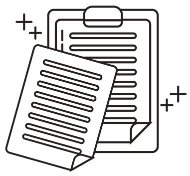
1099 TY2025

DAS
DEPARTMENT OF ADMINISTRATIVE SERVICES
SFMS

Quick Reference Guide

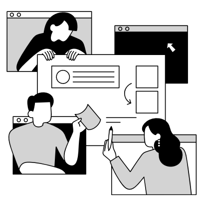
one



Overview of 1099 Forms

- 1099-MISC: Rent, Prizes, Medical Payments, Attorney Fees
- 1099-NEC: Non-employee compensation, volunteer payments
- Minimum reporting threshold: $600
- Vendor must be eligible on 52 screen
- COBJ must be reportable on D10 screen

two



Agency Responsibilities

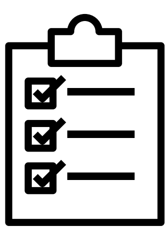
- Maintain vendor relationships and documentation
- Ensure accurate coding and eligibility
- Submit 1099 Change Request Forms for corrections
- Use correct T-Codes (415/416) for reclassifications
- Review DAFR7940 and DAFRNE40 reports

three

SFMS Responsibilities

- Generate and distribute 1099 forms
- Process manual changes after Jan 16
- Notify agencies of undeliverable forms
- Maintain vendor profiles
- File electronically with IRS/DOR

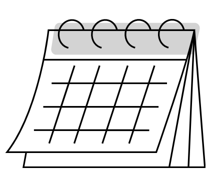
four



Check list

- Identify reportable vendors
- Verify vendor info and TIN's
- Confirm correct COBJ usage
- Review BT transactions for correct year
- Reclassify volunteer payments if needed

five



Timeline Highlights

- Jan 16: Last day for online corrections
- Jan 22: Manual change deadline
- Jan 26: Initial IRS/DOR filing
- Feb-Apr: Correction cycles
- Apr 28: Final planned filing

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