

Minnesota State Colleges and Universities 1099 Preview Report

Generally, the 1099 Preview Report lists vendors who received \$600 or more in local fund payments coded to 1099 reportable object codes during the period from January 1 through November 30th 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. In addition to reviewing the 1099 Preview report, campuses should review all payments to ensure that the correct object code was used and correct any miscoded payments prior to the end of the calendar year.

The 1099 Preview report has two sections. Type: 1099 and Type: EXEMPT.

- Type: 1099 lists payments to vendors that are 1099 reportable.
- Type: EXEMPT lists payments that are 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 or additions 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 or additions to 1099 reporting:

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 reporting, including exceptions to the general rule stated above, please see the link on the Tax 1099-Misc Reporting web page to **“1099 Reporting Information”**.

1099 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, all compensation even awards must be paid through Payroll);
- Payments posted to the wrong object code (Ex: miscoded reimbursements to employees);
- Exempt entities that appear as 1099 reportable.
- Nonexempt entities that appear on the Exempt 1099 portion of the report
- Payments that were made for services or other 1099 reportable payments that do not appear on either section of the report (ex: payments to referees and umpires; awards & prizes paid to students)

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 and supporting documentation by email to Ann Page in Tax Services in early January.

If you have no corrections, please let Ann know by e-mail or phone at ann.page@minnstate.edu or 651-201-1730.