

AOSD User Flash #280: 1099 Withholding and Work Order Approval Reminders

1099 Withholding Reminders

The Controller's Office files 1099 forms for each person, non-employee and individual contractor or sole proprietor, to whom we have paid during the tax year:

- At least \$10 in royalties or broker payments in lieu of dividends or tax-exempt interest
- At least \$600 in rents, services (including parts and materials), prizes and awards, other income payments, medical and health care payments
- Gross proceeds to an attorney

It is important that departments correctly setup 1099 Withholding to ensure accurate reporting and payment at the end of the year.

The attachment [here](#) provides information and instructions on 1099 processing in Financials and Procurement. Please be sure that all finance staff involved in potential 1099 reportable purchases are familiar with the enclosed procedures.

Work Order Approval Reminder

The Controller's Office would like to remind departments to review and approve their interdepartmental service billings in a timely manner. As these billings do not enter the Controller's approval path, it is essential that departments internally monitor all pending entries. If you have any questions, please contact your fund accountant directly.