

## **Minnesota State Colleges and Universities 1099-Misc Reporting Preview Report**

Generally, the 1099 Preview Report lists vendors who received \$600 or more in local fund payments coded to 1099-Misc reportable object codes during the period from January 1 through November 30<sup>th</sup> and is available in early December.

Campus 1099 contacts are responsible for printing and reviewing the 1099 Preview report and reporting any changes to Tax Services by early January.

**The 1099 Preview report has two sections.** One section is called Type: 1099 and other section is called Type: EXEMPT.

- Type: 1099 lists vendors and payments which are 1099 reportable.
- Type: EXEMPT lists vendors and payments exempt from 1099 reporting due to the vendor type or payment type coding. Please review both sections carefully to make sure that the payments listed on the 1099 report should be reported on a 1099 and that those on the Exempt report should be exempt from 1099 reporting.

### **If you have corrections to make to either of the reports:**

Please indicate why the payment is or is not 1099 reportable and return the form by email or fax to Tax Services by early January.

Note: If you have a W-9 form that supports changes to the 1099 report, please send that to Tax Services as well. For example, if an entity is listed as 1099 reportable but you have a W-9 form showing the entity is a corporation and therefore exempt from 1099 reporting requirements, please send the W-9 form to Tax Services.

### **If you have no corrections:**

Please let Tax know by email before the January deadline.

For information on how to import the 1099-Misc Preview report into Excel, see the attached MS Word document "**1099 Preview Report - Exporting to Excel**"

For further information regarding 1099-Misc reporting, including exceptions to the general rule state above, please see the link on the Tax 1099-Misc Reporting web page to "**1099-Misc Reporting Information**".

## **1099 Preview Report Review - Examples of what to look for:**

- Payments to student workers or state employees which should appear on the employee's W-2 not on a 1099-Misc form (Note: generally if an individual is an employee, compensation must be paid through Payroll);
- Payments posted to the wrong object code (Ex: miscoded reimbursements to employees);
- Exempt entities that appear as 1099 reportable.

**If you have corrections to make to either of the reports, please indicate why the payment is or is not 1099 reportable and return the form by fax or by mail to Ann Page in Tax Services by Jan 14th, 2008.**

**If you have no corrections, please let Ann know by e-mail or phone at [ann.page@so.mnscu.edu](mailto:ann.page@so.mnscu.edu) or 651-632-5007.**

## **Purchase and Credit Card Summary of Transactions**

In addition to these preview reports, each reporting center (campus) must also review all credit card purchases for 1099 reportability.

Even campuses with internal policies against making 1099 reportable purchases with credit or purchase cards must verify that this policy has not been violated by requesting, reviewing and providing to Tax Services a summary of credit or purchase card purchases made in the current tax year.

If your campus has purchase cards through U.S. Bank, Tax Services will review the U.S Bank provided summary "1099" payments and compile a list of 1099 reportable payments made to 1099 reportable entities for reporting. If there are questions, Tax will request further information from the campus.

Note: US Bank ordinarily does not provide us with purchase card information until the end of January.

If your campus uses credit cards not issued by U.S. Bank, you must request a summary of the year's transactions for these credit cards, review these for 1099 reportability, and provide Tax Services with a copy of the summary, making note of any transactions that would be 1099 reportable.

Please contact Ann Page or Steve Gednalske in Tax Services with questions regarding local fund payments and 1099-Misc reporting.

For 1099-Misc reporting questions regarding payments made with State Treasury Funds, please contact the MN Department of Finance. Vendors may call the State's 1099 automated hotline at 651-201-8201 for questions regarding State 1099-Misc reporting and the State will return their call within 24 hours.