

SUBJECT: 1099 Processing for Calendar Year 2013

POSTED: January 6, 2014

ANNOUNCEMENT

The 1099 Processing User's Guide for Calendar Year 2013 is now available. Again this year, users have the option to mask the recipients TIN when printing the 1099 form.

SUPPORTING DOCUMENTATION

Release 3.10 was applied to Peoplesoft on Friday, December 27th. It included Oracle's PeopleSoft patch for calendar year 2013 1099 processing. Details included in this patch are:

- New boxes have been added to the 1099 MISC form to indicate the amount of Foreign Tax Paid (box 11) and Foreign country or U.S. possession (box 12).
- The IRSTAX.001 file layout has been updated accordingly to contain the information added in box 11 and 12.

The following materials for 1099 Processing are available on the GeorgiaFIRST website:

- **1099 Processing User's Guide** – This guide provides step-by-step instructions for 1099 processing. This version, dated 01/06/2014, has been updated for Calendar Year 2013 and is available on the Accounts Payable Documentation webpage at:
http://www.usg.edu/gafirst-fin/documents/1099_Processing_Users_Guide_for_CY_2013_final.pdf
- **Archived Wimba Session and PowerPoint Slides** – An archived Wimba session and PowerPoint slides originally recorded on December 15, 2010 is available for reference at:
<http://www.usg.edu/gafirst-fin/training/archives>

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.