



### 1099 Processing Procedures for Calendar Year 2017

Below are the revised time schedule and activities for this year's 1099 processing. All information, including any interest paid on tax exempt bonds, should have been recorded throughout the 2017 year by flagging invoices with the 1099 codes and reviewing the monthly 1099 reports. The end-of-year tasks should consist primarily of a final review of reports for errors and accuracy of data. To aid in this review process, the Office of the State Controller (OSC) will begin producing the 1099 reports on a weekly basis starting **December 4, 2017**.

As indicated in the 1099-processing schedule, OSC will begin printing 1099s on **January 5, 2018**. To ensure accurate and prompt delivery, all forms will be printed and held at OSC until an agency representative picks them up. OSC will contact the agencies to pick up the 1099 forms the week of **January 8, 2018**. Regardless of the number of 1099s to be printed by OSC, agencies must pick up the 1099s no later than **January 19, 2018**. The deadline for issuing 1099s to recipients is **January 31, 2018**. **Each agency will be responsible for placing their 1099s in the envelopes provided by OSC and mailing them.**

On **January 29, 2018**, OSC will be the only transmitter for filing with the IRS, sending one file with all the NCAS agencies' data using an OSC Transmitter Control Code (TCC). Each agency will be reported under its own Federal ID number and is responsible for its data, but is not responsible for filing. OSC will be filing with the IRS electronically to provide additional time for 1099 reporting. **There should be no direct reporting of NCAS data by the agency to the IRS.** As in the past, all 1099 information that is not on NCAS will be the responsibility of the agency.

The following time schedule has been established to process 2017 calendar year 1099 information:

1099 PROCESSING SCHEDULE FOR CALENDAR YEAR 2017	
April 1-December 4, 2017	Review and correct monthly 1099 reports
December 1-31, 2017	Review <b>1099-1 Agency Contact List</b> in XPTR for accuracy before 1099s are printed on <b>January 5, 2018</b> (only the phone number will be printed on the 1099, names and extensions will not be shown on the forms).
December 4, 2017	OSC begins running 1099 reports weekly.
December 31, 2017	The 2017 tax year reporting cycle ends.
January 2, 2018	OSC begins running 1099 reports daily.
January 4, 2018	This is the last day to make changes to 1099 data in NCAS prior to printing the 1099s.
January 5, 2018	OSC will print 1099 forms.
January 6-26, 2018	Agency can produce manual 1099 corrections and update NCAS for IRS electronic filing.
January 8, 2018	During this week, OSC will contact agencies to pick up 1099 forms from OSC.
January 19, 2018	Last day to pick-up 1099s from OSC.
January 10-26, 2018	Agencies will review 1099 forms.
January 31, 2018	This is the due date for issuing 1099 forms to recipients.
January 26, 2018	This is the last day to make changes to 1099 data in NCAS prior to OSC submitting the 1099 file to the IRS.
January 29 and forward, 2018	Agency will produce manual 1099 corrections and manually report these to IRS.
January 29, 2018	OSC will send 1099 electronic file for filing with IRS.



Effective January 1, 2011, Section 6050W of the Internal Revenue Code requires a payment settlement entity to report payments made to merchants for goods and services in settlement of payment card and third-party payment network transactions. To avoid duplicate reporting of these transactions, 1099 eligible payments made with a P-Card should not be recorded in NCAS.

The North Carolina Department of Revenue (NC DOR) requires the withholding of income tax from certain payments made to nonresident (of the State of NC) individuals and entities. Additionally, NC DOR requires withholding on payments made to contractors that possess an Individual Taxpayer Identification Number (ITIN). For detailed information on this withholding, please reference the Department of Revenue's website: <http://www.dor.state.nc.us/>. The state withholding amount from NCAS payments will not be reflected on the 1099-MISC forms that are printed from NCAS. Further, if an "ST" withholding code is used in the 1099 field on an invoice line, the state withholding amount will be reflected in the payment, but this withholding will not generate a 1099-MISC form to print from NCAS. To report the state withholding, please use the NC-1099-PS directions found on the NC DOR website. If a 1099-MISC form is necessary, ensure the appropriate 1099 code has been provided within NCAS. If you have any additional questions regarding the proper coding within NCAS, please contact OSC Support Services at (919) 707-0795 or the NC DOR for further withholding and reporting directions.

Non-resident Aliens (Foreign Nationals) are not eligible to receive 1099s. These transactions receive a 1042-S form which is produced out of the Thomson Reuters International Tax Navigator System.

#### Tax Exempt Interest Payments:

Beginning with calendar year 2006, the Internal Revenue Code (IRC) stipulated that tax-exempt interest paid by state or local government is considered a bond. In compliance with this code, the interest paid on tax exempt bonds now must be reported on IRS form 1099-INT. Tax exempt interest should be recorded on a separate line of the invoice, with the correct debt interest account number and the "I8" 1099 code (tax exempt interest) to comply with the IRS requirements.

To flag the tax exempt interest for 1099 reporting, the tax amount must be recorded as a separate line on the invoice. The following accounts can be used depending on the interest type when entering the accounting distributions on your invoice line:

- 535321 Bond Interest Payments
- 535322 Anticipation Notes Interest Payments
- 535323 Capital Lease Interest Payments
- 535324 Other Interest Payments
- 535325 Other Interest Payments – Non-Operating Used by Proprietary Funds Only

Please review your agency's 2017 transactions and, if applicable, use the NCAS IMW screen to flag the tax-exempt interest amounts as follows.

\* If the tax-exempt interest already is represented on a separate invoice line, simply enter the "I8" 1099 code in the 1099 code field for that line.

\* If the tax-exempt interest was not on a separate invoice line, you will need to add two lines to the invoice. The first line should be for the amount interest and should be flagged with the 1099 code. The second line should be a negative in the amount of the interest, thereby offsetting the first line amount. The second line should not be flagged with a 1099 code.