



## STATE CONTROLLER'S OFFICE – BULLETIN 02-03-2016

Wisconsin Department of Administration – Division of Executive Budget and Finance

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### **1099 Forms and Reports**

#### ***1099's Printed and Mailed***

DOA has completed the process of printing and mailing the 1099-Misc and 1099-G forms for calendar year 2015. The bulk of the forms were printed and mailed between Monday, January 25<sup>th</sup> and Wednesday, January 27<sup>th</sup>. Forms were postmarked no later than January 30<sup>th</sup>.

#### ***TIN Formatting Issue on a Limited Number of 1099 Forms***

All of the vendors converted from WiSMART were run through the IRS' TIN-Matching program. The IRS response file identified whether the vendor TIN was an SSN or an EIN. However, for a limited number of unmatched TIN's that information was not provided by the IRS. A decision was made to load those vendors into STAR as EINs.

Therefore, for a limited number of 1099 forms, the TIN printed on the form will be an SSN, but it will have a single hyphen after the 2<sup>nd</sup> digit (EIN format). If you receive a communication from a Supplier that experiences this, please forward a W-9 form and collect their up-to-date information (including the correct EIN/SSN designation for their TIN). The W-9 and the appropriate Supplier form should then be submitted to the SCO through SharePoint. Then, a corrected 1099 should be issued with the correct TIN format (EIN or SSN).

#### ***Supporting Detail for the 1099 forms***

Transaction-level detail to support the 2015 1099 forms can be found in two primary places:

**WiSMART: EOS AD38063 Report** (Payments made between 1/1 and 9/30):

**STAR: Query WI AP 1099 CTRL DTL COMP2** (Payments and adjustments made between 10/1 and 12/31 – also shows the total amount converted from WiSMART which equals the detail in the AD38063) When viewing this query, use the "Sum Amount" column for any line labeled "ORIGINAL" in the "Entry Type" column and use the "Basis Amt" column for any line labeled "CONVERSION" or "ADJUSTMENT" in the "Entry Type" column.

Also, for a high-level review of the 1099 form data, use the Withhold Control Report (Suppliers > 1099/Global Withholding > General Reports > Withhold Control Report) or the Supplier Balance by Class page (Suppliers > 1099/Global Withholding > Review > Supplier Balance by Class) in STAR.



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Printed copies of the 1099 forms will not be sent to the agencies, please use the STAR reports and inquiries to research questions received from suppliers. Blank 1099 forms will be sent Inter-D as needed, please email John Oppeneer at [john.oppeneer@wisconsin.gov](mailto:john.oppeneer@wisconsin.gov) to request blank forms and envelopes.