ Add ___ Delete Name: ______________________ Email: ______________________ Phone Number ( ) ____________

Signature______________________________ Date______________

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature ______________________ Date ______________

Printed Name ______________________ Phone Number ( ) ____________

Title ______________________ Mail Stop ______________

The following individual should be granted access to the 'AFRS with TIN' Universe for this agency.

Box 2 - 1099 USER:

___ Add ___ Delete Name: ______________________ Email: ______________________ Logon ID: _|_|_|_|_|_|_|_

Please specify all the agency code (s) you need secure access (in this space)

☐ By signing this request form, I am acknowledging that I have read SAAM 50.10.65 1099 Download Application policies and have signed the 1099 Download Non-disclosure Agreement.

Signature______________________________ Date______________

APPROVAL OF 1099 ADMINISTRATOR:

☐ By signing this request form, I am acknowledging that I have received a signed 1099 Download Non-disclosure Agreement from the Requestor.

Signature ______________________ Date ______________

Printed Name ______________________ Phone Number ( ) ____________

Title ______________________ Mail Stop ______________

1099 Download Application – Non-Disclosure (NDA) Form

- For 1099 User, additional form must be filled out:
  - **Non-Disclosure Agreement (NDA) form**
- Your agreement to safeguard confidential data.
- Must read SAAM 50.10.65 download application and signed a NDA

1099 DOWNLOAD APPLICATION
"AFRS with TIN" Universe
NON-DISCLOSURE AGREEMENT regarding
CONFIDENTIAL INFORMATION

As an employee of [*agency code/name:*____].
I will be accessing the "AFRS with TIN" Universe, which contains records and information in either electronic or paper, which are deemed to be confidential by statute or by a contract such as information sharing agreement/data-sharing agreement, service level agreement, or vendor contract.

This information could include, but is not limited to: personally identifiable information, educational information, or health information, related to citizens, businesses, or employees of the State of Washington, or proprietary information provided by a vendor.

I understand that I am responsible for maintaining this confidentiality and have a duty to safeguard and protect the integrity of government services. In my employment I will comply with the following:

- I will not access or use confidential information for any commercial or personal use or gain, but only to the extent necessary and for the purpose of performing my assigned duties as an employee.
- I will not directly or indirectly disclose, divulge, transfer (such as but not limited to, email, portable media, File Transfer Protocol (FTP), file location services), release, communicate, sell, or otherwise make known to unauthorized persons or any third party outside the scope of my position any confidential information during duty hours as well as non-duty hours or when not in use unless authorized by my supervisor, agency policy or applicable state law.
- I will not duplicate or reproduce confidential information except for the purpose of performing my duties as an employee.
- I will protect confidential information from unauthorized physical and electronic access in a manner, which prevents unauthorized persons from retrieving the information by means of computer, remote terminal or other means.
- I will dispose of confidential information, in electronic or paper form, in an appropriate manner.
- I agree to abide by all federal and state laws, regulations, and policies regarding confidentiality and disclosure of the information in the download.

I understand that the unauthorized disclosure, access or manipulation or abuse of confidential information may result in my being individually liable, may subject me to civil penalty, and could result in disciplinary action in accordance with WAC 357-40-010. WAC 357-40-010 states: An appointing authority may dismiss, suspend without pay, demote, or reduce the base salary of a permanent employee under his/her jurisdiction for just cause.

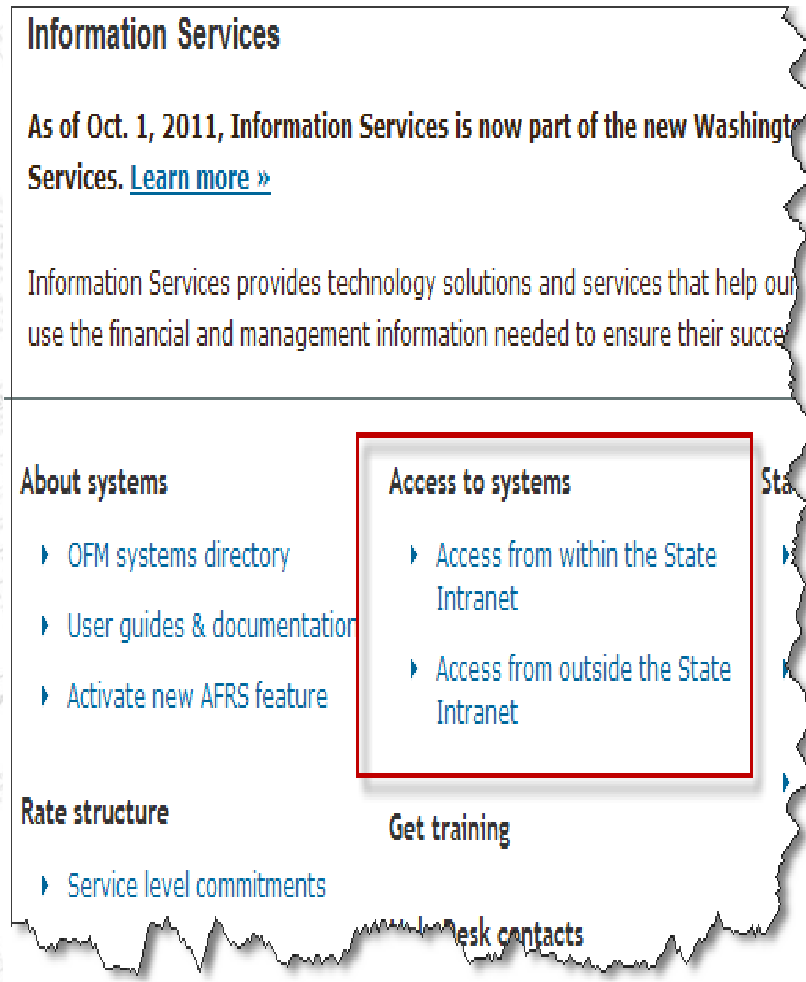
SIGNER'S ACKNOWLEDGEMENT:
Please sign and date this document, which will acknowledge your receipt, understanding, and agreement to abide by this Non-Disclosure Agreement Regarding Confidential Information.

Print Name

Signature Date

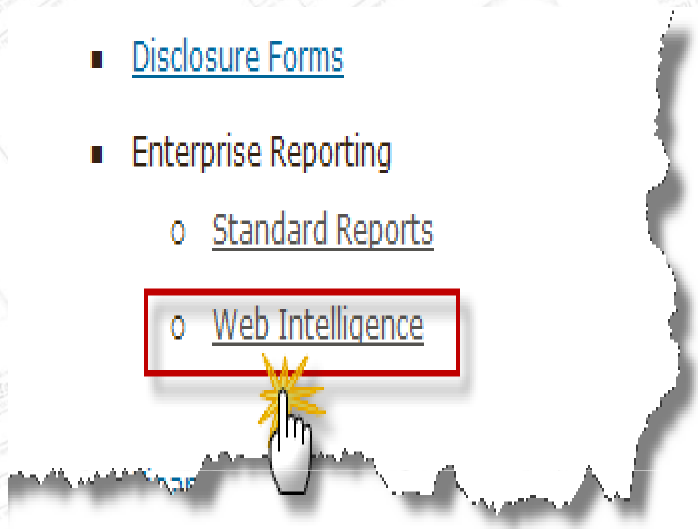
1099 Download Application: *How to Logon to ER Web Intelligence (WebI)*

- http://ofm.wa.gov/isd/default.asp
- Click on one of the "Access to systems" links.
- Within the SGN
- Outside the SGN (SAW access needed)



1099 Download Application: *How to Logon to ER Web Intelligence (WebI) cont..*

- *Click* on “**Web Intelligence**”.



1099 Download Application: How to Logon to ER Web Intelligence (WebI) cont..

- Note: If you currently do not have access to WebI, you should follow the instructions on the following link to request access: http://ofm.wa.gov/isd/erhelp/general/access.asp

- **User Name**: *Enter* your User Name. This is your WebI User ID
- **Password:** *Enter* your password
- **Logon**: *Click* [Logon] button to access Enterprise Reporting Web Intelligence

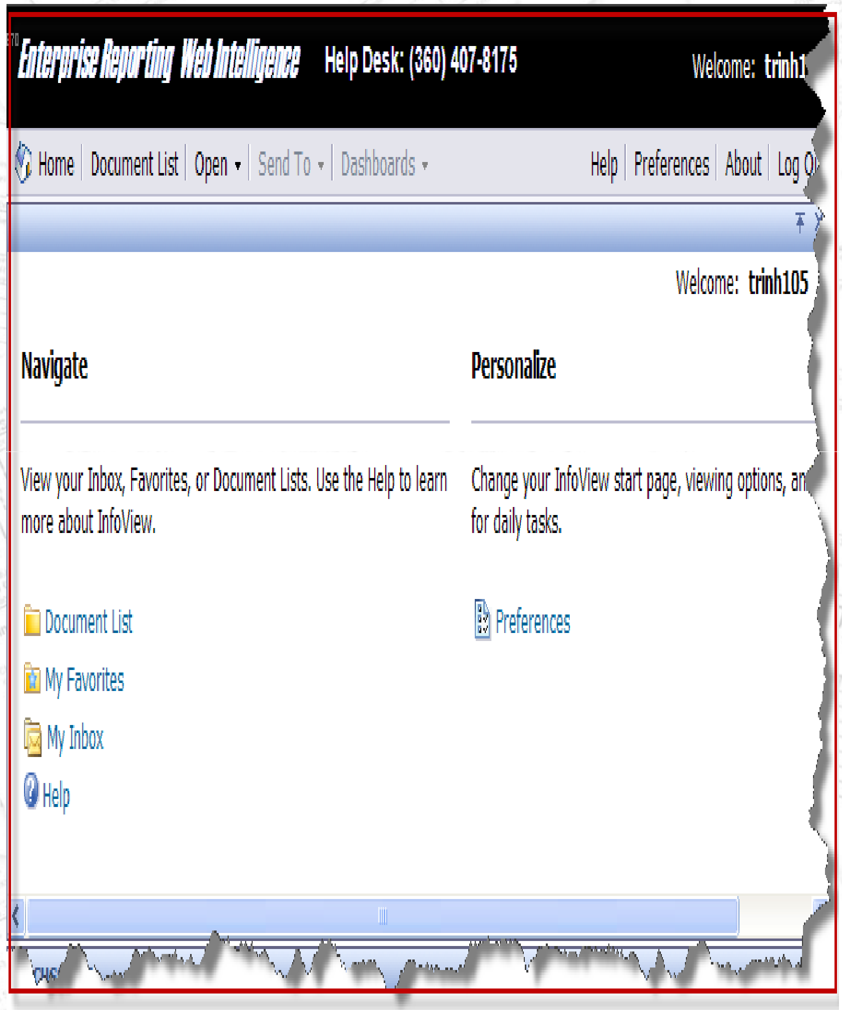
1099 Download Application: How to Logon to ER Web Intelligence (WebI) cont..

- **Forgot Password?**
  Use this link
- **Forgot your User name?**
  Use this link
- **Account disabled?**
  Use this link

- Enterprise Reporting system *will* ***email*** you a new temporary password

1099 Download Application: How to Logon to ER Web Intelligence (WebI) cont..

- *Click* [**Logon**] button will log you in Enterprise Reporting Web Intelligence.



1099 Download Application: What can you do, depending on your roles

If you are....	You can do the following with 1099 report template						
	Schedule 1099 report template from any location	**Download /Export**	**Save** 1099 report template to your **My Favorite**	**Edit** 1099 report template (you must be the "Owner" of that report template)	**Create** agency 1099 report template	**Save** report template in **Agency Public Folder**	**No FTP/Email ability**
• **1099 Administrator /User**	✓	✓	✓	✓	✓	✓	✓
• **1099 User**	✓	✓	✓				✓
• **Non-1099 Universe person**							

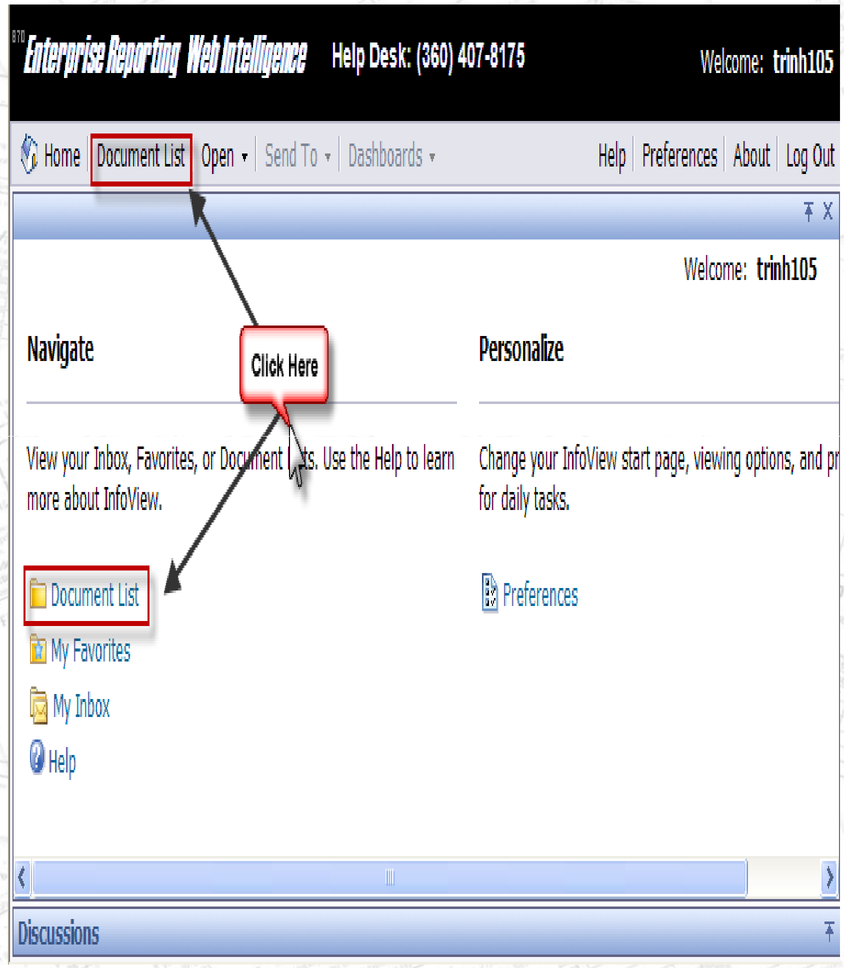
1099 Download Application: 1099 User

- Schedule
- Download/ Export
- Save to your "My Favorites"
- No FTP/Email ability

If you are....	You can do the following with 1099 report template						
	Schedule 1099 report template from any location	**Download /Export**	**Save** 1099 report template to your **My Favorite**	**Edit** 1099 report template (you must be the "Owner" of that report template)	**Create** agency 1099 report template	**Save** report template in **Agency Public Folder**	**No FTP/Email ability**
• 1099 **Administrator /User**	✓	✓	✓	✓	✓	✓	✓
• **1099 User**	✓	✓	✓				✓
• **Non-1099 Universe person**							

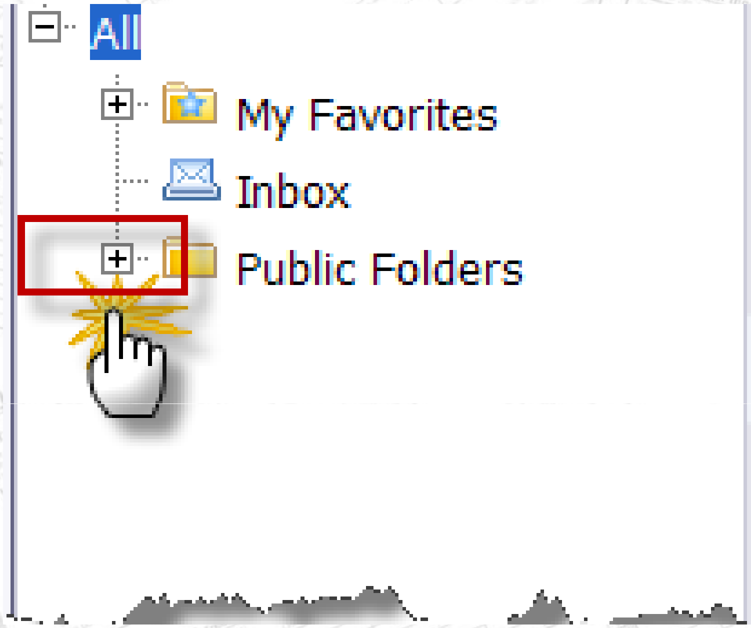
1099 Download Application: 1099 User – How to schedule 1099 report template

- *Click* on either one of the **“Document List”**



1099 Download Application: 1099 User – How to schedule 1099 report template (cont) – Public Folders

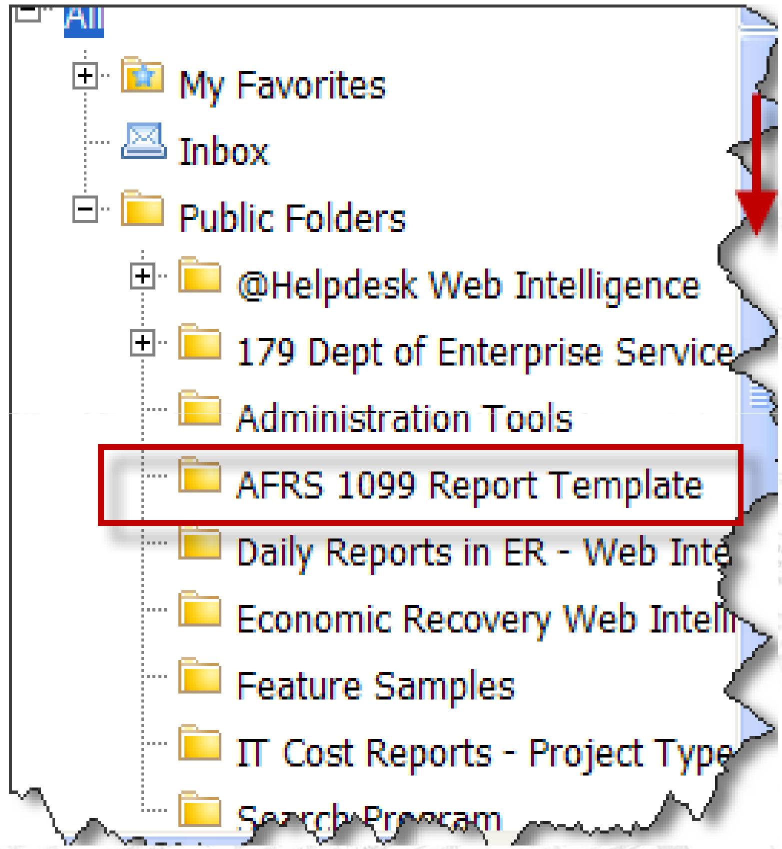
- *Click* on **plus sign** of the **“Public Folders”** to open.



1099 Download Application: 1099 User – How to schedule 1099 report template (cont) – AFRS 1099 Report Template

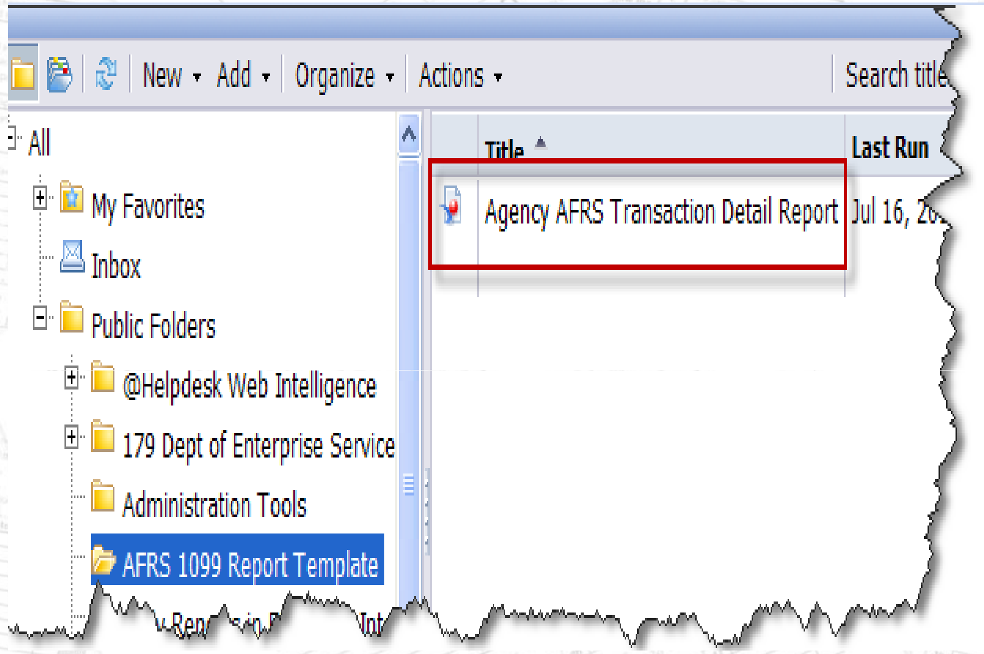
- Use the navigation bar to go down the “Public Folders” to scroll down and locate the “**AFRS 1099 Report Template**” sub-folder.

- *Click* on “**AFRS 1099 Report Template**” to open up the folder.



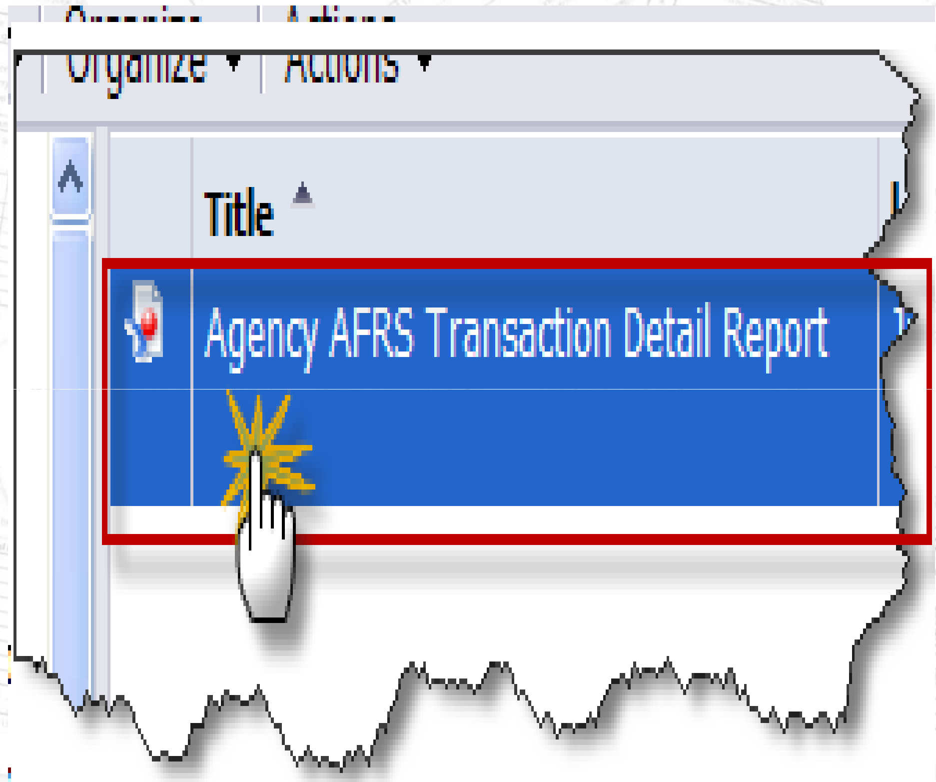
1099 Download Application: 1099 User – How to schedule 1099 report template (cont) – Agency AFRS Transaction Detail Report

- To the right panel, *locate* the "**Agency AFRS Transaction Detail Report**"



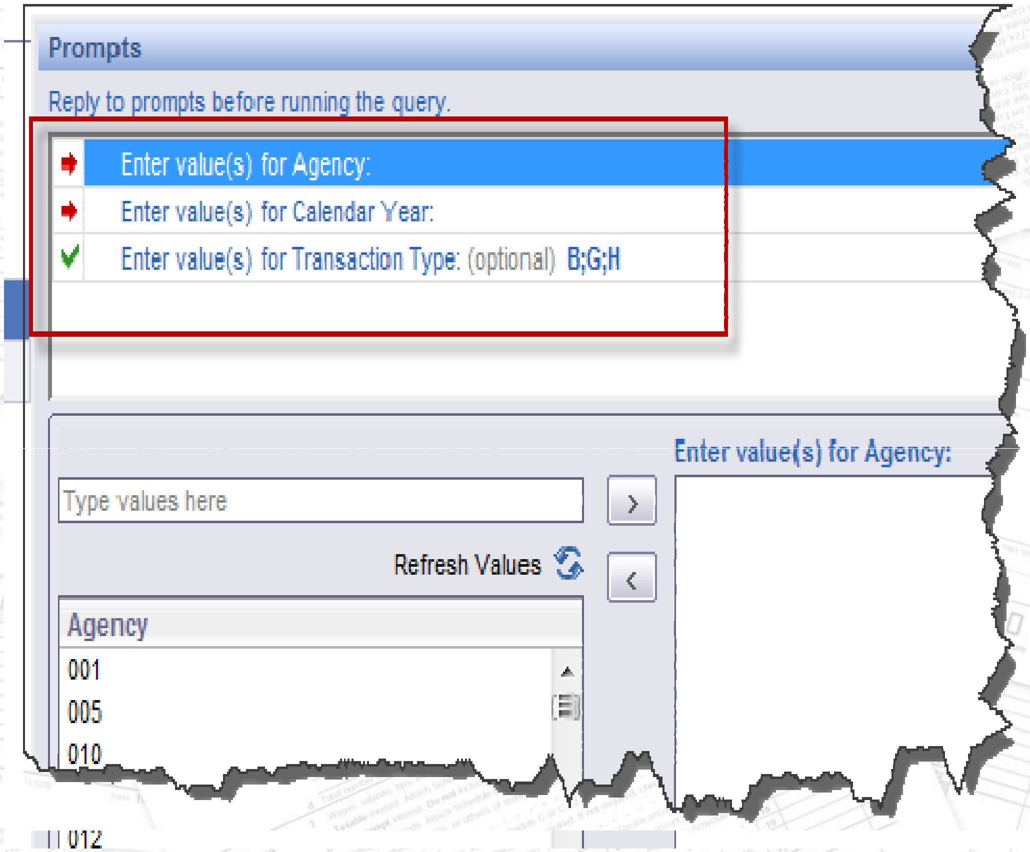
1099 Download Application: 1099 User – How to schedule 1099 report template (cont) – Double click

- Double-click on the title of the "**Agency AFRS Transaction Detail Report**" to schedule/run the report



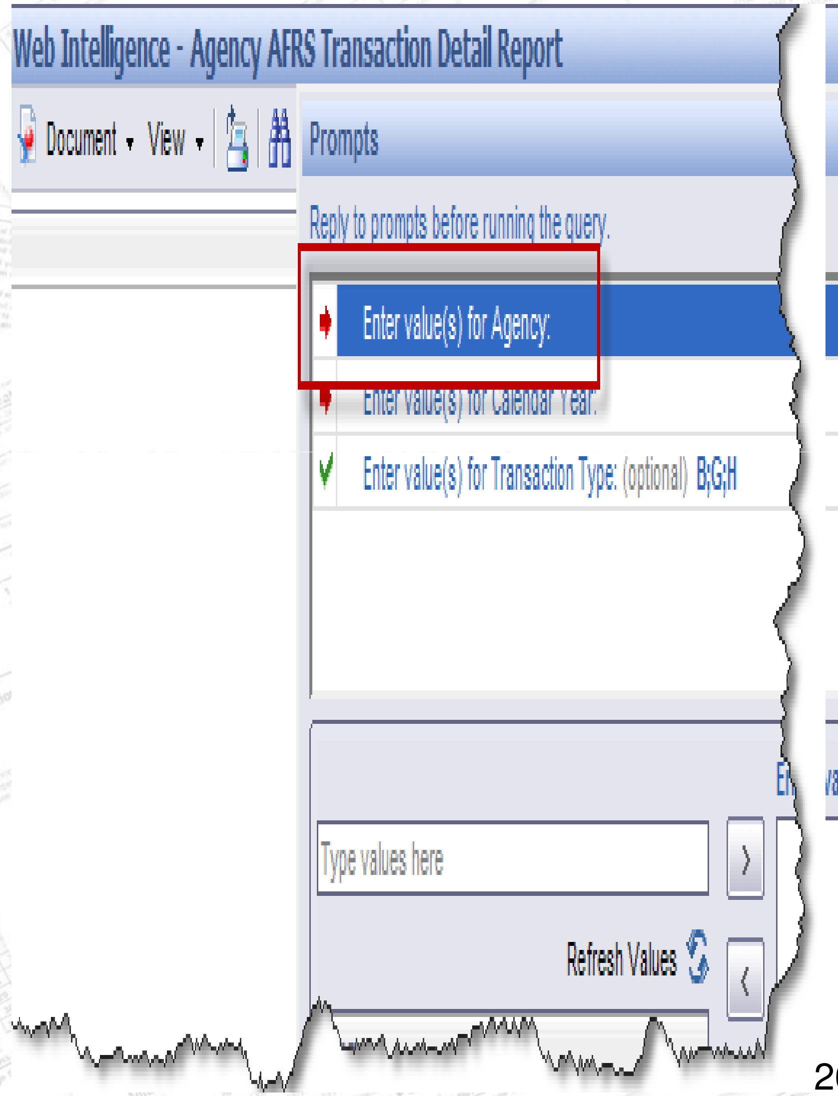
1099 Download Application: 1099 User – What the 1099 report template do?

- Data warehouse is the **AFRS transactions history**
- Include **TIN** information
- Data is filter by 1099 User providing filter value when prompted



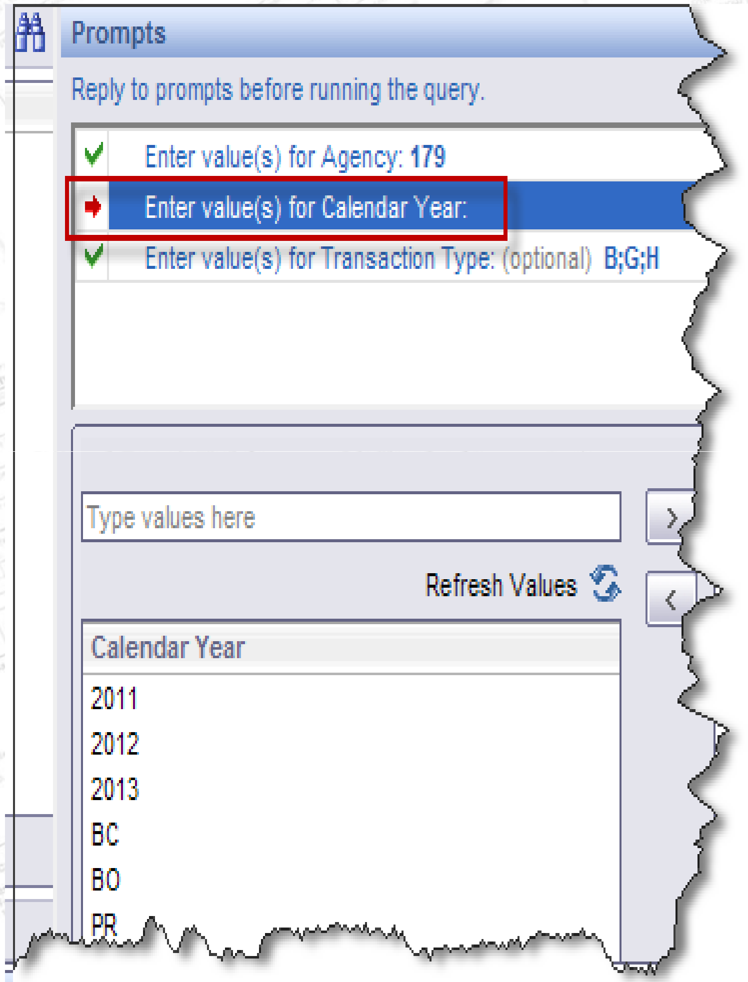
1099 Download Application: 1099 User – "Agency" prompt

- "**Agency**" prompt
- In Agency class
- 3-digits agency code
- Require <u>at least one</u> agency code
- <u>Allows for multiple</u> agencies
- You will get **TIN** data for the agencies that you have access for 1099-MISC reporting.
- For the <u>Agencies that you do not have access</u> for 1099-MISC reporting, TIN field display is ***Redacted***



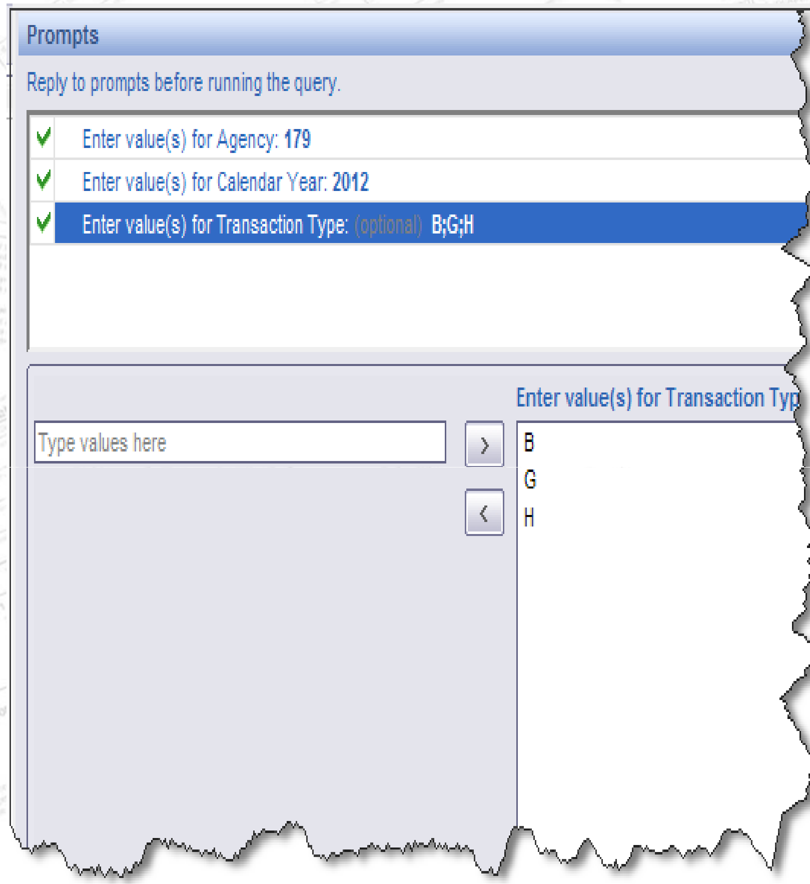
1099 Download Application: 1099 User – "Calendar" prompt

- **"Calendar"** prompt
- In Time Class
- This is calendar (1/1 – 12/31).
- IRS reporting is based on payment date.
- IRS reporting is calendar year
- For warrants – the date is the date of the warrant.
- For EFTs – the date is the deposit date.
- Calendar filter alone without the Transaction Type filter will give you all transactions for the calendar selected. It is very important to use the Payment Class – Transaction Type to filter the "payments" data.



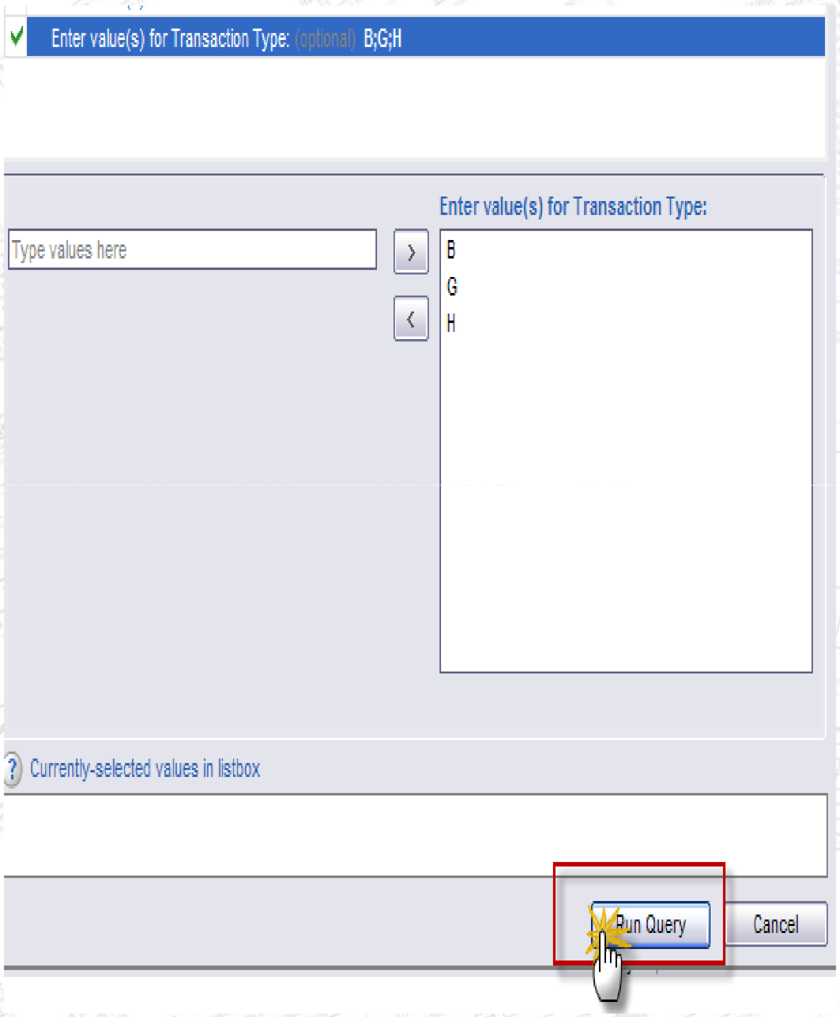
1099 Download Application: 1099 User – "Transaction Type" prompt

- "**Transaction Type**" prompt
- In Payment class
- Use this filter to select payments data.
- **B –** Warrant Wraps
- **G –** Warrant Cancellations
- **H –** Warrant Statute Limitations Cancellations
- **A –** Non-payments
- Users can use B; G; and/or H to filter payments data.
- If Users need to look at non-payment transactions as well, include A in the filter selection for non-payments



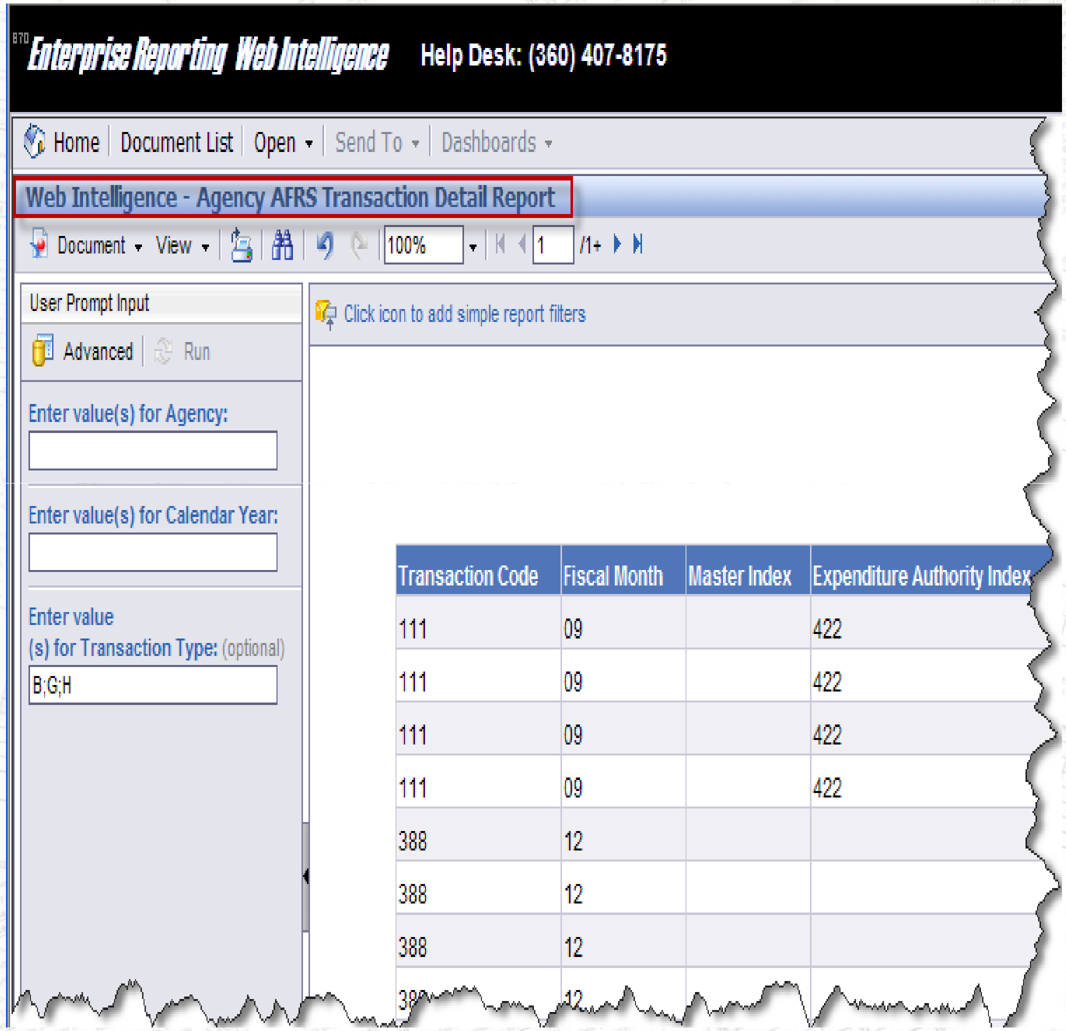
1099 Download Application: 1099 User – Run Query

- Click **"Run Query"**



1099 Download Application: *1099 User – Report Result*

- Report Result displayed
- TIN field display ***Redacted*** for agencies you do not have access.
- 1099 User **cannot add/subtract** from this report via WebI
- 1099 User can subtract rows/columns not needed, once dataset has been exported/downloaded

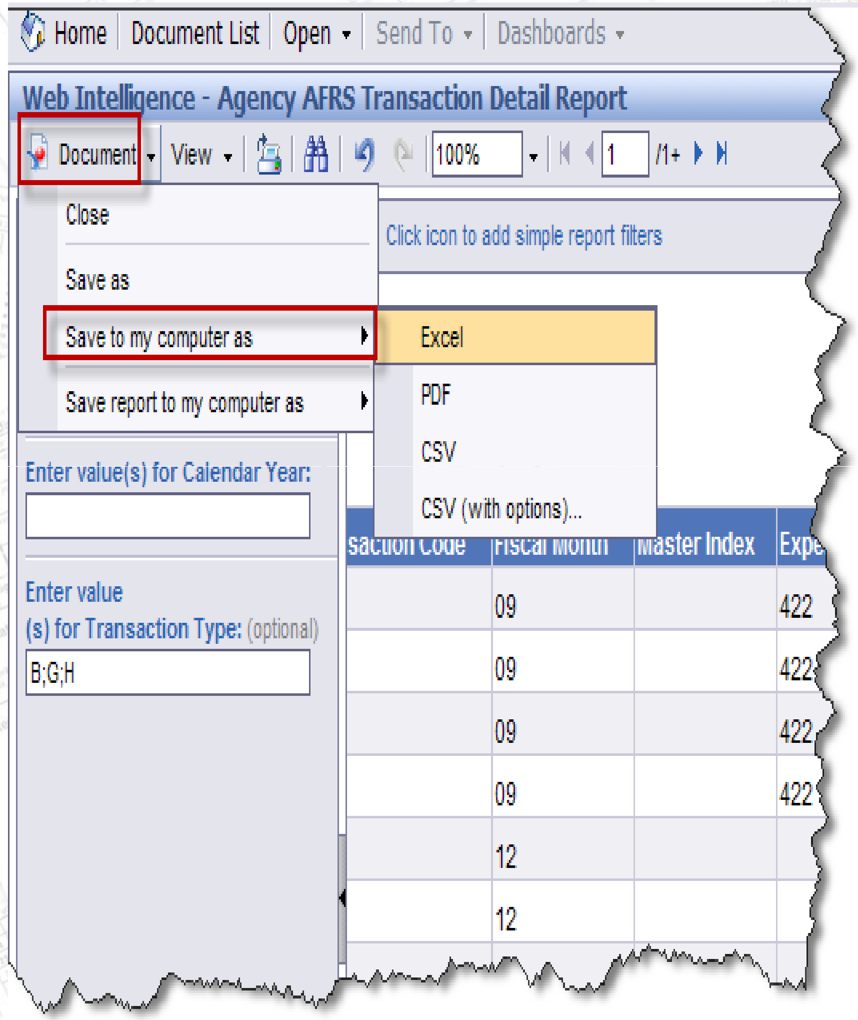


1099 Download Application: 1099 User – Baseline 1099 data pull

- Transaction Code
- Fiscal Month
- Master Index
- Expenditure Authority Index
- Account
- Program Index
- Project
- Subobject
- Subsubobject
- Doc Date
- Current Doc
- Reference Doc Num
- Exception Code
- Vendor Num
- Vendor Num Suffix
- Vendor Type
- Taxpayer ID
- IRS Box
- Tax Type
- Vendor Trailer
- Vendor Name
- Vendor Address 1
- Vendor Address 2
- Vendor Address 3
- Vendor City
- Vendor State
- Vendor Zip
- US Foreign Addr
- Invoice Num
- Invoice Date
- Agreement
- GL Account
- Amount
- Transaction Type
- Warrant Batch Type
- Batch Type
- Batch Num
- Biennium
- Batch Date
- Batch Seq Num
- Process Date
- Warrant Num
- Agency
- Subagency

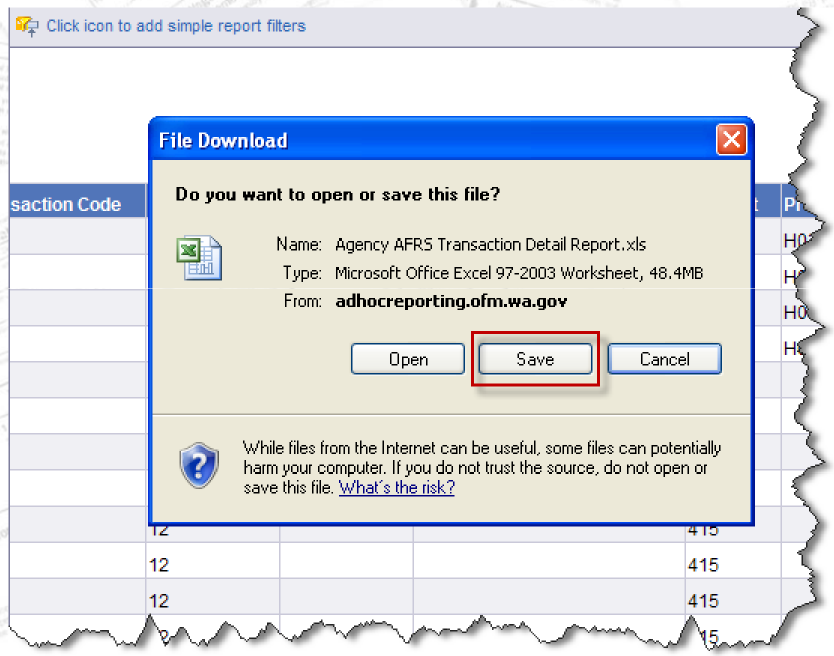
1099 Download Application: 1099 User – How to download data (Save to my Computer As)

- *Click* **"Document"**
- *Click* **"Save to my computer as"**
- Click **"Excel", PDF, CSV, or CSV (with options)**



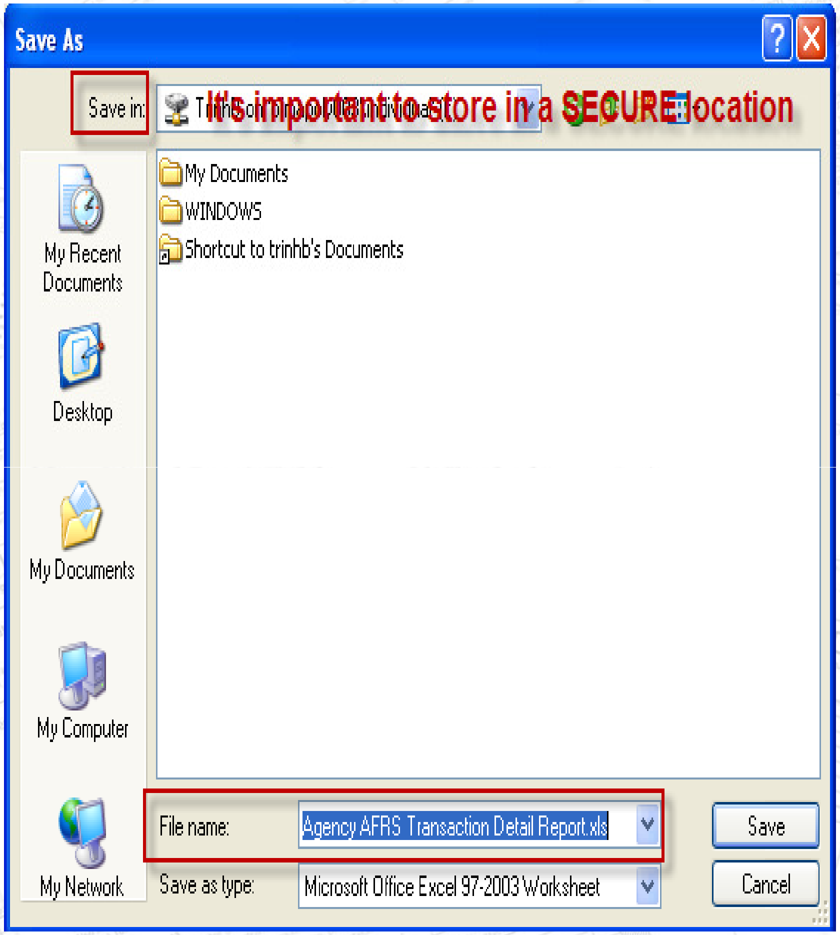
1099 Download Application: 1099 User – File Download prompt

- Do you want to open or save your dataset?
- Click “**Save**” will download your secure data into a selected folder.
- Saving your data results for reconciliation.



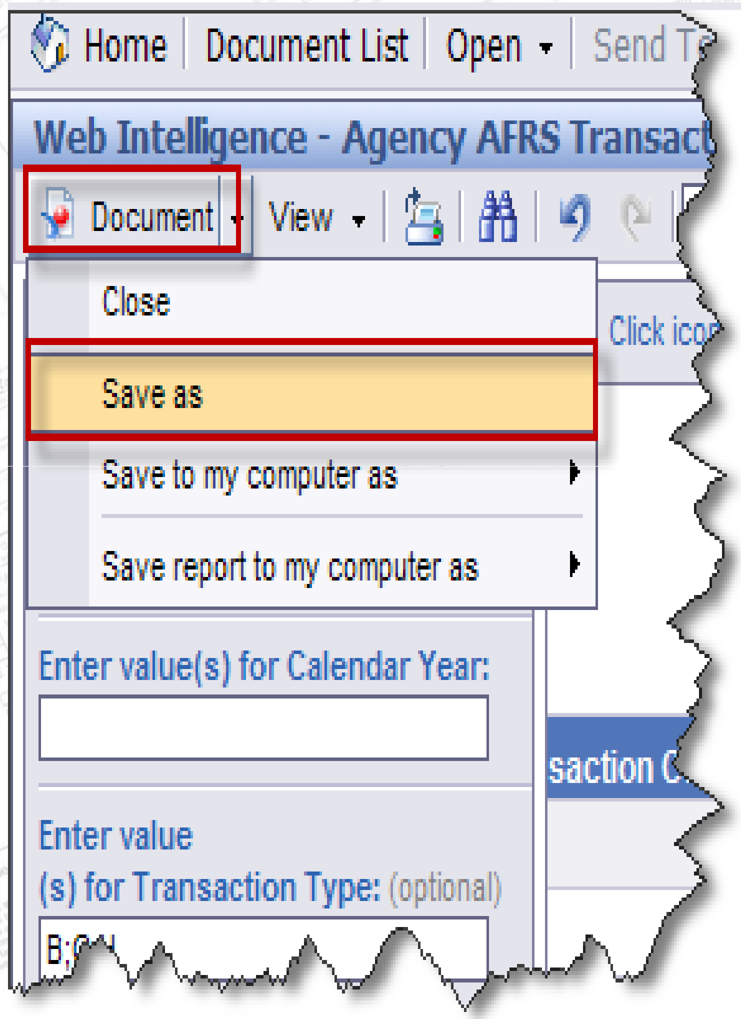
1099 Download Application: 1099 User – Save to a secure location

- It is important that you store your data for reconciliation in a **SECURE** location.



1099 Download Application: 1099 User – Save As – "My Favorites"

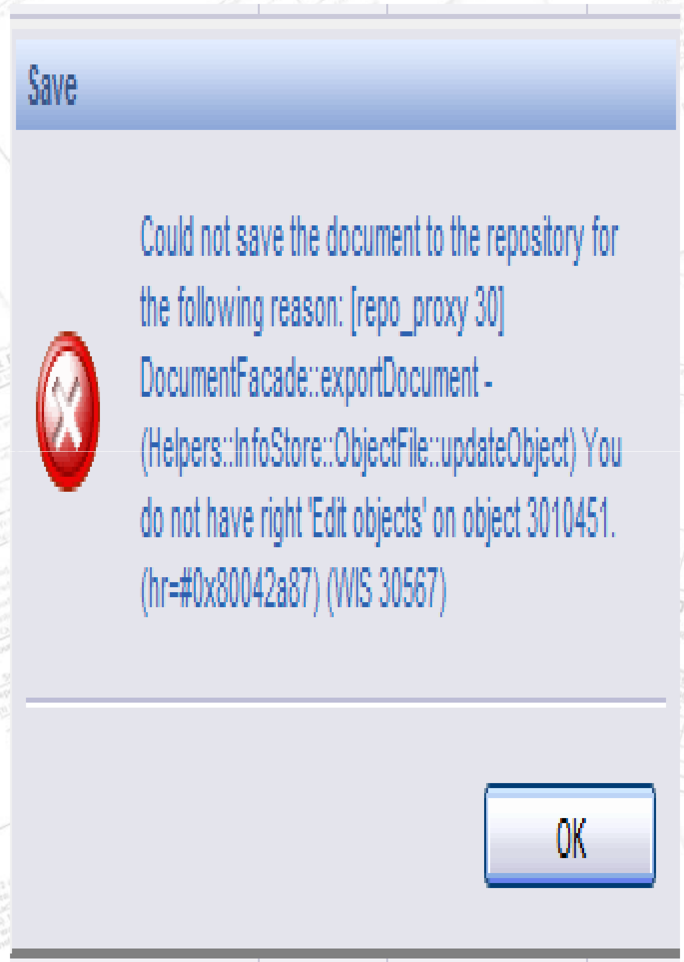
- **[Save As]**
- This is saving the report template.
- 1099 Users can save template <u>only</u> in **My Favorites**:



1099 Download Application: 1099 User – Save As – Public Folder

- 1099 Users do not have access to save in **Public Folder**.

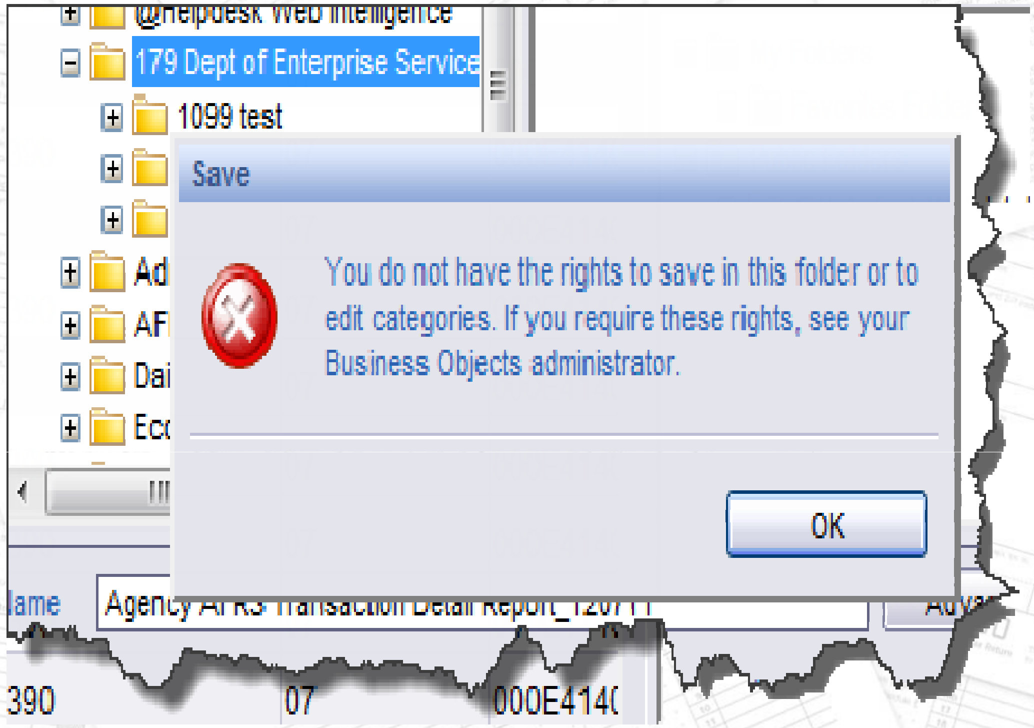
- You will get the following error if attempting to save in the **1099 Report Template Public Folder**:



1099 Download Application: 1099 User – Save As – Agency Public Folder

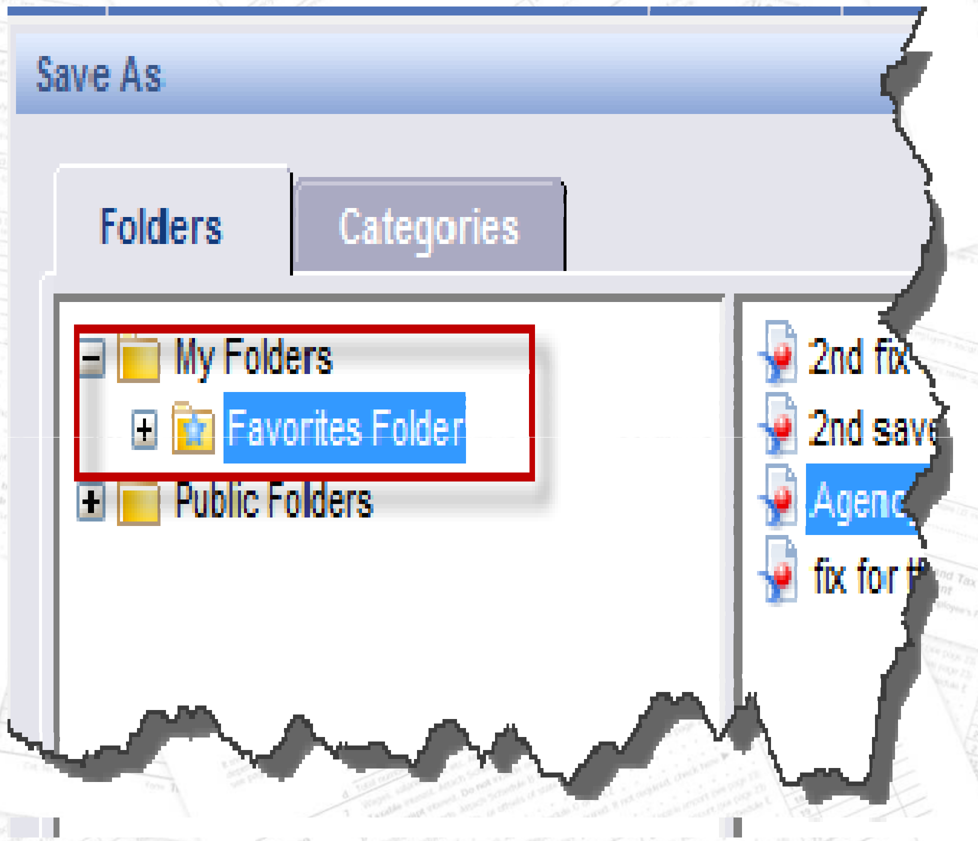
- 1099 Users do not have access to save in **Agency Public Folder**.

- You will get the following error if attempting to save in the **1099 Report Template Public Folder**:



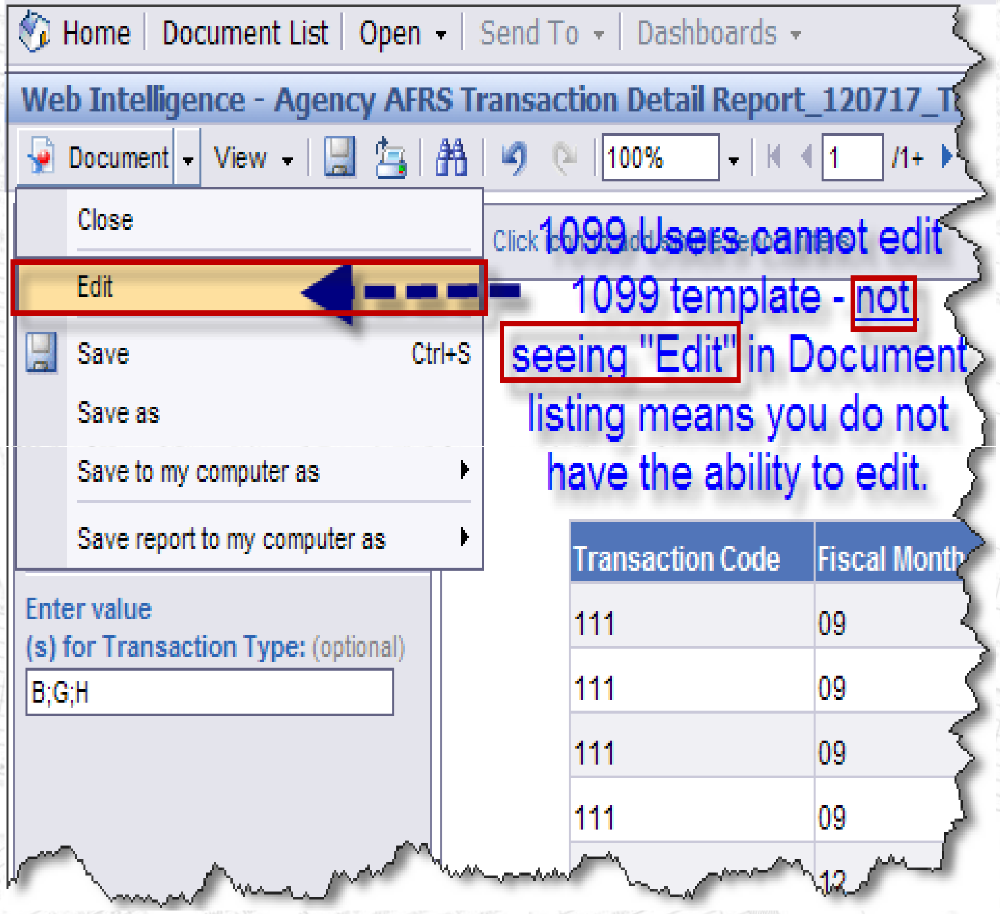
1099 Download Application: 1099 User – Save As in your "My Favorites" only

- 1099 Users can save template in **My Favorites**:



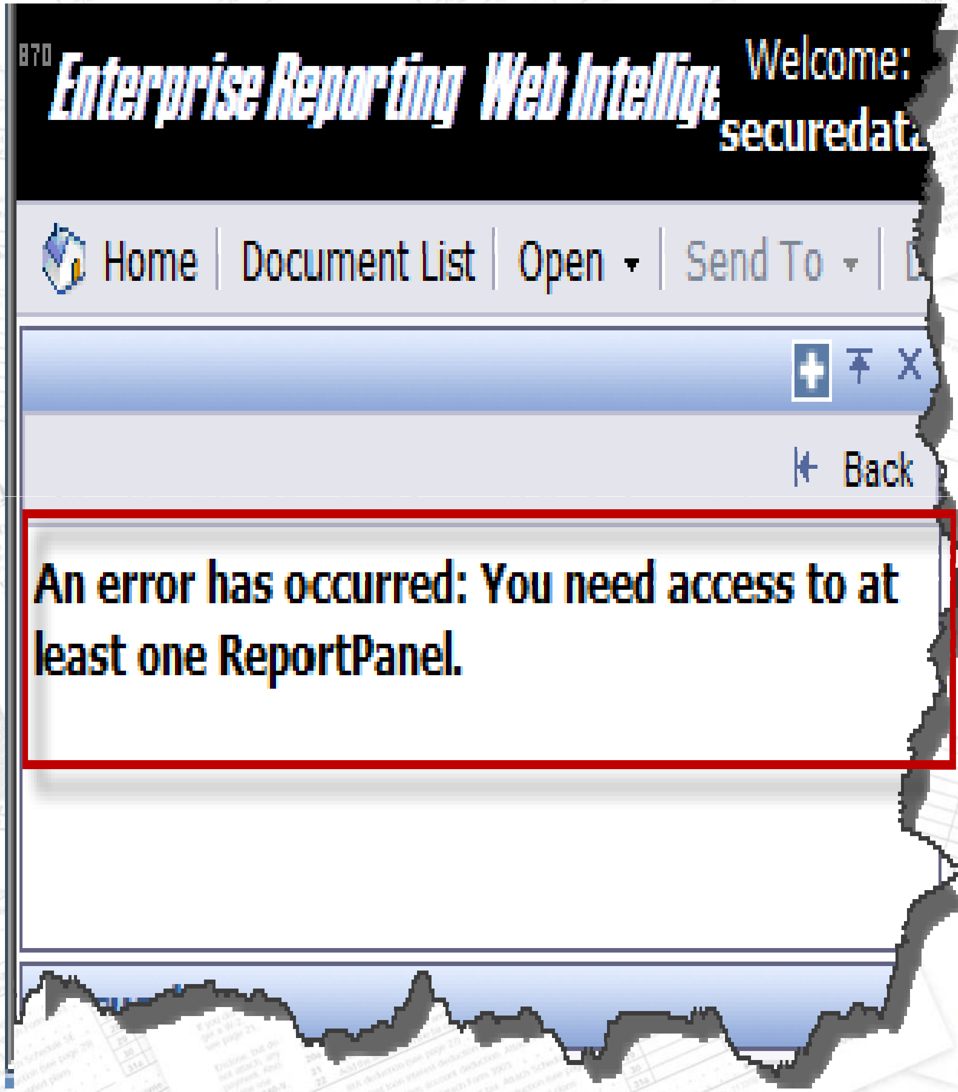
1099 Download Application: 1099 User – Cannot edit 1099 template

- 1099 Users <u>cannot edit</u> 1099 template.



1099 Download Application: 1099 User – Cannot edit 1099 template

- This is the error message if 1099 User attempt to edit a 1099 template…



1099 Download Application: 1099 User – Recap on Securities and Roles of 1099 User

- **View/Schedule** WebI report
- **Export/Download** secure dataset
- Save report template in your "My Favorite" but won't be able to modify/edit
- Use download data for reconciliation
- Use download data for 1099-MISC reporting (phase 2 implementation is on its way)
- Important to use prompts provided in baseline 1099 report template – Agency, Calendar, and Transaction Type
- Agency "customized" 1099 template may have different filters and different data displayed.
- TIN field display ***Redacted*** for agencies you do not have access.

1099 Download Application: 1099 Administrator/User

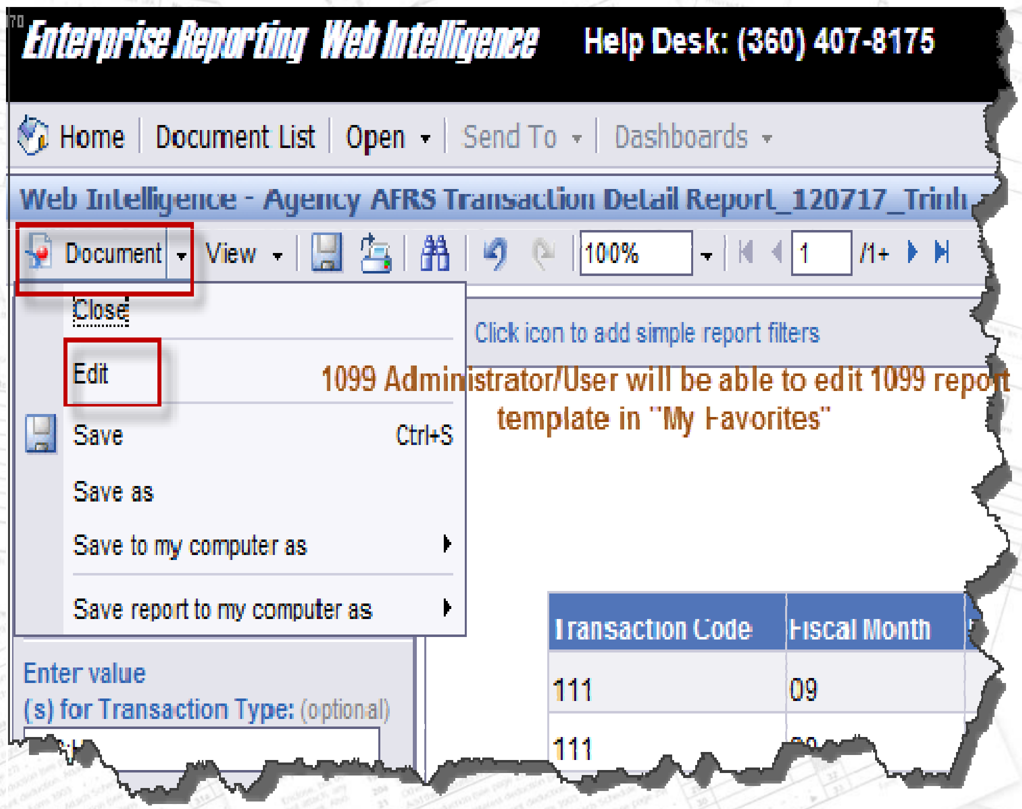
- Schedule
- Download/Export
- Save template in "My Favorite"
- Edit
- Create
- Save template in Agency Public folder
- No FTP/Email ability

If you are....	You can do the following with 1099 report template					
	Schedule 1099 report template from any location	**Download /Export**	**Save** 1099 report template to your **My Favorite**	**Edit** 1099 report template (you must be the "Owner" of that report template)	**Create** agency 1099 report template	**Save** report template in **Agency Public Folder**	**No FTP/Email ability**
• 1099 Administrator /User	✓	✓	✓	✓	✓	✓	✓
• 1099 User	✓	✓	✓				✓
• Non-1099 Universe person							

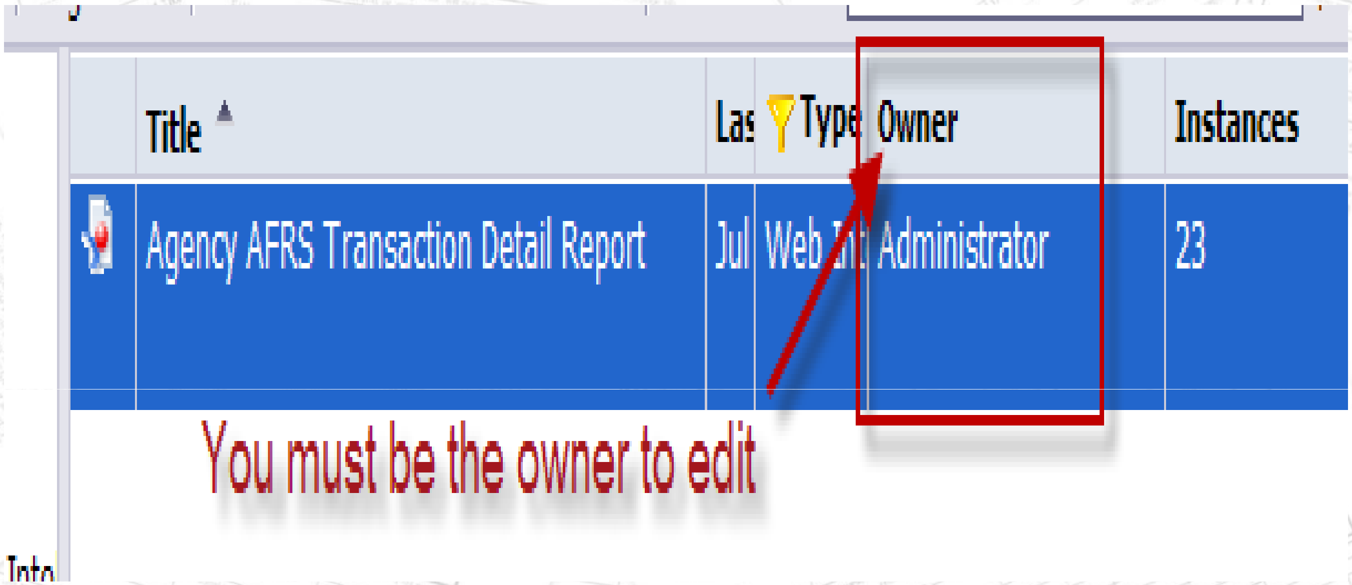
1099 Download Application: 1099 Administrator/User – Has Ability to Edit 1099 template

- Remember how 1099 User was not able to edit (modify) the saved 1099 template in “My Favorites”?

- 1099 Administrator/User has the ability to **edit/modify** these saved template.

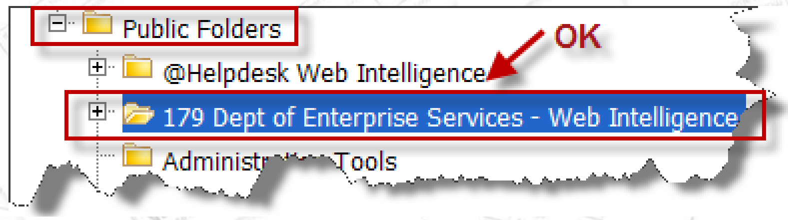


1099 Download Application: 1099 Administrator/User – To edit, you must be the owner

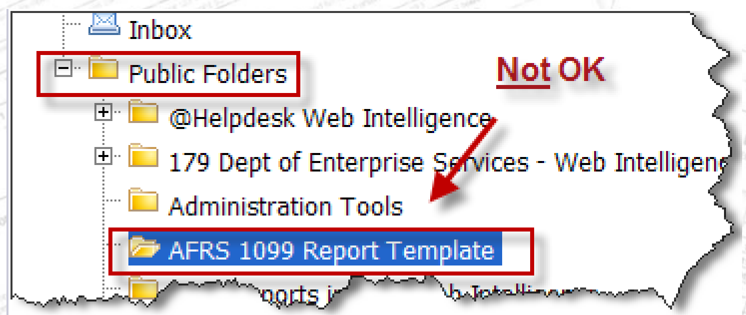


1099 Download Application: 1099 Administrator/User – Become an Owner by saving report template in Agency Public Folder

- 1099 Administrator/User can save report template in **Agency** Public Folder.

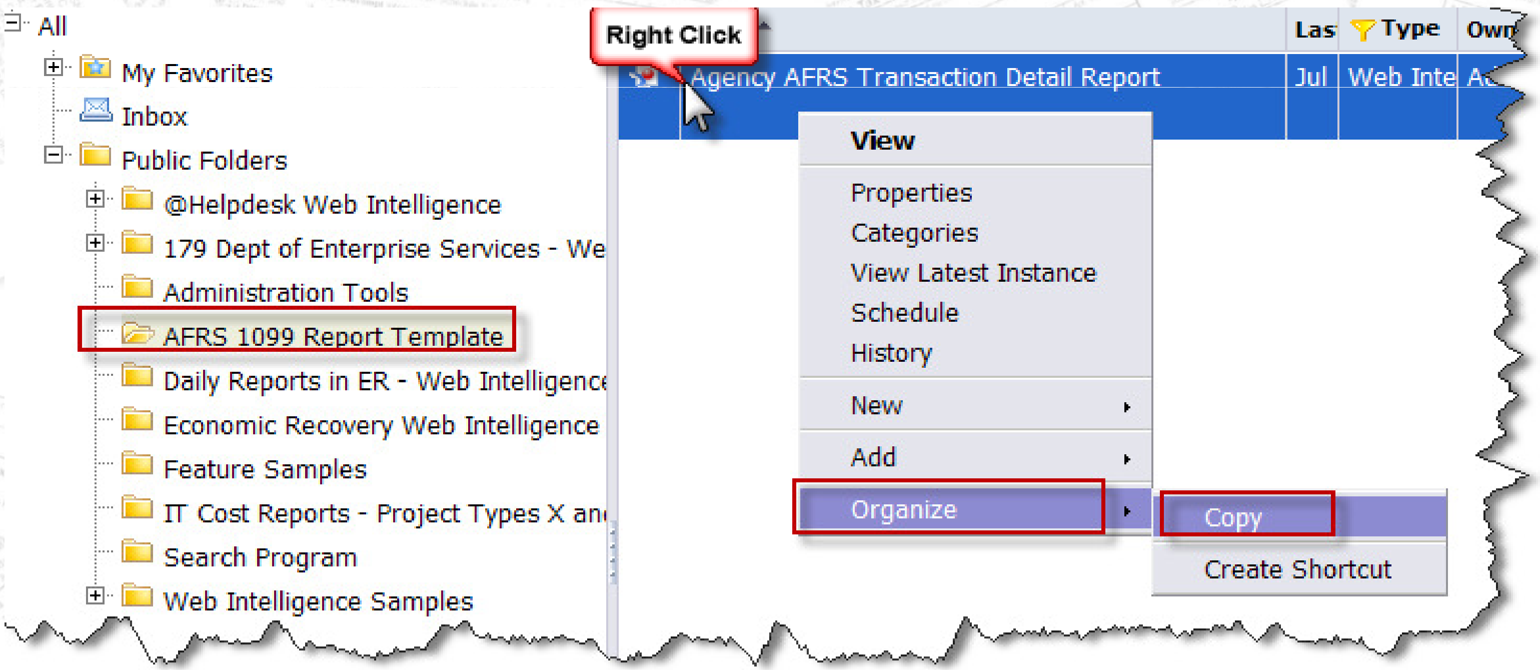


- 1099 Administrator/User cannot save report template in **AFRS 1099 Report Template** folder.



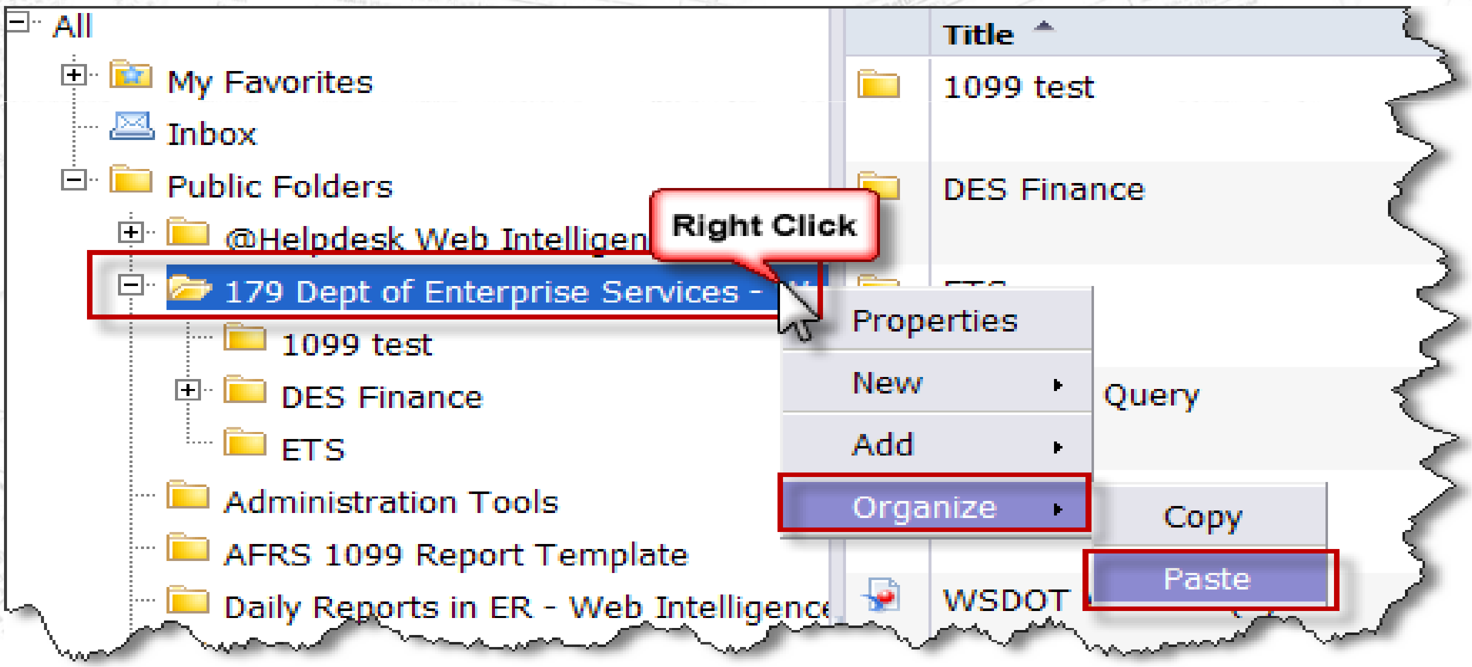
1099 Download Application: 1099 Administrator/User – Copy from AFRS 1099 Report Template

- Saving template in Agency Public Folder, First…..you **copy**
- From "AFRS 1099 Report Template" folder, right-click on "**Agency AFRS Transaction Detail Report**" report template.
- Select **Organize**
- Click "**Copy**"

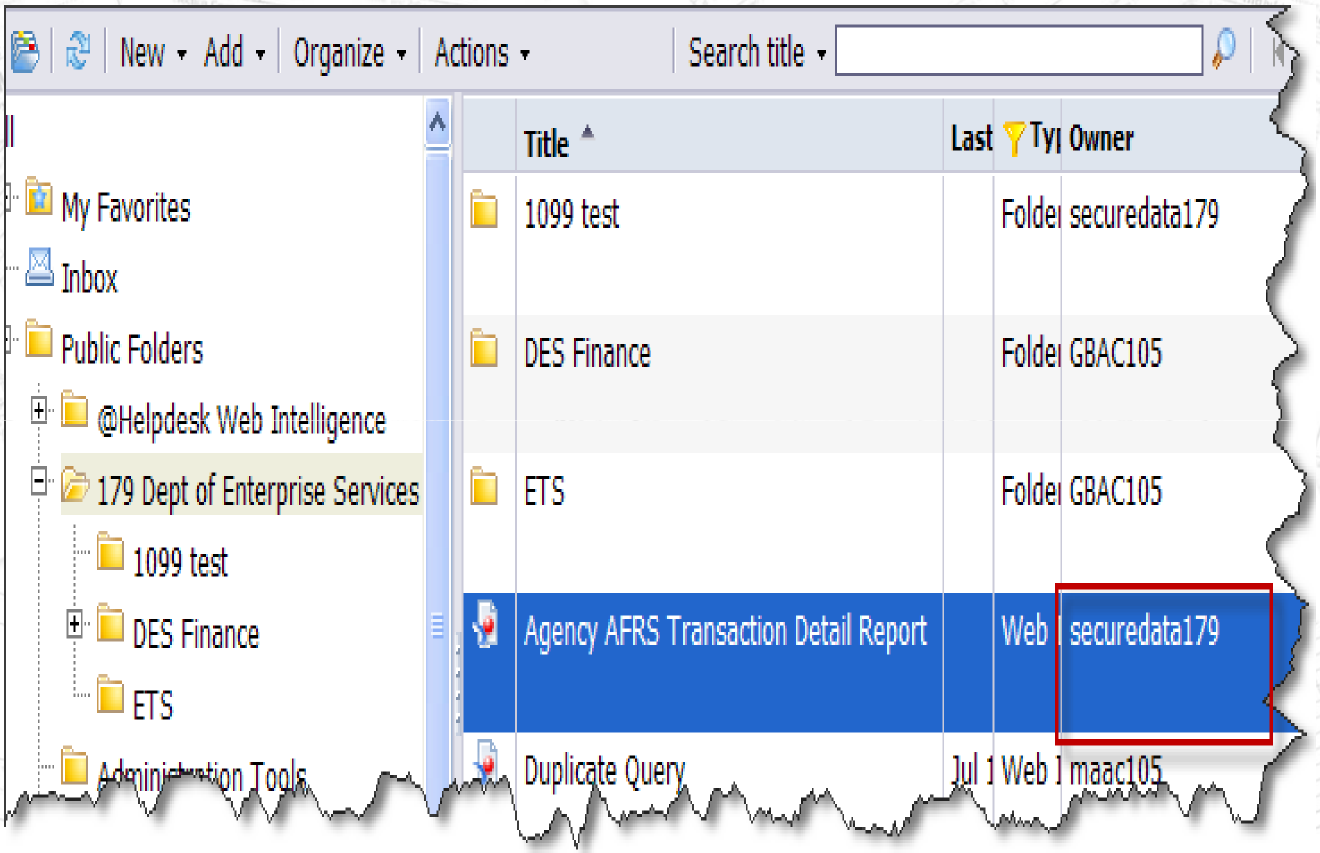


1099 Download Application: 1099 Administrator/User – Saving template in Agency Public Folder

- Second…..you **paste**
- Right-click on your Agency Public Folder: For example, “**179 Dept of Enterprise Services –**”.
- Select **Organize**
- Click “**Paste**

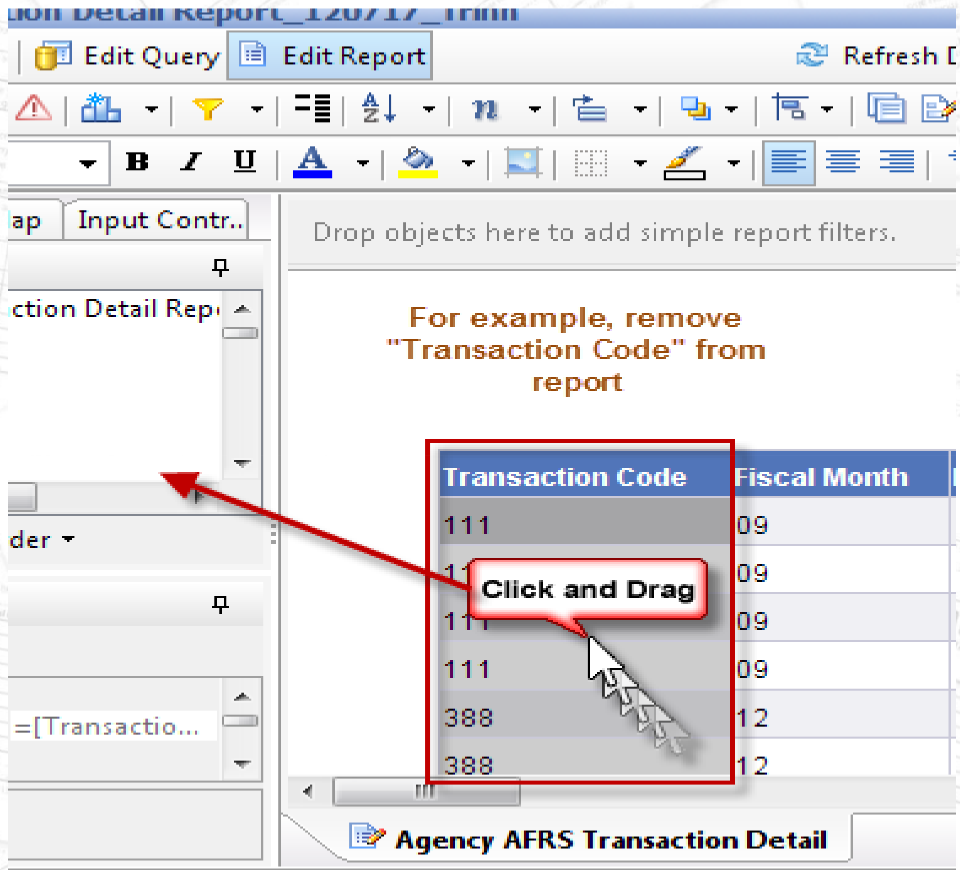


1099 Download Application: 1099 Administrator/User – Save report template in Agency folder - you became the "Owner"

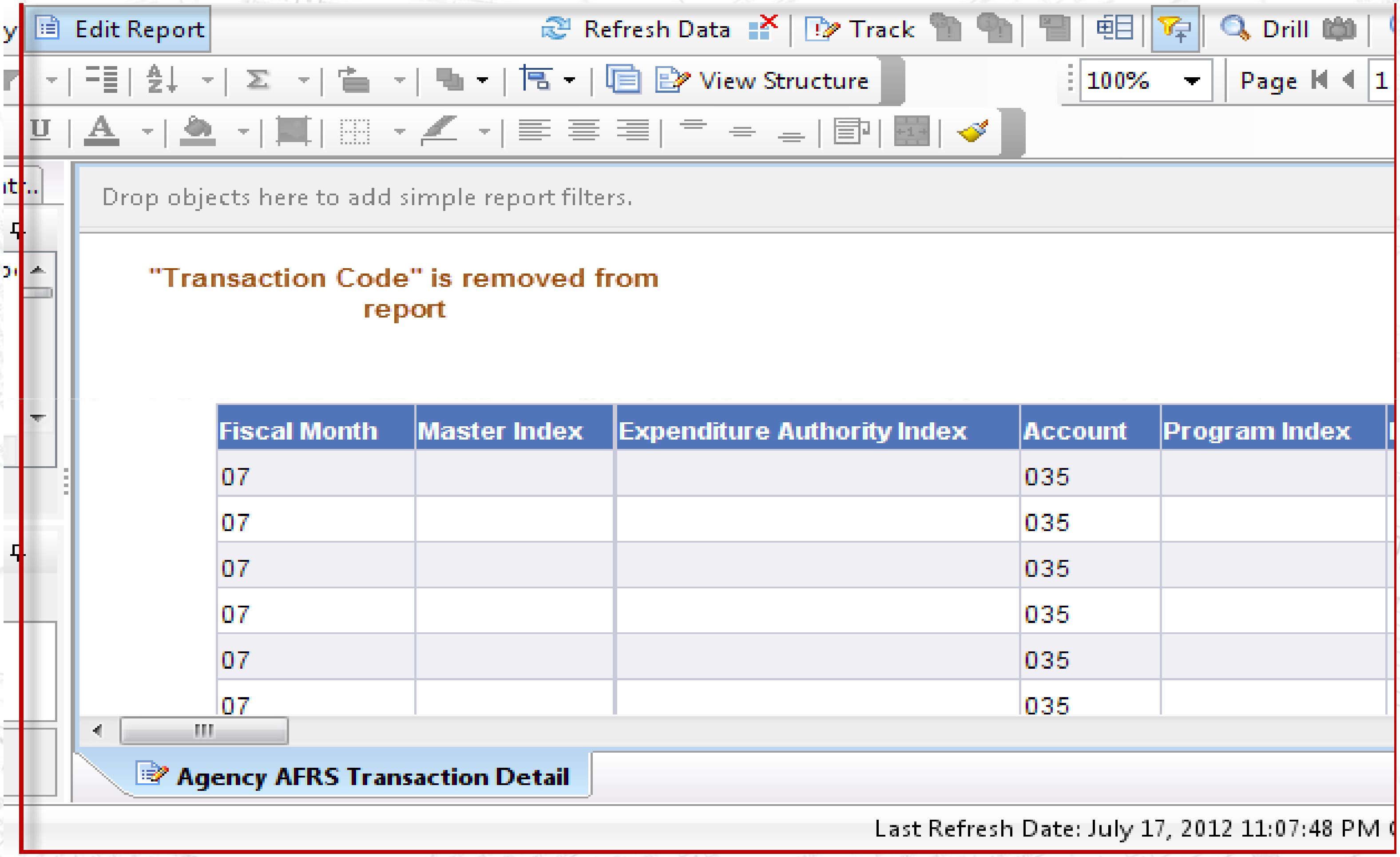


1099 Download Application: 1099 Administrator/User – Edit Report - Remove

- **Edit Report – Remove** a data element from report.
- For example, remove "Transaction Code" from report.
- Click and Drag "Transaction Code" out of report.

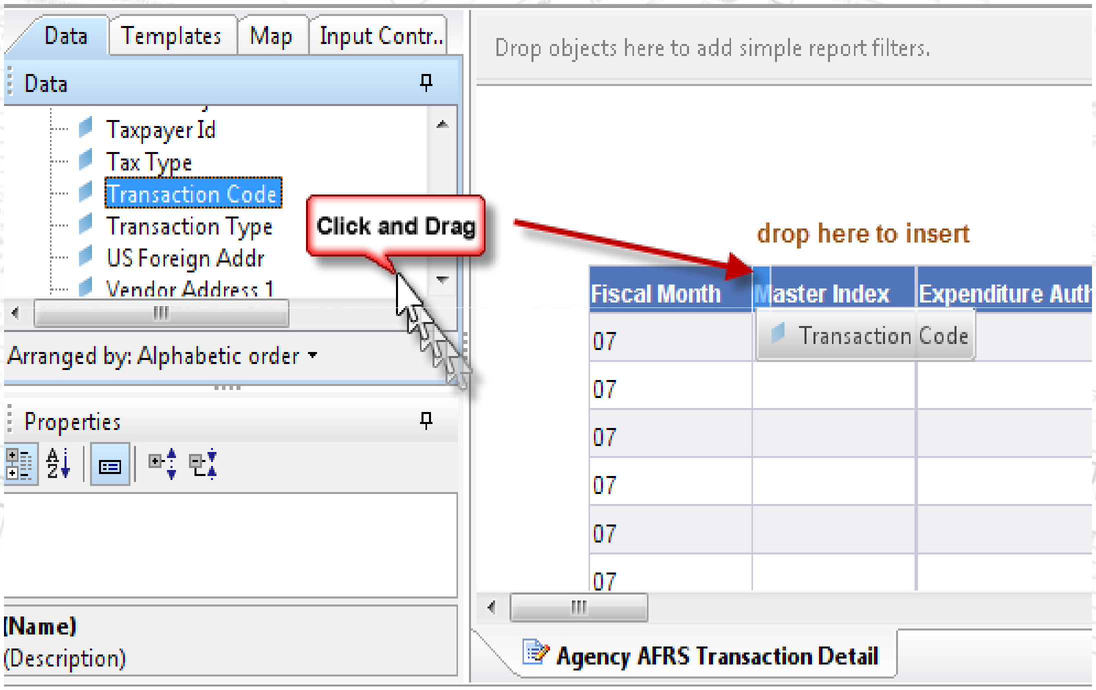


1099 Download Application: 1099 Administrator/User –Edit Report - Example



1099 Download Application: 1099 Administrator/User – Edit Report - Add

- **Edit Report – Add** a data element to report.
- For example, add "Transaction Code" back to report.
- *Click and Drag* "Transaction Code" from Data into Report.



1099 Download Application: 1099 Administrator/User –Edit Report - Example

Drop objects here to add simple report filters.

"Transaction Code" is added back to report

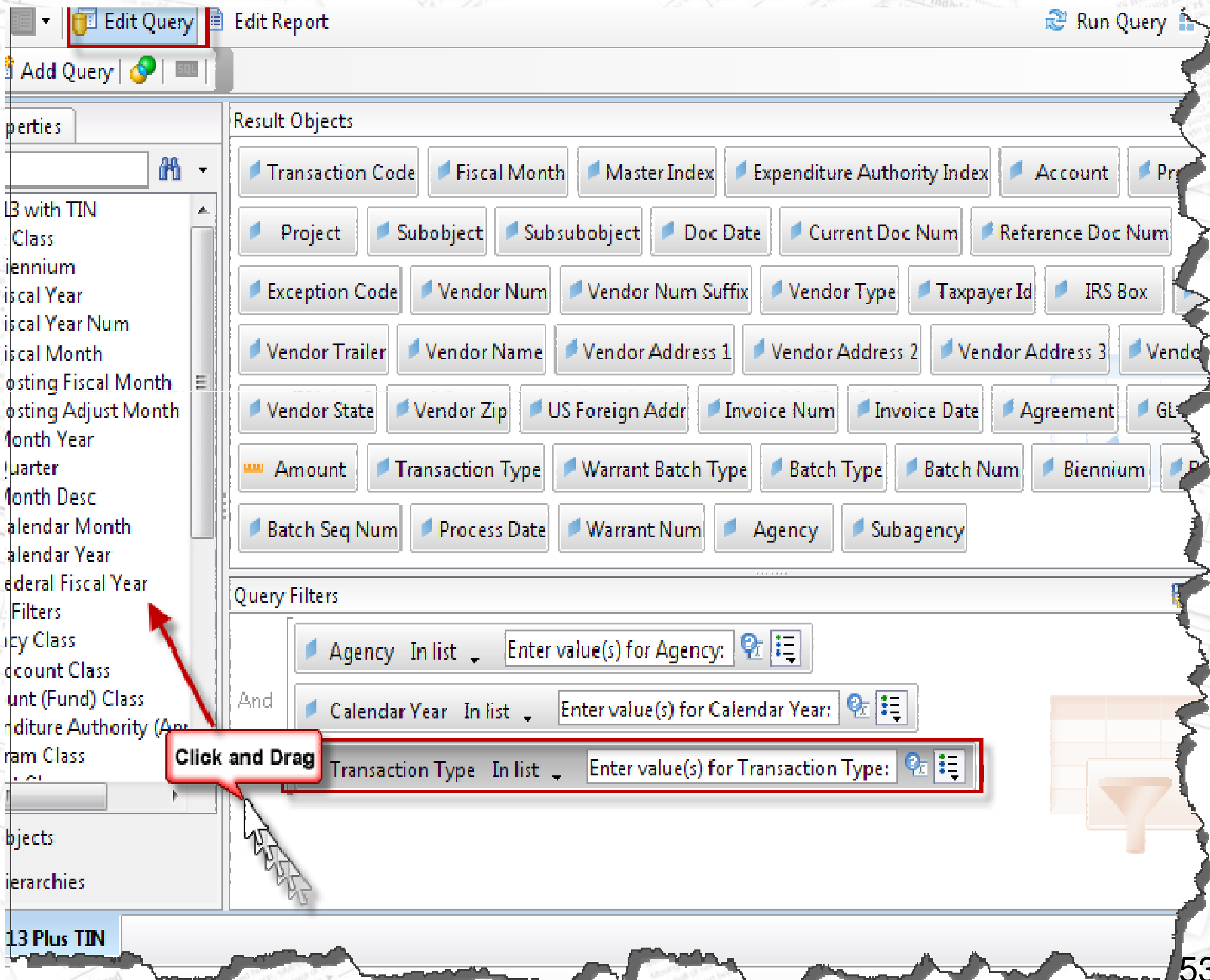
Fiscal Month	Transaction Code	Master Index	Expenditure Authority Index	Account
07	390	000E2200	968	420
07	390	000E2200	968	420
07	390	000E2200	968	420
07	390	000E2200	968	420
07	390	000E2200	968	420
07	390	000E2200	968	420

Agency AFRS Transaction Detail

Last Refresh Date: July 17, 2012 11:07:48 PM (

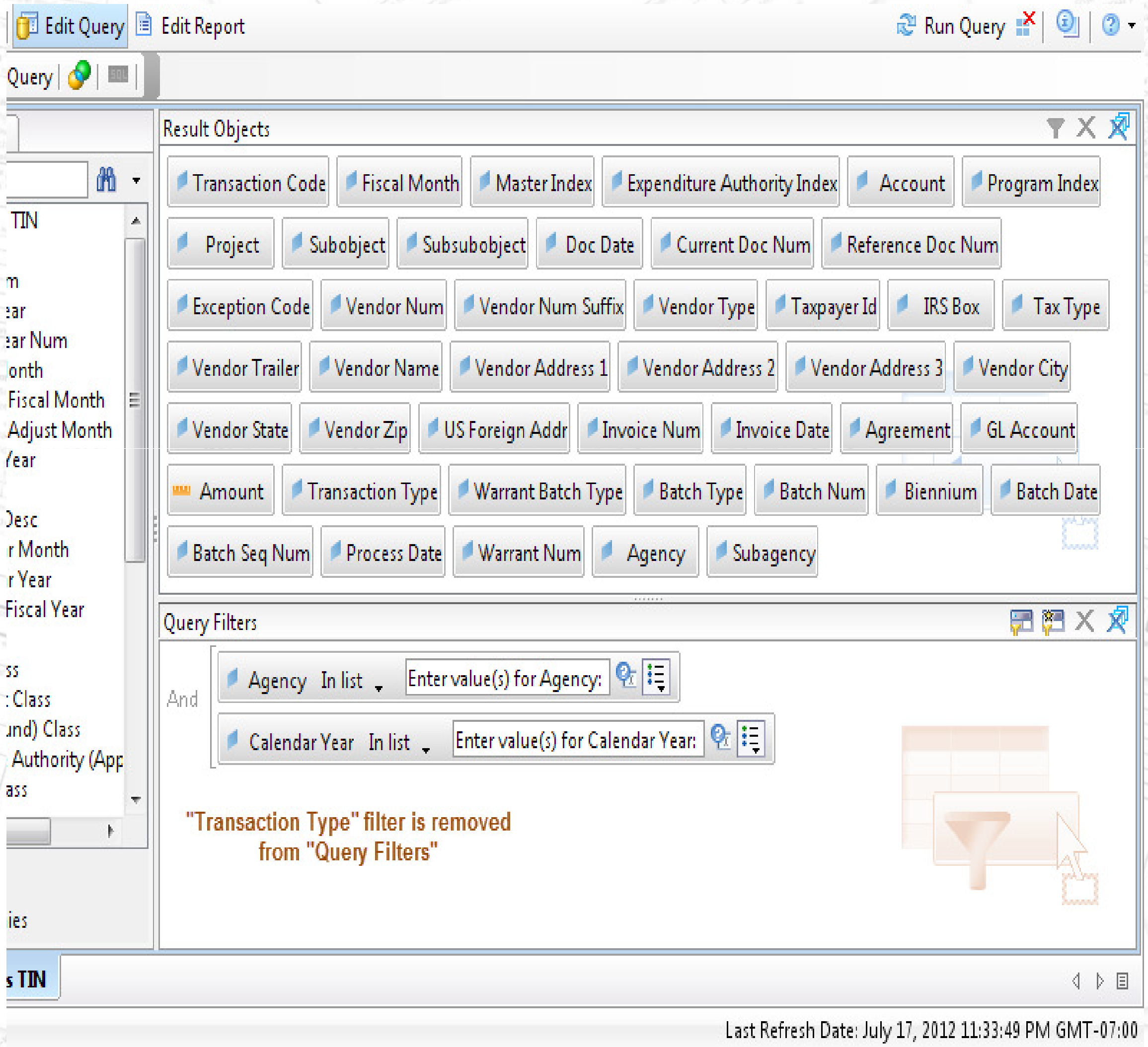
1099 Download Application: 1099 Administrator/User – Edit Query – Remove filter

- **Edit Query – Remove** a filter.
- For example, remove "Transaction Type" from Query
- Click and Drag "Transaction Type" out of Query.



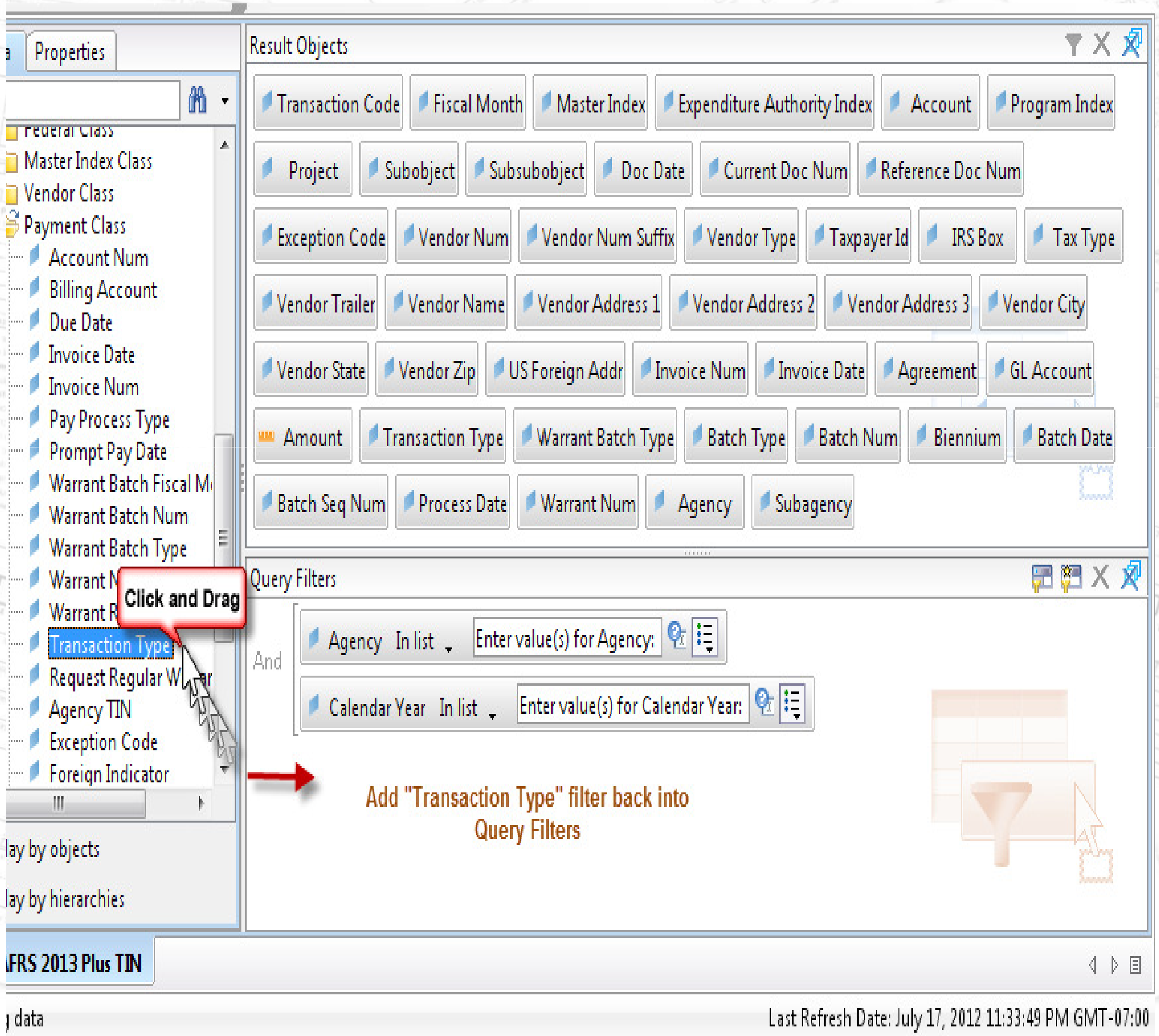
1099 Download Application: 1099 Administrator/User – Edit Query – Example

- “Transaction Type” filter removed from “Query Filters”



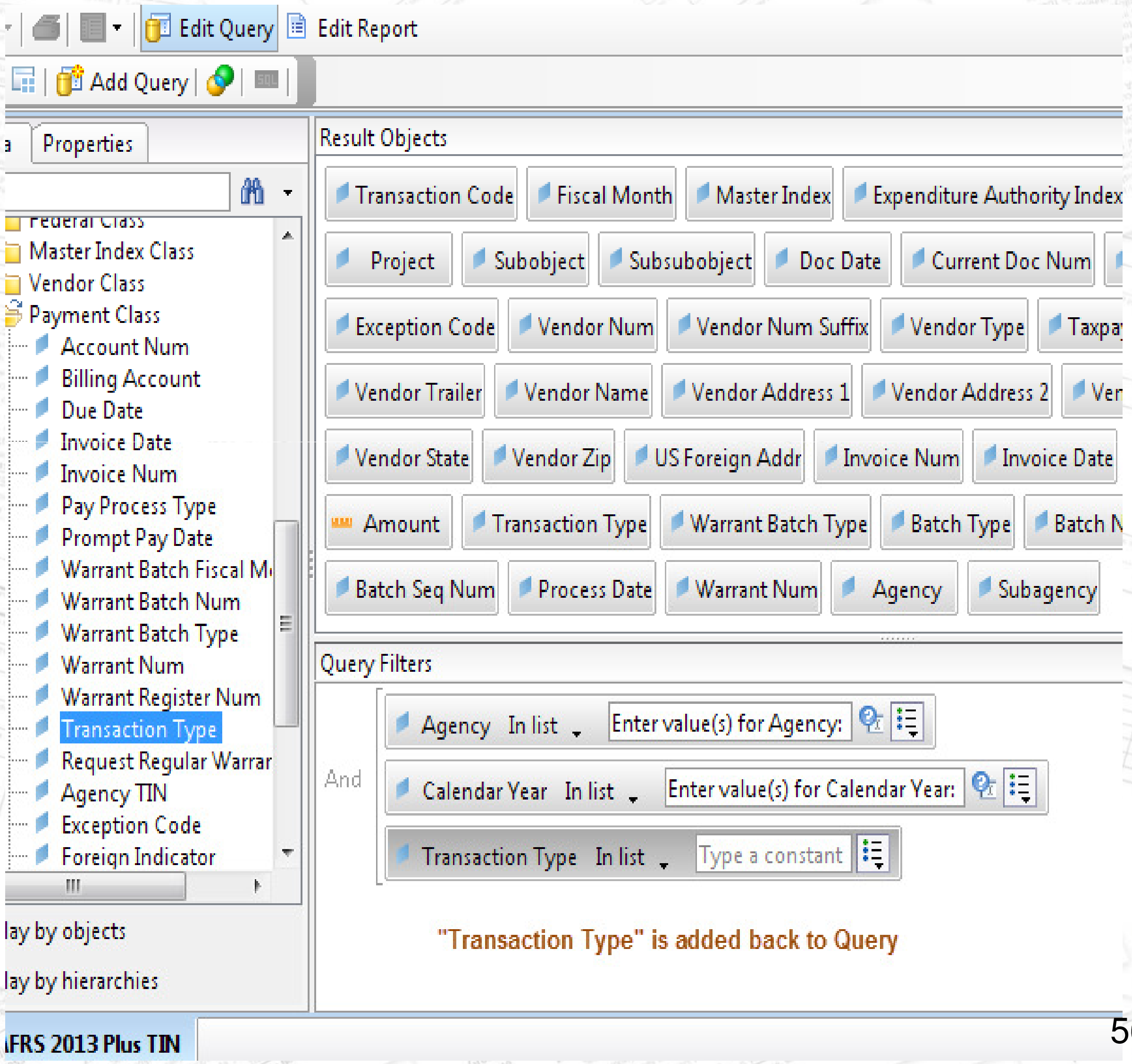
1099 Download Application: 1099 Administrator/User – Edit Query – Add filter

- **Edit Query – Add** a filter.
- For example, Add back "Transaction Type" into Query Filters
- Click and Drag "Transaction Type" out of Data and into Query.



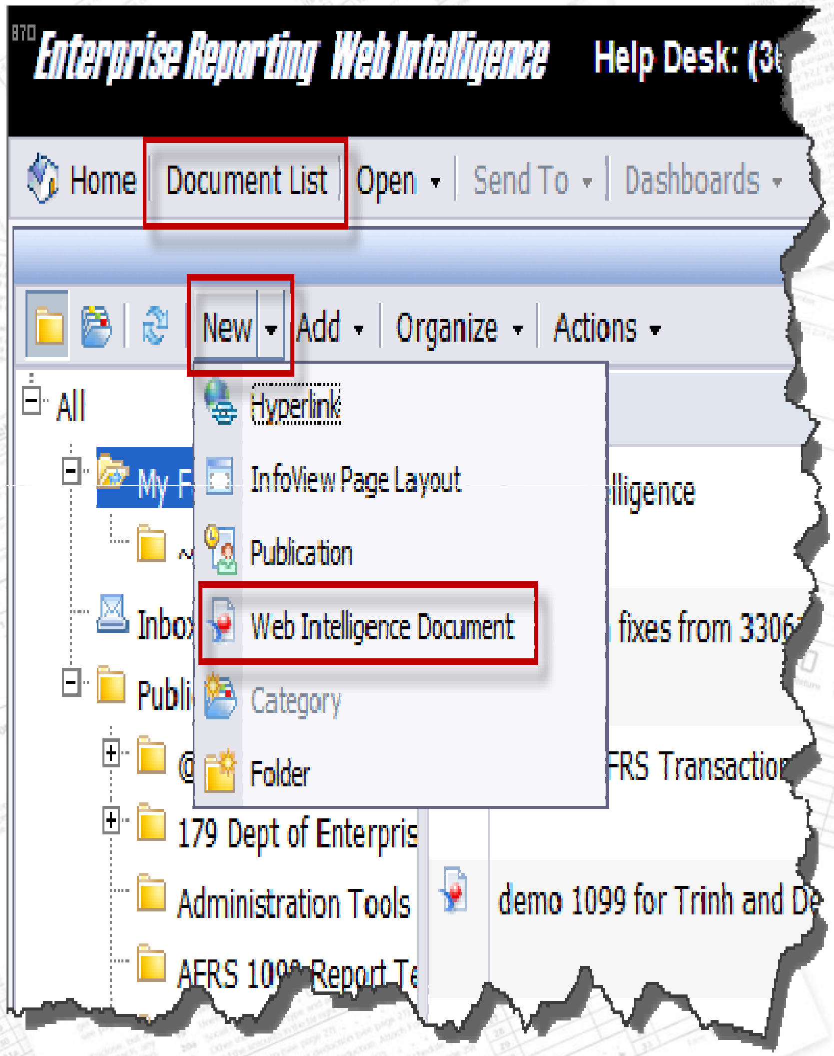
1099 Download Application: 1099 Administrator/User – Edit Query – Example

- “Transaction Type” filter is added back to “Query Filters”



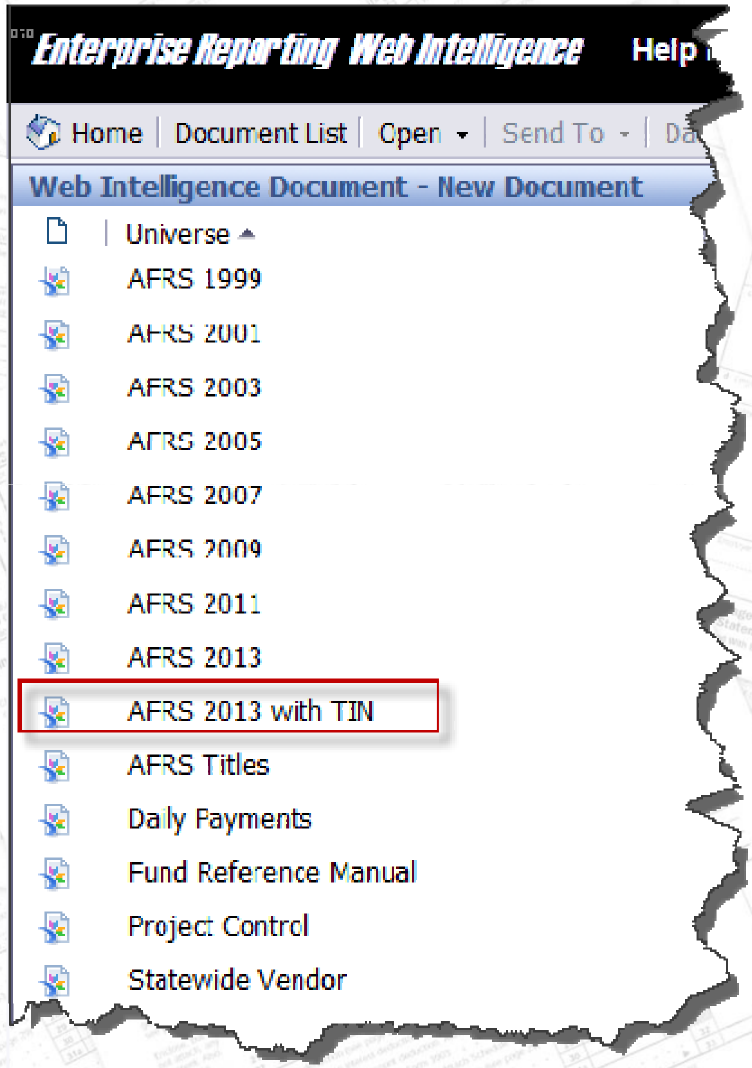
1099 Download Application: 1099 Administrator/User – Can create Agency customized 1099 report template

- To create,
- *click* on "Document List", "New", and "**Web Intelligence Document**".



1099 Download Application: 1099 Administrator/User – has direct access to "AFRS XXXX with TIN" Universe

- If you have 1099 Administrator/User security, you will see "**AFRS XXXX with TIN**" Universe.
- First available biennium with TIN is "2013"



Agency's Responsibilities

- Agency is responsible for securing confidential data.
- SAAM 5.10 About Data and Systems Access Policies
- SAAM 50.10.65 1099 download application
- Non-disclosure Agreement

Agency's Responsibilities for confidential data:

- 5.10 About Data and Systems Access Policies

- Who must comply with these policies?

5.10.30 July 1, 2012	Who must comply with these policies?

Agencies accessing the 1099 download maintained by the Department of Enterprise Services are required to comply with Subsection 50.10.65.

Agency's Responsibilities for confidential data: 50.10.65

50.10.65
July 1, 2012

1099 download application

Agencies accessing the 1099 download maintained by the Department of Enterprise Services (DES) must establis an effective system for management and control to secure the information. In addition, agencies are to restrict access to employees who need the download to perform their assigned duties. Before access is granted, an employee must sign a Non-Disclosure Agreement (NDA) that includes the following elements:

- As an employee of [agency], I have access to confidential data contained in the download, and I understa that I am responsible for maintaining its confidentiality.
- I have been informed and understand that data extracted from the download includes confidential data and may not be disclosed to unauthorized persons. I agree not to divulge, transfer (such as but not limited to, email, portable media, File Transfer Protocol (FTP), file location services), sell, or otherwise make know to unauthorized persons any data contained in this download.
- I also understand that I am not to access or use this data for my own personal information but only to the extent necessary and for the purpose of performing my assigned duties as an employee of [agency]. I understand that a breach of this confidentiality will be grounds for disciplinary action which may include termination of my employment and other legal action.
- I agree to abide by all federal and state laws, regulations, and policies regarding confidentiality and disclosure of the information in the download.

To get access to the download, follow the instructions at: http://ofm.wa.gov/isd/erhelp/general/access.asp.

If an agency detects a breach in security related to download data, the agency is responsible to follow the steps fo breach as described in RCW 42.56.590 and notify the Consolidated Technology Services (CTS) Chief Information Security Officer, CTS Security Operations Center and the Washington State Patrol Computer Crim unit. Additionally, the agency is to notify DES within one business day of discovering the breach and to take corrective action as soon as practicable to eliminate the cause of the breach. DES may request a full review of

Dates & Responsibilities:

Final Day to issue forms to Recipients:

January 31, 2013

Required by:

The Internal Revenue Service (IRS)

State Administrative & Accounting Manual (SAAM)

For each person to whom you paid:

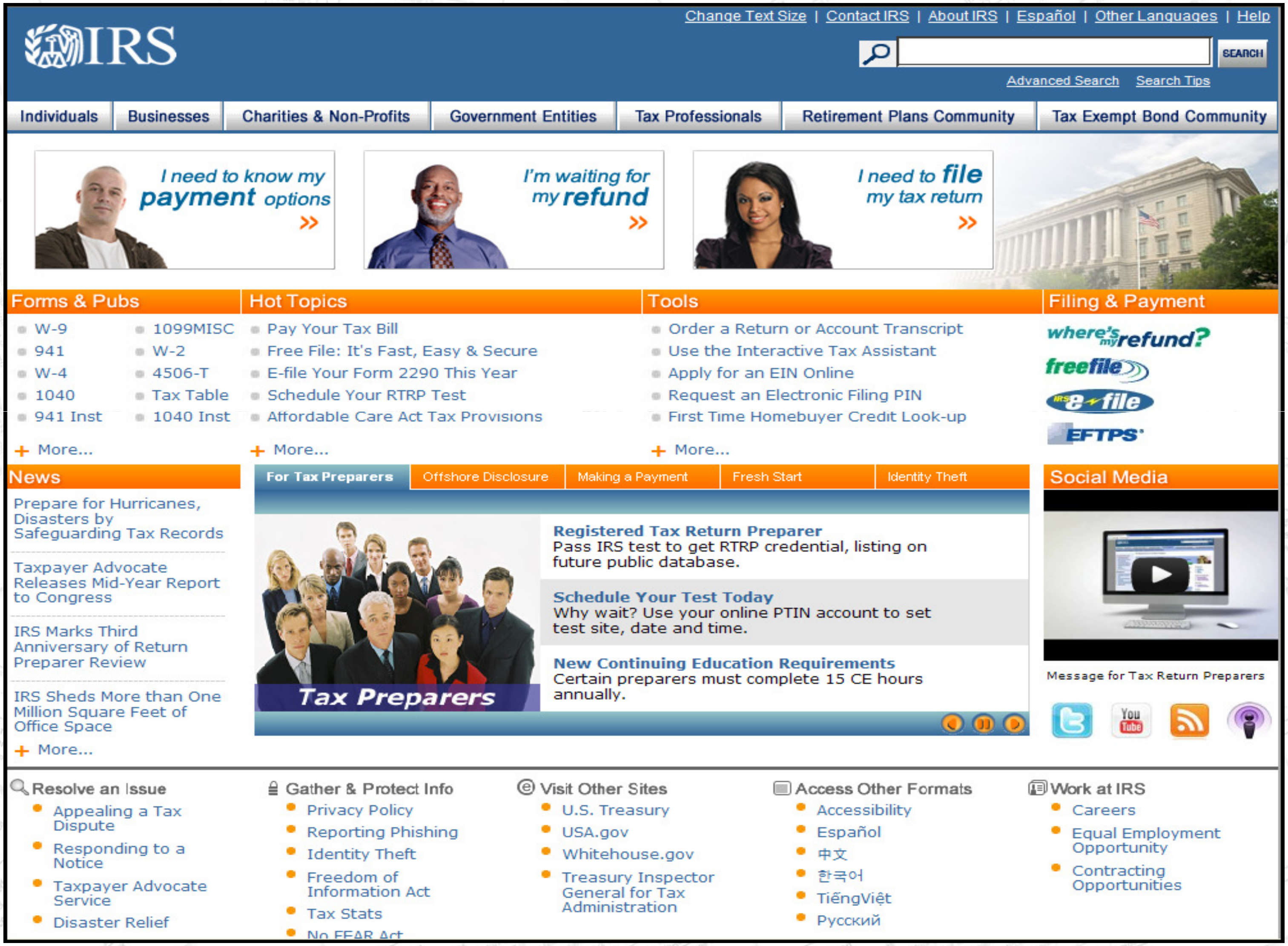
1. $10 in royalties or broker payments
2. At least $600 in rents, services, prizes & awards, other income and medical & health care
3. Gross proceeds paid to attorneys

1099 Tax Assistance:

IMPORTANT WEBSITES & INFO AVAILABLE

- www.irs.gov to access Internal Revenue site
  - 2012 General Instructions for Forms 1099, 1098, 5498, and W-2G
  - 2012 Instructions for Form 1099-MISC
  - Publications 1281, 1586, and 1679
  - Vendors Call
    - Toll Free: 866-455-7438
    - TDD: 304-267-3367
    - FAX: 304-264-5602
    - E-Mail: mccirp@irs.gov
  - Foreign Vendors call
    - IRS 1099 Hotline: 304-263-8700 or vendor toll free #
    - IRS International Tax Hotline: 215-516-2000

1099 Tax Assistance (cont):



1099 Tax Assistance (cont):

IMPORTANT WEBSITES & INFO AVAILABLE

- www.ofm.wa.gov to access the SAAM manual.

Section	Section
50.10.10-What are annual US information returns?	50.10.20 – The purpose of these guidelines
50.10.30 – Key timeframes and publications	50.10.40 – Taxpayer Information Numbers (TINS) are required
50.10.50 – Common US information returns	50.10.60 – Federal training opportunities
50.10.65 – 1099 download application	

- Questions on SAAM manual need to be directed to your agency Statewide Consultant

1099 Tax Assistance (cont):

50.10	Annual U.S. Information Returns
50.10.10	What are annual U.S. information returns?
50.10.20	The purpose of these guidelines
50.10.30	Key timeframes and publications
50.10.40	Taxpayer Information Numbers (TINs) are required
50.10.50	Common U.S. information returns
50.10.60	Federal training opportunities
50.10.65	1099 download application

Terms & Forms

IRS	**Internal Revenue Service –** The federal agency that requires that qualifying payment activity be reported.
SAAM	**State Administrative & Accounting Manual –** These are guidelines that are maintained by the Office of Financial Management. The SAAM manual 1) provides control and accountability over financial and administrative affairs of Washington State Government, and 2) assist agencies in gathering and maintaining information needed for the preparation of financial statements. The policies and procedures in this manual are the minimum requirements that agencies must meet.
TIN	**Taxpayer Identification Number –** TIN is the umbrella term for the three TIN designators: EIN, SSN, and ITIN.

Terms & Forms - continued

EIN	**Employer Identification Number –** This number is assigned by IRS to company's that register to do business. This is not the Unified Business Identifier (UBI) number.
SSN	**Social Security Number –** This number is assigned by the Social Security Administration but is commonly used for registered sole proprietor businesses to report to the IRS.
ITIN	**Individual Taxpayer Identification Number –** This number is assigned for tax processing by the IRS to certain resident and nonresident aliens, their spouses, and their dependents. (Looks similar to the SSN.)
1099-MISC	**This is the Miscellaneous Income form –** This form is used to report payments for rent, payments for services, other income payments, gross proceeds paid to attorneys, and deceased employee's wages paid to an estate or beneficiary.

What's next?:

- Phase 2 to be implemented in October 2012
- Account Ability for 1099-MISC Reporting

Technical/System Questions?

- **DES Accounting Systems Service Desk**

Phone:

360-407-8182

E-mail:

afrshelpdesk@ofm.wa.gov