



National Aeronautics and  
Space Administration

**NASA Shared Services Center**  
*Stennis Space Center, MS*  
39529-6000  
[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

## **NASA Shared Services Center Process Work Instruction**

**NSPWI-9000-0007      Basic Version 1.0**

**Effective Date:      February 24, 2020**  
**Expiration Date:    February 24, 2022**

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# **FINANCIAL MANAGEMENT DIVISION**

## **Accounts Payable 1099 Work Instructions**

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**Responsible Office: Financial Management Division Accounts Payable**

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**Approved by**

\_\_\_\_\_  
 Nicolina Tubbs  
 Chief, Financial Management Division

\_\_\_\_\_  
 Date

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### DOCUMENT HISTORY LOG

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Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
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## 1.0 Purpose

National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC), Financial Management Division (FMD) Accounts Payable (AP) Branch employees perform 1099 duties not covered in the AP Invoice Processing Service Delivery Guide. 1099s are filed annually and in accordance with Internal Revenue Service (IRS) guidelines.

## 2.0 Authority

N/A

## 3.0 Applicable Documents and References

N/A

## 4.0 Process

AP is responsible for the issuance of 1099-MISC forms

## 5.0 Objective

At the end of each calendar year, the NSSC reports and issues vendor and non-vendor 1099-miscellaneous (MISC) forms to the payee and the Internal Revenue Service (IRS) on behalf of the centers. NASA accounts that are set up to have withholding tax code '02' (royalty payments), '03' (estate of royalty payments or settlements), or '07' (contractor, Inventions and Contributions Board (ICB), Vendor and Convenience Check payments) must receive a 1099-MISC form annually in compliance with IRS regulations. A 1099-C form is prepared for Accounts Receivable debt discharge.

## 6.0 Roles and Responsibilities

NSSC AP executes and validates the yearly 1099s. In addition to vendor payments that are reported out of Systems, Applications and Products (SAP), information is gathered from NSSC Procurement for convenience check transactions and information is reported from NSSC Accounts Receivable (AR) for write offs. Test files are executed and coordinated with the Agency Applications Office (AAO). In addition, NSSC Information Technology (IT) is involved in ordering the software that is used to generate 1099s for convenience checks and write off activity. The FM Purchase Card or the Program Management Office (PMO) will order 1099 envelopes.

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## 7.0 Records

Records shall be maintained in accordance with NPR 9615, NASA Records Retention Schedules. These records are included in the Financial Management Division (FMD) functional Master Records Index (MRI), applicable NASA Records Retention Schedule (NRRS) or General Records Schedule (GRS) items that provide retention/disposition authority.

## 8.0 Cancellation/Supersession of Previous Documents

This document is the first version.

NOTE: The Service Provider (SP) is responsible for documenting and maintaining all macros/scripts utilized in these processes.

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## PROCESS 1 - PRE-1099 PROCESSING

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In order to begin the annual 1099 processing, steps must be taken to ensure SAP is updated and software has been ordered and installed.

### **STEP 1. NSSC, IT Acquisition Management (ITAM) Team -**

- A. No action is needed from FM/AP to initiate the 1099Pro Enterprise Edition Software renewal. (Note: 1099Pro Enterprise Edition is used for processing the Convenience Check and any AR related 1099s because they are not processed in SAP.)
  - a. The IT Acquisition Management Team will renew the 1099Pro Enterprise Edition Software as part of their standard renewal cycle. ITAM will contact the AP/SP POC (currently Sarita Harper) to validate the requirement for the software as well as the number of copies needed. ITAM will then contact the FM Branch Chief (currently Michele Rollins) to confirm usage of the FM budget for payment of the software renewal.
  - b. Once the 1099Pro Enterprise Edition software renewal has been purchased by SAT, 1099Pro Enterprise Edition will send the links to NSSC IT for installing the software on a VPP's computer. (Note: Ann Parker currently processes non-SAP1099s for all Centers.)

### **STEP 2. NSSC, CIVIL SERVANT (CS) 1099 POC (Point of Contact) -** Send e-mails to initiate 1099 processes and request 1099 envelope order.

- A. An e-mail is sent in early November to the AAO (Josh King, Matt Buchheit and Laurie Volkmar) with a courtesy copy to the AP SP Supervisor requesting the status of the Change Request (CRQ) for processing the test 1099 files. See Appendix D for copy of e-mail. The CRQ will be submitted by the AAO.
  - a. The AP VPP Leads are to test the 1099 files using T-code S\_P00\_07000134 and provide the results of their testing to the AP CS POC prior to processing the actual 1099 file.
    - i. If any issues are discovered, the AP CS POC reports them to the AAO. Follow-up e-mails may be sent as required.
- B. A second e-mail will be sent to NSSC Procurement (currently Bobbie Young and Helen D. Bullock), copying the AP SP Supervisor and AP VPP that processes the Convenience Check 1099s. The e-mail will be sent in late December to request they provide the completed spreadsheet for the Convenience Check 1099 data as soon as possible in early January, reminding them that the IRS deadline for mailing 1099s is January 31st. This e-mail will also request an estimate of the total number of Convenience Check 1099s to be processed for all Centers. See Appendix E for copy of e-mail. Follow-up e-mails may be sent as required.

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- C. The third e-mail will be sent to the NSSC Accounts Receivable SP Supervisor (currently Dedra Hartley), copying the AP SP Supervisor and AP VPP that processes the 1099s. The e-mail will be sent in late December to request the AR SP provide a list of eligible customer bills written off that require a 1099-C as soon as possible in early January, reminding them that the IRS deadline for mailing 1099s is January 31st. See Appendix E for copy of e-mail. Follow-up e-mails may be sent as required.
- D. A ServiceNow Request will be sent to the AP SP Supervisor at the beginning of December to initiate ordering 1099 envelopes. The VPP will use the number of 1099s submitted in the prior year to calculate an approximate number of 1099's to be issued for the current reporting year. The number of required write offs and convenience check 1099s estimated by AR and Procurement will also be included in the calculation. The VPP will add an additional 200 envelopes over the net total from above to determine the approximate number of envelopes that are needed. The VPP will then deduct the number of 1099 envelopes that are in stock to determine how many envelopes will need to be ordered. Once the estimated number of 1099 envelopes is calculated, the AP SP Supervisor will send a ServiceNow ticket to the FM Purchase Card POC requesting they order the number of envelopes needed.

**STEP 3. NSSC, SP VPP - Run and review the 1099 Test Files**

- A. The VPP will run the 1099s as test files (Process 2, Step 3 below) and report any issues to the AP CS 1099 POC and AP CS Lead during November and December. Any issues identified during the test run will be communicated by the AP CS 1099 POC to the AAO and will include the AP SP Supervisor and the AP CS Lead.
- B. The VPP will validate that the SAP t-codes are updated to the reporting calendar year, the text file exports correctly, the threshold amounts are correct, print capabilities, output spool file creates successfully and data is in the correct box on the 1099 Form.
- C. Weekly meetings may be scheduled starting in December through January for status updates if required.

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## PROCESS 2 - ANNUAL REPORTING

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At the end of each calendar year, the NSSC reports and issues vendor and non-vendor 1099-MISC and 1099-C forms to the payee and IRS on behalf of the centers. NASA accounts that are set up in SAP to have withholding tax code '02' (royalty payments), '03' (estate of royalty payments or settlements), '07' (contractor/vendor, ICB or convenience check payments) must receive a 1099-MISC form annually in compliance with IRS regulations. A 1099-C form is prepared for Accounts Receivable debt discharge (write-off).

The 1099 process is performed annually for SAP payments by the AP VPP Center Lead using SAP t-codes S\_P00\_07000134 and SP01. An annual 1099 checklist (refer to Appendix B for annual 1099 checklist) is created by the SP and CS to document important dates associated with current year 1099 processing. 1099 Pro Enterprise Edition will be used to report convenience checks and AR write offs. The checklist is updated annually to include the current 1099 processing due dates set by the IRS.

**STEP 1.** Performed by **NSSC, SP VPP throughout the calendar year** - Receive an invoice and determine if a vendor account exists or if a vendor account needs to be created (refer to AP Invoice Processing Service Delivery Guide (SDG) Appendix B for vendor creation and invoice posting).

**STEP 2.** Performed by **NSSC, SP VPP throughout the year** - Review the withholding tax in SAP t-code XK03 to validate the vendor account is marked "Liable", if the payment is 1099 reportable, and coded with the correct withholding tax code (refer to Appendix C).

- A. If the invoice passes all the status checks, the VPP then posts the invoice in SAP. The full invoice amount is tax reportable. The VPP will not adjust or validate tax withholding amounts. The invoice will then be processed on a payment proposal.

**Note:** The SAP Allocation T-Code (ZIPP\_INV\_ALLOCATION) will be used to post all IPP documents so the withholding tax is automatically calculated. The withholding tax must be manually updated for documents with supply line items ("Z") that cannot be posted using the Allocation T-Code. *(Refer to NSSDG-9200-0004 AP Invoice Processing SDG)*

**STEP 3. NSSC, SP VPP** -The SAP t-code S\_P00\_07000134 generates a text file for electronic upload to the IRS as well as a PDF output (spool) of the 1099-MISC Form Copy B and 1099-MISC Form Copy A. The AP VPP Center Lead uses t-code SP01 to access the spool. 1099-MISC Form Copy B and 1099-MISC Form Copy A can be previewed by clicking on the PDF icon. The copy is displayed inside SAP. The AP VPP Center Lead will use the menu bar options to navigate, print and save. The printed 1099-MISC Form Copy B is mailed to the vendor in accordance with the date set by the IRS. Note: The following are steps to process the center 1099 MISC forms.

- A. Go to SAP T- code S\_P00\_07000134

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1. Under the Output Groups tab
  - a. Enter Process Type = US\_1099
  - b. Enter Output Group = US2
  
2. Under the Mandatory Selection tab
  - a. Enter Country Key = US
  - b. Enter Reporting Period = Calendar Year (ex. 1/1/2016 to 12/31/2016)

3. Under the Mandatory Selections tab, click the Country-specific selection button

4. Leave pre-set values as default unless notified by CS/IRS for reporting year.

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5. Update fields as they pertain to each Business Area (BA). See items (circled in red) with the information on the table below.

Additional selection for US	
<b>i</b>	Transmitter
Name	NASA SHARED SERVICE CENTER
Name	FOR THE ACCOUNT OF NASA ARC
Transmitter control	39C38
TIN	941197938
Contact person	NASA SHARED SERVICE CENTER
Phone	877-677-2123
Contact Email Address	NSSC-ACCOUNTSPAYABLE@NASA.GOV ★
Company name 1	NASA SHARED SERVICE CENTER
Company name 2	FOR THE ACCOUNT OF NASA ARC
Company mailing addr	BLDG 1111 JERRY HLASS RD ATN:FMD AP
City	STENNIS SPACE CENTER

- ★ Update Contact E-mail Address to nssc-contactcenter@nasa.gov

Additional selection for US	
<b>i</b>	Payer/Transfer Agent
Payer (P)/Transfer A	P
Payer name 1	NASA SHARED SERVICE CENTER
TA name 1/Payer name	FOR THE ACCOUNT OF NASA ARC
Payer Name Control	
Mailing address	BLDG 1111 JERRY HLASS RD ATN:FMD AP
City	STENNIS SPACE CENTER
State	MS
Country Name	
Postal code	39529-6000
Phone	877-677-2123
TIN	041107038

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6. The items (circled in red) have to be updated for each center with the center information from the table below

(Name, Transmitter control, TIN, Company name 2, and TA name 1/Payer name).

Center	TIN#	Transmitter Control#
ARC	941197938	39C38
AFRC	951715912	59144
GRC	340715724	33507
GSFC	520734375	36026
HQ	530201509	36049
JSC	540648760	34035
KSC	590946485	30A75
LARC	540515603	36384
MSFC	630422638	58306
NSSC	263084552	38G75
SSC	646164643	38C57

7. Under the General Selections tab, enter the following based on which type of 1099 is being executed.

a. Enter the applicable extended tax type and tax code as well as the vendor number range - see table below.

General Selections	
Company Code	NASA
Fiscal Year	
Extended WH Tax Type	07
Extended WH Tax Code	07
Classic WH Tax Code	
Vendor	100000
Customer	

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TYPE OF PAYMENT	TAX CODE	SAP ACCOUNT RANGE
Vendor	07	100000-999999
Royalties	02	7000000000-7999999999
Estate of (Royalties)	03	7000000000-7999999999
Settlements	03	100000-999999
ICB	07	9000000000-9999999999

b. Vendor 1099 tax code 07

General Selections		
General Selections		
Company Code	NASA	to
Fiscal Year		to
Extended WH Tax Type	07	to
Extended WH Tax Code	07	to
Classic WH Tax Code		to
Vendor	100000	to 999999
Customer		to

c. Royalty 1099 tax code 02

General Selections		
General Selections		
Company Code	NASA	to
Fiscal Year		to
Extended WH Tax Type	02	to
Extended WH Tax Code	02	to
Classic WH Tax Code		to
Vendor	7000000000	to 7999999999
Customer		to

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d. Estate of Royalties tax code 03

General Selections			
General Selections			
Company Code	NASA	to	<input type="text"/>
Fiscal Year	<input type="text"/>	to	<input type="text"/>
Extended WH Tax Type	03	to	<input type="text"/>
Extended WH Tax Code	03	to	<input type="text"/>
Classic WH Tax Code	<input type="text"/>	to	<input type="text"/>
Vendor	700000000	to	799999999
Customer	<input type="text"/>	to	<input type="text"/>

e. Settlements tax code 03

General Selections			
General Selections			
Company Code	NASA	to	<input type="text"/>
Fiscal Year	<input type="text"/>	to	<input type="text"/>
Extended WH Tax Type	03	to	<input type="text"/>
Extended WH Tax Code	03	to	<input type="text"/>
Classic WH Tax Code	<input type="text"/>	to	<input type="text"/>
Vendor	100000	to	999999
Customer	<input type="text"/>	to	<input type="text"/>

f. For ICB tax code 07

General Selections			
General Selections			
Company Code	NASA	to	<input type="text"/>
Fiscal Year	<input type="text"/>	to	<input type="text"/>
Extended WH Tax Type	07	to	<input type="text"/>
Extended WH Tax Code	07	to	<input type="text"/>
Classic WH Tax Code	<input type="text"/>	to	<input type="text"/>
Vendor	900000000	to	999999999
Customer	<input type="text"/>	to	<input type="text"/>

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8. Under the Further Selections tab, enter Business Area.

Further Selections			
Document Type	<input type="text"/>	to	<input type="text"/>
Document Number	<input type="text"/>	to	<input type="text"/>
Entry Date	<input type="text"/>	to	<input type="text"/>
Reference	<input type="text"/>	to	<input type="text"/>
Business Place	<input type="text"/>	to	<input type="text"/>
Business Area	76	to	<input type="text"/>

Center	Business Area
HQ/NMO	10,55
ARC	21
GRC	22
LARC	23
AFRC	24
GSFC	51
MSFC	62
SSC	64
JSC	72
KSC	76

\*HQ and NMO are run together.

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9. Under the Forms section, enter the following:

<u>Parameter</u>	<u>Example</u>
Print Form 1	<b>Checked</b>
Print immediately	<b>NOT Checked</b>
Number of Copies	<b>1</b>
Output Device	<b>mail</b>
Print Form 2	<b>Checked</b>
Print immediately	<b>NOT Checked</b>
Number of Copies	<b>1</b>
Output Device	<b>mail</b>

The screenshot shows a software interface titled "Forms". At the top, there is a "Forms" tab. Below the tab, there is a "Sender variant" section with an unchecked checkbox. The interface is divided into two sections: "Form 1:" and "Form 2:". Each section contains the following settings:

- Form 1:**
  - Print Form 1
  - Print Immediately
  - Number of Copies:
  - Output Device:
- Form 2:**
  - Print Form 2
  - Print Immediately
  - Number of Copies:
  - Output Device:

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10. Under the Files section, designate a local file name and location to save the text file output.

- a. Check “Create File”
- b. Save each center text file(.txt) under the following path: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\Tax & IRS 1099 Info\20xx 1099 Reporting
- c. Each center has a folder for each tax code – Vendor 07, Royalties 02, Settlements 03, ICB 07, and Estate 03.
- d. Example to save files as: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\Tax & IRS 1099 Info\20XX 1099 Reporting\ARC\Vendor 07
  - 1) Save file name as 20XX (Center) (account type) (withholding tax code).txt
  - 2.) Hit the execute button .
- e. The following dialog box will appear:

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- 1) Click the check mark to continue. Allow time for the data to be selected and forms to be generated.
- 2) After the Copy B file is generated, enter “mail” as the Output Device and Select “Print” to save the text file to the selected path on the N drive.

The screenshot shows the SAP Print dialog box with the following configuration:

- Output Device:** mail
- E-Mail Address:** (empty field)
- Spool Request:**
  - Name: LIST1S MAIL NS000702
  - Cover Page Text: 1099-MISC Official Form Copy B
  - Authorization: (empty field)
- Spool Control:**
  - Print Immediately
  - Delete After Output
  - New Spool Request
  - Close Spool Request
  - Spool Retention: 8 Day(s)
  - Storage Mode: Print only
- Number of Copies:**
  - Number of Copies: 1
- Cover Page Settings:**
  - SAP Cover Page: Default (Printer Setting)
  - Recipient(s): NS000702
  - Department: CSC

Buttons at the bottom: Print, Print Preview, Additional Options, and a close button (X).

- 3) After the Copy A file is generated, enter “mail” as the Output Device and select “Print” to save the text file to the selected path on the N drive.

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 Print: ✕

Output Device

E-Mail Address

---

**Spool Request**

Name

Cover Page Text

Authorization

---

**Spool Control**

Print Immediately

Delete After Output

New Spool Request

Close Spool Request

Spool Retention  Day(s)

Storage Mode  

**Number of Copies**

Number of Copies

---

**Cover Page Settings**

SAP Cover Page  

Recipient(s)

Department

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 Print
  Print Preview
  Additional Options
 

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- 4) The following screen will appear and the text file output is saved at the path on the N:drive - N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\Tax & IRS 1099 Info\20xx 1099 Reporting

**Generic Withholding Tax Reporting**

Copy B Header 1  
Copy A Header 2 From 01/01/2016 To 12/31/2016

CoCd	DocumentNo	MsgNo	Message Text
		27	Company code NASA's withholding tax reference number is missing
		28	EDI identifier for company code NASA is missing

Copy B Header 1  
Copy A Header 2 From 01/01/2016 To 12/31/2016

CoCd	Company Name	VAT Registration No.
NASA	NASA	

Copy B Header 1  
Copy A Header 2 From 01/01/2016 To 12/31/2016

Vendor	Cert. No.	Wth.t.t.	WTx	Amount in RC	Net2 amt in RC	WT base amount in RC	WT amount in RC	W/tax ex. amnt RC
100946		07	07	14,383.83	14,383.83	14,383.83	0.00	0.00
100961		07	07	123,786,598.29	123,786,598.29	90,389,868.76	0.00	33,396,729.53
101127		07	07	25,936.46	25,936.46	11,417.56	0.00	14,518.90
101146		07	07	2,966,458.24	2,966,458.24	2,879,692.24	0.00	86,766.00
101183		07	07	24,954.00	24,954.00	24,954.00	0.00	0.00
101231		07	07	121,496.00	121,496.00	121,496.00	0.00	0.00
101427		07	07	4,750.00	4,750.00	4,750.00	0.00	0.00
103956		07	07	10,940.00	10,940.00	10,940.00	0.00	0.00
104179		07	07	42,085.50	42,085.50	42,085.50	0.00	0.00
104451		07	07	245,232.30	245,232.30	231,253.38	0.00	13,978.92
104590		07	07	3,600.00	3,600.00	3,600.00	0.00	0.00
104727		07	07	78,889.00	78,889.00	78,889.00	0.00	0.00
104834		07	07	10,500.00	10,500.00	10,500.00	0.00	0.00

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## PROCESS 3 – SUBMIT IRS TEST FILE

Prior to submitting the final files to the IRS, after AAO updates to SAP, test files are submitted to IRS FIRE Test System for validity.

1. Go to <https://fire.test.irs.gov/> to create an account.
2. Click on Create New Account



**Internal Revenue Service**  
United States Department of the Treasury

**FIRE Test System**

User Options

- [Log On](#)
- [Create New Account](#)
- [Learn The Basics](#)
- [Forgot Password](#)

**FILING INFORMATION RETURNS ELECTRONICALLY**

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

**FILL-IN FORMS**  
This system does not support fill-in forms, except for Form 4419, Application for Filing Information Returns Electronically (FIRE) and Form 8809, Application for Extension of Time to File Information Returns.

[FIRE Privacy Policy](#)

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3. Enter information for you and your center and click submit.


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United States Department of the Treasury

**FIRE Test System**  
  
 User Options
 

- [Log On](#)
- [Create New Account](#)
- [Learn The Basics](#)
- [Forgot Password](#)

### Create FIRE System Account

Please complete the form below. All fields are required unless noted otherwise. If you already have an account, please [Log on](#)

You must have a Transmitter Control Code (TCC) before you can transmit an information return file. If you have any questions, please call us at 1-866-455-7438.

Fields with an \* are required

Foreign Country  No  Yes

Company\*

Address\*

City\*

State\*

ZIP\*

Phone\*  -  -  - Ext

Contact\*

Email\*

[FIRE Privacy Policy](#)

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4. Create a User ID and Password, Verify Password and click Create

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United States Department of the Treasury

**FIRE Test System**

User Options

- [Log On](#)
- [Create New Account](#)
- [Learn The Basics](#)
- [Forgot Password](#)

**Create FIRE System Account (continued)**

Please complete the form below. You will need to supply the name you intend to use as your User ID, and a password. If you wish to use special characters in your User ID, the following are allowed: `_ . / @ - , ' .` period, comma, and space.

Your password must be 8-20 characters with 1 uppercase, 1 lowercase, 1 numeric and 1 special character `#?!@$%^&* . ' -`. It cannot contain the User ID or User name.

Fields with an \* are required

User ID\*

Password\*

Verify Password\*

[FIRE Privacy Policy](#)

5. Once your account is created, click OK to create your Personal Identification Number (PIN)

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United States Department of the Treasury

**FIRE Test System**

User Options

- [Log On](#)
- [Create New Account](#)
- [Learn The Basics](#)
- [Forgot Password](#)

**Account Created**

Your User ID is: **tlmarti13**

Please log on with this User ID and the Password you have chosen on your next visit.

**Click OK to continue so that you can create your Personal Identification Number (PIN)**

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6. Create a PIN, Verify PIN and click submit


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**FIRE Test System**  
 User Options
 

- [Log On](#)
- [Create New Account](#)
- [Learn The Basics](#)
- [Forgot Password](#)

[Redacted]

The Personal Identification Number (PIN) you create below will be required each time you send us a file electronically and will be your permission to release the file.

When you send Test files or complete the online fill-in Form 8809, the PIN will not be required. However, the PIN is required for all ORIGINAL, CORRECTION, and REPLACEMENT files being sent electronically.

Although an authorized agent may enter their PIN, the payer is responsible for the accuracy of the returns. The payer will be liable for penalties for failure to comply with filing requirements (refer to Publication 1220 Part A).

Fields with an \* are required

PIN\*

Verify PIN\*

[Redacted]

[FIRE Privacy Policy](#)

Once your PIN is created, click OK to create FIRE Test System Account Secret Phrase


Internal Revenue Service  
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**FIRE Test System**  
 User Options
 

- [Log On](#)
- [Create New Account](#)
- [Learn The Basics](#)
- [Forgot Password](#)

**Create PIN - Success**

Your PIN has been successfully created!

[FIRE Privacy Policy](#)

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7. Create a Secret Phrase, Verify Secret Phrase, Enter validations code and click Create

The screenshot shows the 'Internal Revenue Service' logo and 'United States Department of the Treasury' header. On the left, a sidebar titled 'FIRE Test System' contains 'User Options' with links for 'Log On', 'Create New Account', 'Learn The Basics', and 'Forgot Password'. The main content area is titled 'Create FIRE System Account Secret Phrase (continued)'. It includes instructions that fields with an asterisk are required and that the registration must be completed by the owner or authorized officer. A checkbox is checked, indicating authorization to submit on behalf of the transmitter and/or payer. There are two password fields: 'Enter Secret Phrase\*' and 'Verify Secret Phrase\*', both containing masked characters. Below these is a validation code section with the instruction 'Enter validation code in textbox below.' The code 'yu38rH' is displayed in a grid and entered into a text box. A 'Create' button is at the bottom. A 'FIRE Privacy Policy' link is at the very bottom of the page.

8. Go to <https://fire.test.irs.gov/> click Log On

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9. Enter your User ID and Password and Click Login

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United States Department of the Treasury

**FIRE Test System**

User Options

- Log On
- Create New Account
- Learn The Basics
- Forgot Password

**FIRE System Logon**

Fields with an \* are required

User ID\*

Password\*

Login

You will need a User ID and Password to begin using this application.

If you do not already have an account, click [Create New Account](#) to start setting up your new account.

Otherwise, you can enter your assigned User ID and the password you have chosen to begin using this application. Your password must be 8-20 characters with 1 uppercase, 1 lowercase, 1 numeric and 1 special character. It cannot contain the User ID or User name.

[FIRE Privacy Policy](#)

10. Important Bulletins will pop up, Click Continue

**Internal Revenue Service**  
United States Department of the Treasury

Menu Options

- Main Menu
- Log Out

**Important Bulletins - Click here to continue**

The FIRE System may be down every Wednesday from 3:00 a.m. to 5:00 a.m. EST for maintenance.

**1099-OID Fraud Alert**  
Fraud Alert: Transmitters of the Form 1099-OID please access this IRS alert before transmitting your file.  
<http://www.irs.gov/newsroom/article/0,,id=98129,00.html>

**Email Filtering Software**  
If you are using email filtering software, configure your software to accept email from [fire@irs.gov](mailto:fire@irs.gov) and [irs-helpmail@irs.gov](mailto:irs-helpmail@irs.gov). We will increasingly be using this in the future to contact you about bad files, your file status, publication availability, updates, etc.

**Fill-in Form 5509**  
If you need to file for an extension of time for forms W-2, W-2s, 1042-S, 1097 series, 1098 series, 1099 series, 5498 series or 8327, you can now do it online via the FIRE system in lieu of filing out the paper Form 5509 and mailing it to us. From the main menu, click on 'Extension of Time Request', then click on 'Fill-in Extension Form' and follow the prompts.

If you are requesting an extension for more than 10 payers, you must file electronically. See Publication 1220, Part D or Tax Topic 803 at [www.irs.gov](http://www.irs.gov) for more details.

**PLEASE NOTE: This is not for recipient copies and is only for the forms listed above.**

**REPLACEMENT or CORRECTION FILES**  
If you have sent an original or correction file and FILE STATUS indicates the file is bad, you must send the corrected file as a replacement file, not a correction or original. If you are still confused, please call us toll free at 1-800-455-7438.

**Combined Federal State Filing Program Enhances Validation Process**  
The Combined Federal State Filing Program was established to simplify reporting of Information Returns to participating states. Due to increased concerns over proper disclosure of information, the Information Reporting Program is enhancing the validation process of combined federal/state data.

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11. Click on Send Information Returns

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United States Department of the Treasury

**Menu Options**

- [Main Menu](#)
- [Log Out](#)

**Important Bulletins - [Click here to continue](#)**

The FIRE System may be down every Wednesday from 3:00 a.m. to 5:00 a.m. EST for maintenance.

**1099-OID Fraud Alert**  
Fraud Alert: Transmitters of the Form 1099-OID please access this IRS alert before transmitting your file.  
<http://www.irs.gov/newsroom/article/0,,id=98129,00.html>

**Email Filtering Software**  
If you are using email filtering software, configure your software to accept email from [file@irs.gov](mailto:file@irs.gov) and [irs\\_e\\_helpmail@irs.gov](mailto:irs_e_helpmail@irs.gov). We will increasingly be using this in the future to contact you about bad files, your file status, publication availability, updates, etc.

**Fill-in Form 5009**  
If you need to file for an extension of time for forms W-2, W-2G, 1042-S, 1097 series, 1098 series, 1099 series, 5498 series or 8027, you can now do it online via the FIRE system in lieu of filing out the paper Form 5009 and mailing it to us. From the main menu, click on "Extension of Time Request", then click on "Fill-in Extension Form" and follow the prompts.

If you are requesting an extension for more than 10 payers, you must file electronically. See Publication 1220, Part D or Tax Topic 503 at [www.irs.gov](http://www.irs.gov) for more details.

**PLEASE NOTE: This is not for recipient copies and is only for the forms listed above.**

**REPLACEMENT or CORRECTION FILES**  
If you have sent an original or correction file and FILE STATUS indicates the file is bad, you must send the corrected file as a replacement file, not a correction or original. If you are still confused, please call us toll free at 1-800-455-7435.

**Combined Federal State Filing Program Enhances Validation Process**  
The Combined Federal State Filing Program was established to simplify reporting of information returns to participating states. Due to increased concerns over proper disclosure of information, the Information Reporting Program is enhancing the validation process of combined federal/state data.

12. Enter the Center TCC # and TIN #, Click Submit

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United States Department of the Treasury

**Menu Options**

- [Main Menu](#)
- [Log Out](#)

**Enter your TCC and TIN for Filing Information Returns**

TCC  Required

TIN  Required(9 numerics - no hyphens)

**Do not send W-2's on this system. They must be filed via [www.ssa.gov/employer](http://www.ssa.gov/employer).**

**NOTE:** If you do not have a TCC or the TCC/TIN combination you entered does not appear to be valid, please call toll-free at 1-800-455-7438 for assistance.

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13. Verify Contact Information. Update if necessary, Click Accept

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**Verify Your Filing Information**

Company: NASA SHARED SERVICES CENTER  
Address: BLDG 1111, C ROAD, ATTN: FMD AP  
City: STENNIS SPACE CENTER  
State: MS  
Zip: 39529  
Phone: 877-677-2123  
Extension: (Optional)  
E-Mail: jennifer.a.myers@nasa.gov  
Contact: Jennifer Myers

The information submitted on this screen will be used to send you an email regarding your File Status, but does not replace timely and complete updates to the Information Reporting program.

Please make any necessary corrections and click the "Accept" button.

If you are using email filtering software, configure your software to accept email from [irs@irs.gov](mailto:irs@irs.gov) or [irs.e-helpmail@irs.gov](mailto:irs.e-helpmail@irs.gov). We are using these email addresses to contact you about bad files and file status (excluding extensions), publication availability, updates, etc.

[FIRE Privacy Policy](#)

14. Click on Test File

**Internal Revenue Service**  
United States Department of the Treasury

**Choose a File Type**

- Test File
- Original File
- Replacement File
- Amended/Correction File
- Main Menu

**Definitions of File Types**

**Original File**  
An information return that has never been reported.

**Replacement File**  
If an original or correction information return is bad (FILE STATUS = BAD), it must be sent as a replacement file after you fix the error. In the case of an 1099-GSA File, a new original file must be submitted.

**Amended/Correction File**  
An information return submitted by the sender is corrected, an information return that was previously submitted and processed by the IRS (FILE STATUS = GOOD), but corrected erroneous data.

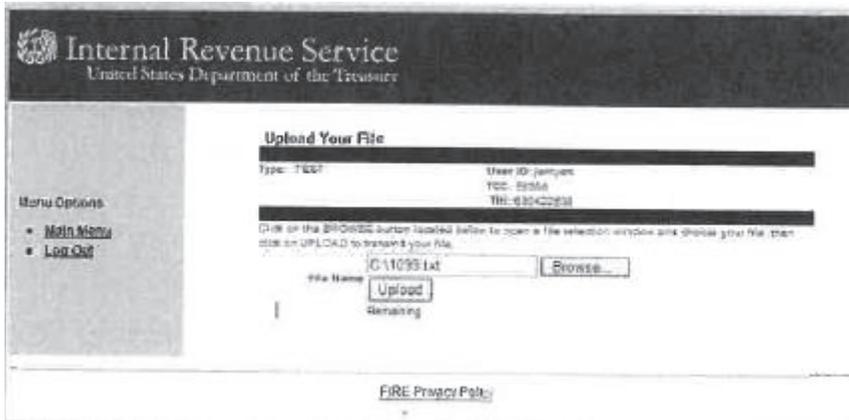
**Test File**  
This option is used to test your files for the upcoming tax year. Test dates are as follows:  
1043-S - 1/15 thru 2/15  
1042 - 1/1/ thru 2/15  
All Other - 1/1/ thru 2/15

An amended/correction file will only replace the errors in error, not the entire original submission. If you are sending a 1043-S file, you would click on Amended File. Other wise, click on Correction File.

[FIRE Privacy Policy](#)

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15. Browse for the original text file, saved on the N:drive - N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\Tax & IRS 1099 Info\20XX 1099 Reporting
16. Upload the File.



17. Once the upload button is clicked, you will receive a File Upload Statistic. A File Status e-mail will be received within a few days regarding the status of the test file submitted. Once a "GOOD, Federal Reporting" file status is received from the IRS, the center format is cleared to upload the "final" Text file to <https://fire.irs.gov/> using the same steps used to submit the test file. If a Bad file status is received, the VPP reruns the 1099 files and reviews the Text file for errors and corrects, then uploads to IRS FIRE System until a good status is received.

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**Internal Revenue Service**  
United States Department of the Treasury

**FIRE Production System**

**File Upload Statistics**

Total Bytes Received: 14237  
**Please ensure this is the correct size.**

We renamed your file to: ORIG.34035.0003  
\*You may want to print this screen for your records.

[File Another ?](#)

[Main Menu](#)

A FILE STATUS email will be sent within a few days regarding the status of your file. If it is not received within this timeframe, please log onto the FIRE system and go to 'CHECK FILE STATUS' to verify the status of your file.

[FIRE Privacy Policy](#)

**From:** [Fire@irs.gov](mailto:Fire@irs.gov) [<mailto:Fire@irs.gov>]  
**Sent:** Friday, January 13, 2017 10:52 PM  
**To:** Mayeux, Jamie N. (NSSC-NSSC)[Service Provider] <[jamie.n.mayeux@nasa.gov](mailto:jamie.n.mayeux@nasa.gov)>  
**Subject:** Test File Status Email

1/13/2017

Dear Transmitter,

We have received your electronic file and the following are the results of your transmission(s):

Filename	Your Filename	Date Received	Count of Payees	File Status
TEST.30A75.0001	KSC 2016 ROYALTY 1099.TXT	01/12/2017	11	*GOOD, Federal Reporting*
TEST.30A75.0002	KSC 2016 VENDOR 1099.TXT	01/12/2017	275	*GOOD, Federal Reporting*

Following are definitions of the FILE STATUS results:

"Good, Federal Reporting" - The test file is good for federal reporting only. (Does not apply to 1042-S or 8027 returns.)

"Good, Federal/State Reporting" - The file is good for the Combined Federal and State Filing Program (see Publication 1220, for further details). (Does not apply to 1042-S or 8027 returns.)

"Bad" - The test file contains errors. Log back into the FIRE Test System to look up your results.

To view your file results, log back into the FIRE Test System at [HTTPS://FIRE.TEST.IRS.GOV](https://fire.test.irs.gov), and at the Main Menu click on Check File Status. Enter your TCC and TIN, then click on the appropriate filename for an explanation of the file processing results.

For additional questions or information about your file(s), visit [IRS.GOV](http://IRS.GOV), or contact your software company or service provider for further information.

Please do not respond to this email unless you have questions about your file(s).

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## PROCESS 4 – EXECUTING 1099 FILES

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**Step 1. – NSSC, SP – VPP** - Executing the 1099 Copy A and B PDF files from the text files. This step is completed after the test files are acceptable and AP is ready to gather and report to vendors and the IRS. The AP VPP will perform Step 2 again to obtain the final data to be submitted to vendors and the IRS. This will be performed by re-running the 1099 program in SAP to capture the final payments for the reporting calendar year.

- A. **Go to SAP T-code SP01** - The Created By and Created On fields will default to user's NS# and today's date. If a different user executed the 1099 text file or the file was executed on a different date, these fields will need to be updated to that SAP NS user ID and date.

The screenshot shows the SAP SP01 transaction screen. At the top, there are two tabs: "Spool requests" (selected) and "Output requests". Below the tabs, there are several input fields with dropdown arrows:

- Spool Request Number: [Empty field]
- Created By: NS000702
- Created On: 06/28/2017
- Client: 600

There are also "to" fields for the Created On date, with the value 06/28/2017 entered.

- B. Click Execute .



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2. Copy B – click the save button  and save at the following path on the N:drive - N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\Tax & IRS 1099 Info\20XX 1099 Reporting\KSC\Vendor 07
  - a. Save file name as 20XX\_(Center)\_Vendor 07\_Copy B.pdf.
  - b. Example print screen of 1099 Copy B below.

Display Document 1 of 1 of Spool Request 674,155

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. NASA SHARED SERVICES CENTER FOR THE ACCOUNT OF NASA KSC BLDG 1111, JERRY HLAAS RD ATTN: FM STENNIS SPACE CENTER MS 39529 877-677-2123		1 Rents \$	OMB No. 1545-0115 <b>2016</b> Form 1099-MISC	<b>Miscellaneous Income</b>
PAYER'S federal identification number ██████████		2 Royalties \$	4 Federal income tax withheld \$	
RECIPIENT'S name ██████████ ██████████ Street address (including apt. no.) ██████████ City or town, state or province, country, and ZIP or foreign postal code REDLANDS CA 92374-2864		3 Other income \$	5 Fishing boat proceeds \$	<b>Copy B For Recipient</b>
Account number (see instructions) 0000100946		6 Medical and health care payments \$	7 Nonemployee compensation \$ 14,383.83	
FATCA filing requirement <input type="checkbox"/>		8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
		10 Crop insurance proceeds \$	11	
		12	13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$

**Step 2. – NSSC, SP – VPP** Follow the Annual 1099 Processing Checklist for further processing due dates – see Appendix B. The checklist is updated annually based upon IRS reporting deadlines.

**Step 3. – NSSC, SP – VPP** Review the PDF file to ensure the data is populated on the form correctly. Review that SAP t-codes are updated to the reporting calendar year, the text file exports correctly, the threshold amounts are correct, print capabilities, output spool file creates successfully and data is in the correct box on the 1099 Form.

**Step 4. – NSSC, SP – VPP** Notify the AP CS 1099 POC that the files are ready for review/validation.

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**Step 5. – NSSC, CS** – Validate the 1099 files prior to SP mailing out to vendors by running the 1099-MISC Validation Reports for each Center using T-Code: S\_P00\_07000134 and job aid <https://epss.nasa.gov/gm/folder-1.11.588842?originalContext=1.11.8190>.

A. See Process 2 for S\_P00\_07000134 instructions.

NOTE: Reports will be compared with the 1099 files created by the VPPs.

- B. Validate the Center TIN#, total count of 1099s and total dollar amount for each Center. Any discrepancies will be sent to the VPP for validation/correction prior to SP mailing 1099s to the vendors. For Royalty 1099s, in addition to running the S\_P00\_07000134 reports, also run a Payment Status Report T-Code ZFI\_AP\_PMT\_STAT for all royalty payments (enter Payment Run Dates for year and Vendor Number range 7000000000 to 7999999999 for the applicable calendar year as an additional check due to instances where the Withholding Tax Type is coded incorrectly on the royalty master in SAP resulting in a 1099-MISC form not being generated).
- a. Sort the Payment Status Report by Center and compare with the VPP 1099 files for each Center.
  - b. Review the Cleared Document Number column number for any reversed documents indicated by a 2000#
  - c. If the Cleared Document Number is a 2000#, CS will review the Royalty account number by running SAP t-code FBL1N for the calendar year to validate if the payment was re-entered on another DRN and manually cleared in the reporting year.
  - d. If the royalty payment was entered on a different DRN and manually cleared (1500#), the payment is counted and a 1099 should be issued
  - e. If there is a 2000# in the Cleared Document Number column and the payment is not manually cleared on the royalty FBL1N, the payment is not confirmed and should not be counted. A 1099 should not be issued this calendar year
  - f. For Royalty SAP account range 7000000000 to 7999999999, if a Withholding Tax Type other than 02 is discovered on a royalty master record (ZROY), a manual 1099-MISC has to be processed for this year, and the VPP will send a SR to the AAO to correct the Withholding Tax Type on the vendor master record in SAP. (While in succession, "Estate of" royalty payments should be Tax Withholding code 03).
    - i. The CS will notify the SP when a Withholding Tax Type other than 02 is discovered on a royalty master record so that a SR may be submitted by the SP VPP.

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**Step 6. – NSSC, CS** - Notify the VPPs that the validation is complete and save each validation report at:

N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\Tax & IRS 1099 Info\ folder by applicable year Reporting\ Applicable Year Validation\Center\Center CS Withholding Type Validation. (ex. [\\nsscfs01p\FM](#) Division\Accounts Payable\_Accounts Receivable\Accounts Payable\Tax&IRS1099Info\20161099Reporting\2016Validation\KSC\KSC CS Vendor Validation)

**Step 7. – NSSC, SP VPP** - Print 1099s, put them in envelopes and deliver all 1099s to NSSC DI to be post marked by January 31<sup>st</sup> or per current IRS deadlines.

**Step 8. – NSSC, SP VPP** - Coordinate with NSSC DI, Wendy Byrd, that the 1099 envelopes will be delivered by a certain date for postage and mailing per IRS guidelines.

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## PROCESS 5 – SAVE ANNUAL 1099 FILES IN TECHDOC

Once 1099 files are mailed, SP will save the text and PDF Copies A & B in TechDoc

**Step 1. – NSSC, SP VPP** – Create file in TechDoc per calendar year, per center:

FM > AP > Vendor Tax Files 1099 > CY 20XX > NASA Center (ex. ARC), then by tax code type.

**Step 2. – NSSC, SP VPP** – Text File: (ex. ARC\_1099\_2016\_Royalty)

**Step 3. – NSSC, SP VPP** – PDF file copy A & B: (ex. ARC\_1099\_2016\_ROYALTY\_COPY\_A)

DocMgr
dm.nssc.nasa.gov

Explorer Groups My Work Reports Reviews Support

Quick Search: Document for

/FM/AP/Vendor Tax Files 1099/CY 2016/ARC				
		Name/Number	Rev	Description/Title
		CY 2016		2016 1099
		ARC		CY 2016 1099 FILES
		ARC_1099_2016_NON-NASA		ARC_1099_2016_NON-NASA
		ARC_1099_2016_NON-NASA_COPY_A		ARC_1099_2016_NON-NASA_COPY_A
		ARC_1099_2016_NON-NASA_COPY_B		ARC_1099_2016_NON-NASA_COPY_B
		ARC_1099_2016_ROYALTY		ARC_1099_2016_ROYALTY
		ARC_1099_2016_ROYALTY_COPY_A		ARC_1099_2016_ROYALTY_COPY_A
		ARC_1099_2016_ROYALTY_COPY_B		ARC_1099_2016_ROYALTY_COPY_B
		ARC_1099_2016_VENDOR		ARC_1099_2016_VENDOR
		ARC_1099_2016_VENDOR_COPY_A		ARC_1099_2016_VENDOR_COPY_A
		ARC_1099_2016_VENDOR_COPY_B		ARC_1099_2016_VENDOR_COPY_B

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## PROCESS 6 – CONVENIENCE CHECK AND ACCOUNTS RECEIVABLE PROCESS

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### 1099-Processing for Convenience Checks and Accounts Receivable thru 1099PRO

Designated Accounts Payable SP center lead will receive notification from the IT department that the software from 1099 PRO Enterprise Edition has been received and will call to schedule a time to install on the lead's computer. An IT SP technician will install the software and check for any updates. This is usually completed by an IT representative from the SP IT department who will load software ordered by the IT department each year from 1099PRO Enterprise Edition.

Listings of the reportable items will be provided by Procurement (currently Bobbie Young and Helen D. Bullock) and Accounts Receivable (Accounts Receivable SP Supervisor) via email. If these listings are not received within 7 days of the 1099 checklist upload date, a reminder e-mail will be sent requesting listings. Negative replies are required if no listing is to be provided. Example: Accounts Receivable did not have any 1099-C to be reported for CY2019.

Listing of reportable Convenience Checks are received via e-mail, example as below:

**From:** Honeycutt, Suzanne (NSSC-XD042)  
**Sent:** Tuesday, January 23, 2019 3:03 PM  
**To:** Parker, Ann B. (NSSC-NSSC)[Service Provider] <ann.b.parker@nasa.gov>; Bullock, Helen C (NSSC-NSSC)[Service Provider] <helen.c.bullock@nasa.gov>  
**Cc:** Backes, Barry C. (NSSC-NSSC)[Service Provider] <barry.c.backes@nasa.gov>  
**Subject:** RE: TRACER - URGENT FY2018 License Renewal - 1099 PRO (PCARD)

Hi All,

Please see attached with Centers identified.

Thank you,

*Suzanne Honeycutt*  
Agency Purchase Card Lead  
NASA Shared Services Center (NSSC)  
Phone: (228) 813-6173

Example of Data provided: See Appendix F

Step1. Open 1099 PRO Enterprise Edition software, set up filer by center for each type of form to be used (1099-MISC or 1099-C).

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1099 Pro for 2019 Enterprise Edition
— □ ×

File
Reports
Forms
IRS
Utilities
Help

**Current Filer:** GRC-CC-AP  
34-0715724 GRC  
NASA SHARED SERVICE CENTE

Select Another Filer Manage

**Current Form:** 1099-MISC

**1 Preparing My Forms**

- Work With My Tax Forms
- Import New Tax Forms
- Form Totals Reports

**2 Printing & Mailing**

- Print/Mail Forms Myself
- Via the Service Bureau
- Export Forms for Print/Mail

**3 Filing My Forms**

- Filing on Paper (via 1096)
- Electronic Filing
- Via the Service Bureau

**Help & Extras**

- Help and Tutorials
- Correcting Filed Forms
- About the Service Bureau
- IRS Pubs & Links
- Recipients List
- W-9/B Notices

REMINDER: You have 1099-MISC forms that must be filed by JAN 31,2020!

## 1099 Pro Central

Enterprise Edition Single User v2019.13.01

Click on an option below to view it...

Overview
To-Do
Help
Compliance
Services

**Getting Ready -- First Things First**

You must create Filers before you can create Tax Forms.

*TIP: A "Filer" is Company or person telling the IRS that they made a payment to someone. When using Pro, YOU are a Filer.*

1

↓

2

↓

3

**Preparing My Forms**

Assembling and verifying all of the information that will be used to create your tax forms. Also, fixing issues with previously Filed forms.

2

↓

3

**Printing And Mailing My Forms**

Sending the tax forms to your Recipients. You can do this yourself or have Pro or another service provider do it for you.

3

**Filing My Forms With the IRS**

Submitting your finalized tax forms to the IRS. This can be done on paper or electronically (the preferred method.)

**What's Next? (Creating Corrections, if needed)**

If everything was right the first time, you are done! If you need to correct a form, you go back to Step 1 and update the form to create a correction.

SysForm Date: 1/08/2020 11:02AM
v2019.13.01 (Single User)
Security: OFF
Wednesday, January 22, 2020
2:54PM

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Step 2. Current listing of filers for CY2019

The screenshot shows the 'Filer/Employer/Payer Master List' window in 1099 Pro software. The window title is '1099 Pro for 2019 Enterprise Edition - [Browse the Filers File]'. The current filer is 'GRC-CC-AP' with EIN '34-0715724'. The current form is '1099-MISC'. The list shows the following data:

TIN	Location	Payer Code	Name 1	Name 2	Address 1	Address 2
52-0204500	HQ	HQ-CC-AP	NASA SHARED SERVICE CENTER	FOR THE ACCOUNT OF N BLDG 1111 JERRY HLA		
	GRC	GRC-CC-AP	NASA SHARED SERVICE CENTER	FOR THE ACCOUNT OF N BLDG 1111, JERRY HLA		
	GSFC	GSFC-CC-AP	NASA SHARED SERVICE CENTER	FOR THE ACCOUNT OF N BLDG 1111, JERRY HLA		
	JSC-AP	JSC-CC-AP	NASA SHARED SERVICE CENTER	FOR THE ACCOUNT OF N BLDG 1111, JERRY HLA		
	AFRC-AP	AFRC-CC-AP	NASA SHARED SERVICE CENTER	FOR THE ACCOUNT OF N BLDG 1111, JERRY HLA		
	LARC-AP	LARC-CC-AP	NASA SHARED SERVICE CENTER	FOR THE ACCOUNT OF N BLDG 1111, JERRY HLA		

The interface includes a left-hand navigation menu with sections for 'Preparing My Forms', 'Printing & Mailing', 'Filing My Forms', and 'Help & Extras'. At the bottom, there are buttons for 'Run Filer Report', '+ Add', 'Change', 'Delete', 'Close', and 'Help'. The status bar at the very bottom shows 'Browsing Records', 'SysForm Date: 1/08/2020 11:02AM', 'v2019.13.01 (Single User)', 'Security: OFF', 'Wednesday, January 22, 2020', and '2:54PM'.

Step 3. To add a filer and form, click on +add button and update with EIN of center, payer code (such as GSFC-AP), address and phone number contact (this will be the same as used for the vendor 1099 report from SAP, (refer to Step 3.6).

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Step 4. Once filers are set up, enter data for the vendor by filer. This will come from the files submitted by Procurement and Accounts Receivable. The vendor data includes TIN, Name, Address, Amount paid, filer selected from listing and form number to be used. Example listing for: LARC-AP Form 1099-MISC

**Form 1099-MISC: Enter, Update and View**  
 This is where you can create new 1099-MISC Forms or update existing Forms (asterisk in status = warnings/errors)

Current Filer: LARC-AP  
 54-0515603  
 NASA SHARED SERVICE CENTRE

Current Sort/View: +By TIN  
 Current Query: All Records

Search TIN:  TIP: Enter TIN digits without the dashes

Recipient TIN	Last Name/Company	First Name	Status	Account	Name Line 2	Street/Delivery
[REDACTED]	[REDACTED]	[REDACTED]	SB Print+File	PC11676017		8717 COLD SPRING RD
[REDACTED]	[REDACTED]	[REDACTED]	SB Print+File	PC11616313		3607 N 22nd St
[REDACTED]	[REDACTED]	[REDACTED]	SB Print+File	PC11623718		656 12th St
[REDACTED]	[REDACTED]	[REDACTED]	SB Print+File	PC11537730		8155 PILLOW RD
[REDACTED]	[REDACTED]	[REDACTED]	SB Print+File	PC11603927		526 W 26th St
[REDACTED]	[REDACTED]	[REDACTED]	SB Print+File	PC11660318		263 DECATUR ST
[REDACTED]	[REDACTED]	[REDACTED]	SB Print+File	PC11654979		1015 Trowbridge
[REDACTED]	[REDACTED]	[REDACTED]	SB Print+File	PC11628465		1 FRANKLIND ST
[REDACTED]	[REDACTED]	[REDACTED]	SB Print+File	PC11656673		6052 PROVIDENCE RD, STE 10
[REDACTED]	[REDACTED]	[REDACTED]	SB Print+File	PC11680461		2 MARINA BLVD
[REDACTED]	[REDACTED]	[REDACTED]	SB Print+File	PC11629636		205 WASCO ST

Navigation buttons: Quick-Print Form, Email Tax Form, Browse By Form, Add, Change, Delete, Print/View Report, Custom Reports, Group Actions, Track, Close, Help

Status: Security: OFF | Tuesday, February 26, 2019 | 1:51PM

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Step 5. To add another vendor, click the +add button and fill out form with TIN, Name, Address, Amount paid in block 7 Step 6. Click save form, it will be added to list of tax forms by filer.

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. <b>NASA SHARED SERVICE CENTER          FOR THE ACCOUNT OF NASA LARC          BLDG 1111, JERRY HLASS RD, ATN:FMD AP          Stennis Space Center, MS 39529-6000</b> (877) 677-2123		<b>1</b> Rents \$	<b>2</b> Royalties \$	OMB No. 1545-0115 <b>2019</b> Form <b>1099-MISC</b> <b>Miscellaneous Income</b> <b>Copy B</b> <b>For Recipient</b> This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
<b>3</b> Other income \$		<b>4</b> Federal income tax withheld \$	<b>5</b> Fishing boat proceeds \$	
<b>6</b> Medical and health care payments \$		<b>7</b> Nonemployee compensation \$ <b>1090.50</b>	<b>8</b> Substitute payments in lieu of dividends or interest \$	
<b>9</b> Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		<b>10</b> Crop insurance proceeds \$	<b>11</b>	
PAYER'S TIN [REDACTED]		RECIPIENT'S TIN [REDACTED]		<b>12</b>
RECIPIENT'S name <b>ROBERT R POWELL          5344 REASOR CT          Virginia Beach, VA 23464</b>		<b>13</b> Excess golden parachute payments \$	<b>14</b> Gross proceeds paid to an attorney \$	<b>15a</b> Section 409A deferrals \$
Account number (see instructions) <b>PC11789916</b>	FATCA filing requirement <input type="checkbox"/>	<b>16</b> State tax withheld \$	<b>17</b> State/Payer's state no. \$	<b>18</b> State income \$

Form **1099-MISC** (keep for your records) www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

**Instructions for Recipient - 1099-MISC (2019)**

**Recipient's taxpayer identification number (TIN).** For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). However, the payer has reported your complete TIN to the IRS.

**Account number.** May show an account or other unique number the payer assigned to distinguish your account.

**FATCA filing requirement.** If the FATCA filing requirement box is checked, the payer is reporting on this Form 1099 to satisfy its chapter 4 account reporting requirement. You also may

**Box 6.** For individuals, report on Schedule C (Form 1040).

**Box 7.** Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If the amount in this box is SE income, report it on Schedule C or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare tax. If you believe you are an employee and cannot get the payer to correct this form, report this amount on the line for "Wages, salaries, tips, etc." of Form 1040 (or Form 1040NR). You also must complete

Step 6. Once all forms are input by filer, they are ready to be printed. Once printed, check all forms and all filers. Accounts Payable will use the 1099-Misc Form and Account Receivable will use the 1099-C form.

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In 1099-PRO go to tab 2 – Printing and Mailing  
Click Print/Mail Forms Myself button, click Begin a New Print Process

**Form 1099-MISC: Print forms for Recipients and the IRS**  
From here you can print new tax forms or view/reprint forms from past print sessions

**Begin Printing IRS Approved 1099-MISC Tax Forms**  
Please choose the method to be used for selecting the 1099-MISC forms to print

ALL Pending forms for the CURRENT filer   
 ALL Pending forms for ALL Filers  
 Manually select forms for the CURRENT filer   
 ALL Pending forms for SELECTED Filers

Show me the optional extra filters for limiting the number of records that will be selected

Once you have printed all of the desired copies, you will have the option to save the session and update the status of the selected forms to Printed.

**Begin a New Print Process**

**Completed 1099-MISC Print Sessions**    Current Query: All sessions for filer

Use the options below to view, report, reprint or reset prior completed print sessions

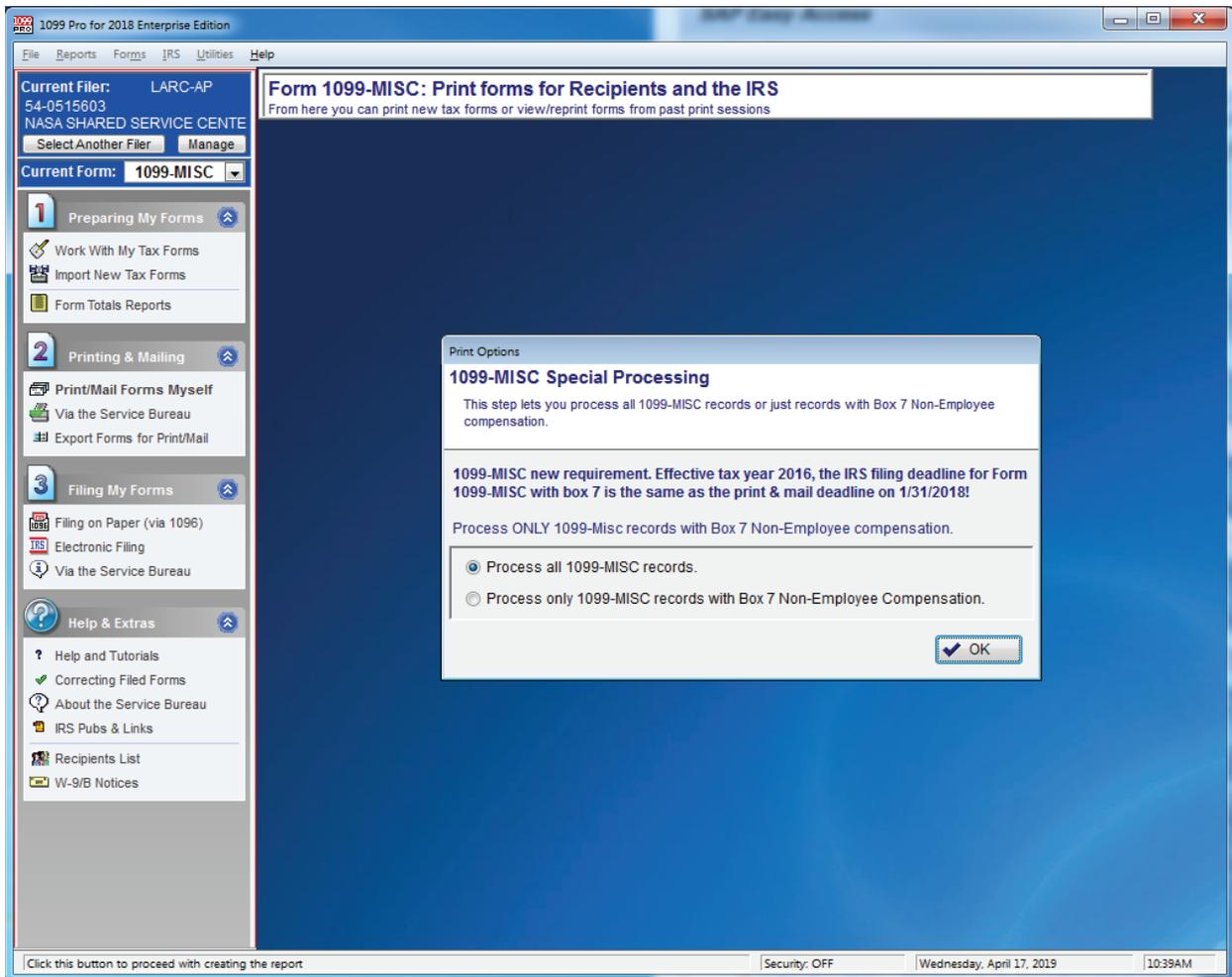
Session Type	Total Forms	w/Error	w/Warning	Date Filed	Filed via	Reset/Void	Session Reset

View/Print Session Report    Reprint Session    Reset (VOID) Session    Close    Help

Security: OFF    Wednesday, April 17, 2019    10:33AM

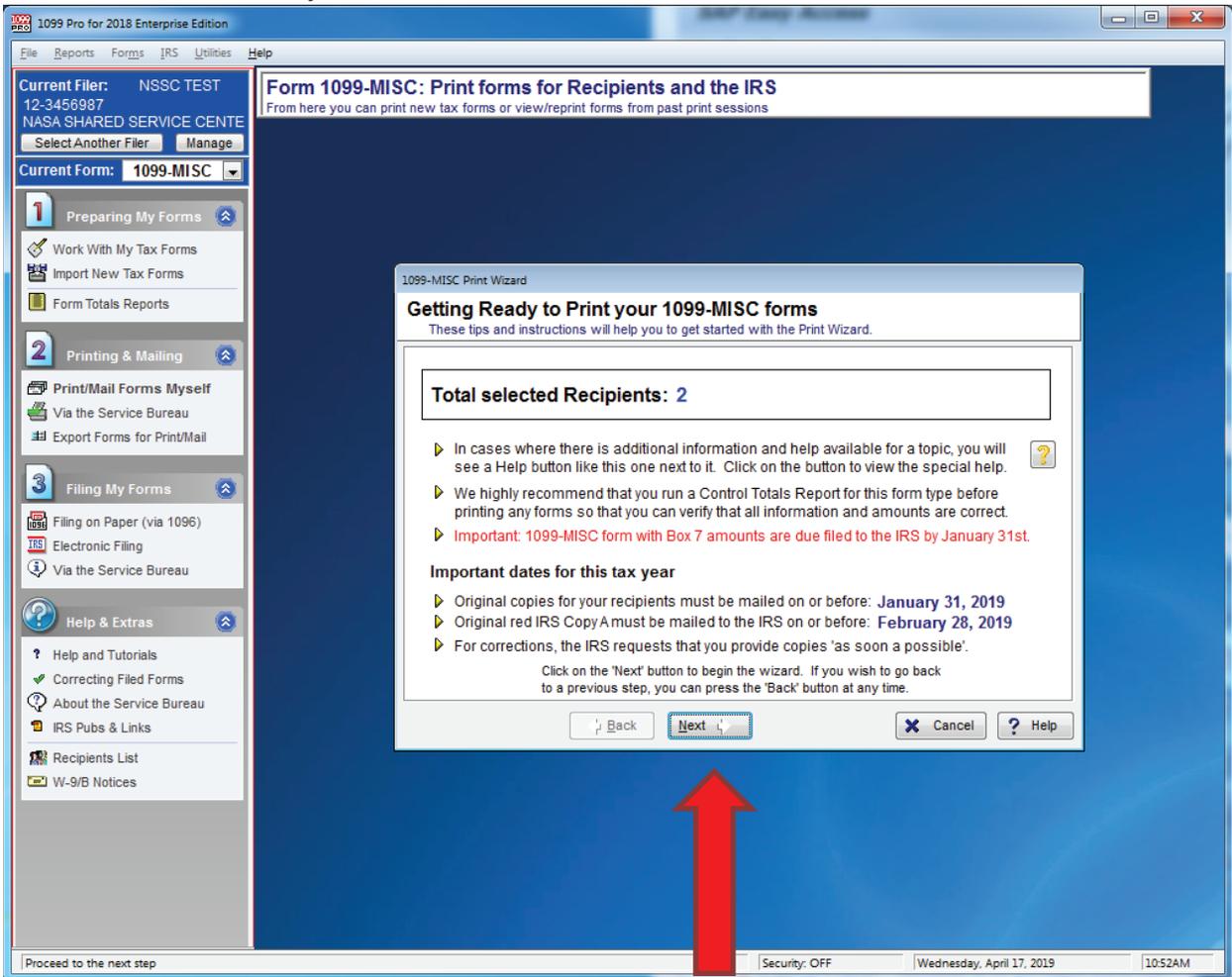
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Click Process all 1099-Misc records



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Tab thru as instructed by software, "next" button



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Review that correct printer is selected, select pre-printed plain paper forms, then “next”

The screenshot displays the '1099-MISC Print Wizard' dialog box within the '1099 Pro for 2019 Enterprise Edition' application. The wizard is titled '1099-MISC Print Wizard' and 'Select the printer and paper type to use'. It prompts the user to select a printer and paper type. The currently selected printer is 'Adobe PDF Documents1\*.pdf (winspool)'. Under the heading 'Choose the type of paper that this printer will be using for the tax forms...', three options are listed: 'Pre-printed plain paper forms (including IRS red Copy A)', 'Blank stock (plain white paper or blank pre-perforated)', and 'Pressure Seal/Alternate Combined Layouts for recipient combined copies'. The 'Blank stock' option is selected. A red arrow points to the 'Next' button at the bottom of the wizard. Another red arrow points to the 'Pre-printed plain paper forms' option.

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Select forms which print one recipient per page, then “next”

The screenshot shows the '1099-MISC Print Wizard' dialog box in the '1099 Pro for 2019 Enterprise Edition' software. The dialog is titled 'What 1099-MISC Copies do you wish to print on blank paper?' and includes the instruction: 'Click in the box next to any Copy to print one of these forms for each marked recipient'. There are three sections of options:

- Filer forms which print TWO recipients per page:**
  - Copy 1 For State Tax Department
  - Copy C For Payer
- Recipient Forms which print one recipient per page:**
  - All required forms are printed together, ready to simply fold and mail.
  - Combined For Recipient (B/Instructions/2)
- Recipient forms which print TWO recipients per page:**
  - Copy 2 For Recipient to File with State Tax Return
  - Copy B For Recipient
  - Instructions to Recipients

At the bottom of the dialog, there are four buttons: 'Back', 'Next', 'Cancel', and 'Help'. A red arrow points to the 'Next' button, and another red arrow points to the 'Combined For Recipient (B/Instructions/2)' option.

The software interface also shows a sidebar with navigation options like 'Preparing My Forms', 'Printing & Mailing', and 'Filing My Forms'. The status bar at the bottom indicates 'SysForm Date: 1/08/2020 11:02AM', 'v2019.13.01 (Single User)', 'Security: OFF', 'Wednesday, January 22, 2020', and '3:20PM'.

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Choose order for 1099s to be printed, by LAST NAME, then hit next

The screenshot shows the '1099-MISC Print Wizard' dialog box in the '1099 Pro for 2019 Enterprise Edition' software. The dialog is titled '1099-MISC Print Wizard' and contains the following text:

**What order should these 1099-MISC forms be printed in?**  
 This choice determines the order that each set of 1099-MISC copies will be printed in

**Please choose a sort order...**

- By Last Name / Company Name**  
 Sorts the recipients by their Last Name, or their Company name if not an individual.
- By TIN (EIN or SSN), then Last Name/First Name and Account**  
 Sorts the recipients by their Tax Identification Number (EIN or SSN)
- By Zip Code (U.S., then Canada, then foreign)**  
 Groups the forms by the recipient's Zip Code. Use this option if you need to pre-sort mailings for the Post Office.
- By State Abbreviation (U.S., then Canada, then foreign)**
- By Account Number, then Last Name**  
 Recipients with missing account information will print before actual account numbers

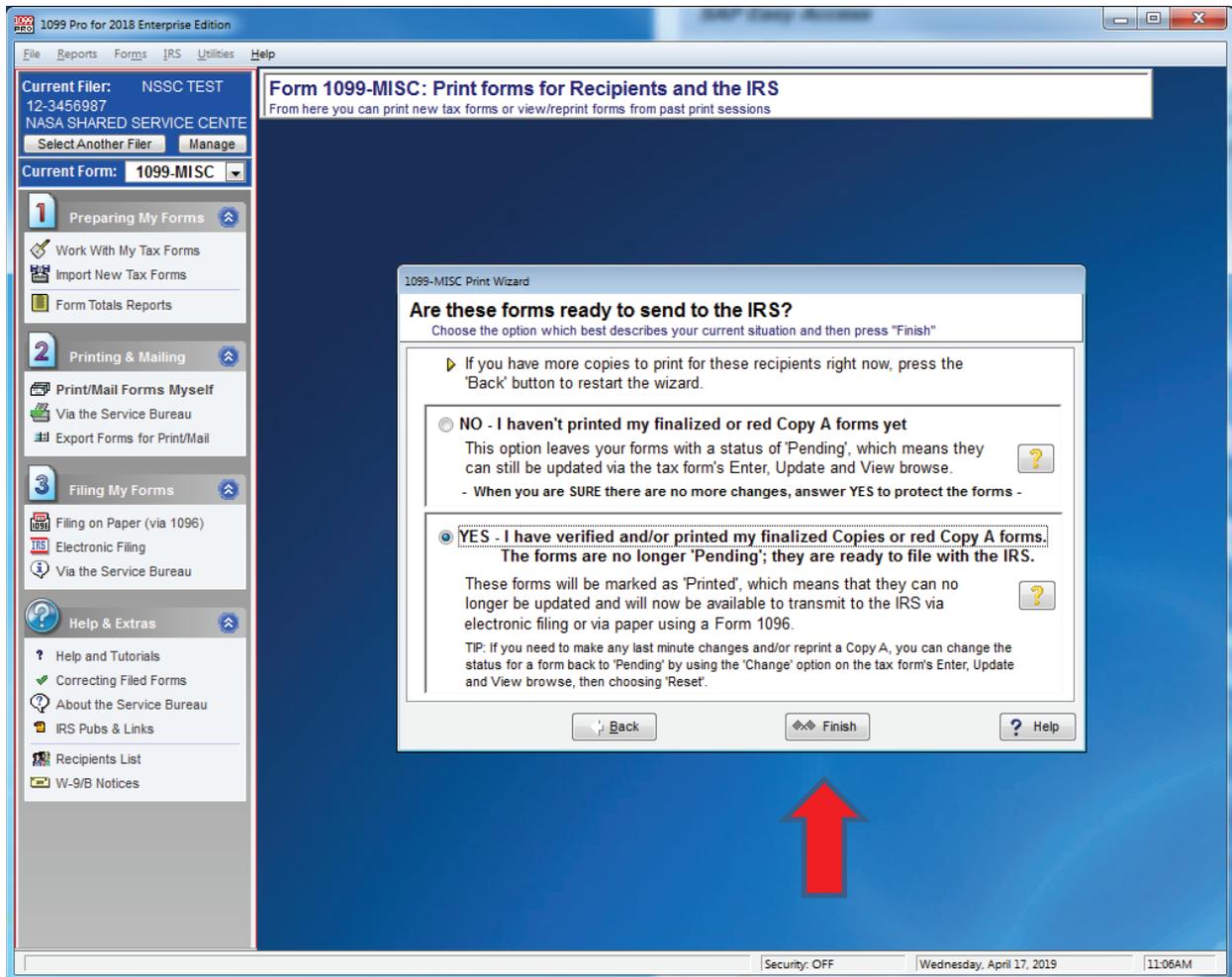
Within each selected Copy, keep all of the forms for each Filer grouped together  
 Note: Copy A forms are always grouped by Filer whether this box is checked or not.

At the bottom of the dialog, there are four buttons: 'Back', 'Next', 'Cancel', and 'Help'. A red arrow points to the 'Next' button.

The background software interface shows the 'Form 1099-MISC: Print forms for Recipients and the IRS' window. The left sidebar contains navigation options such as 'Preparing My Forms', 'Printing & Mailing', and 'Filing My Forms'. The status bar at the bottom of the software displays: 'SysForm Date: 1/08/2020 11:02AM | v2019.13.01 (Single User) | Security: OFF | Wednesday, January 22, 2020 | 3:22PM'.

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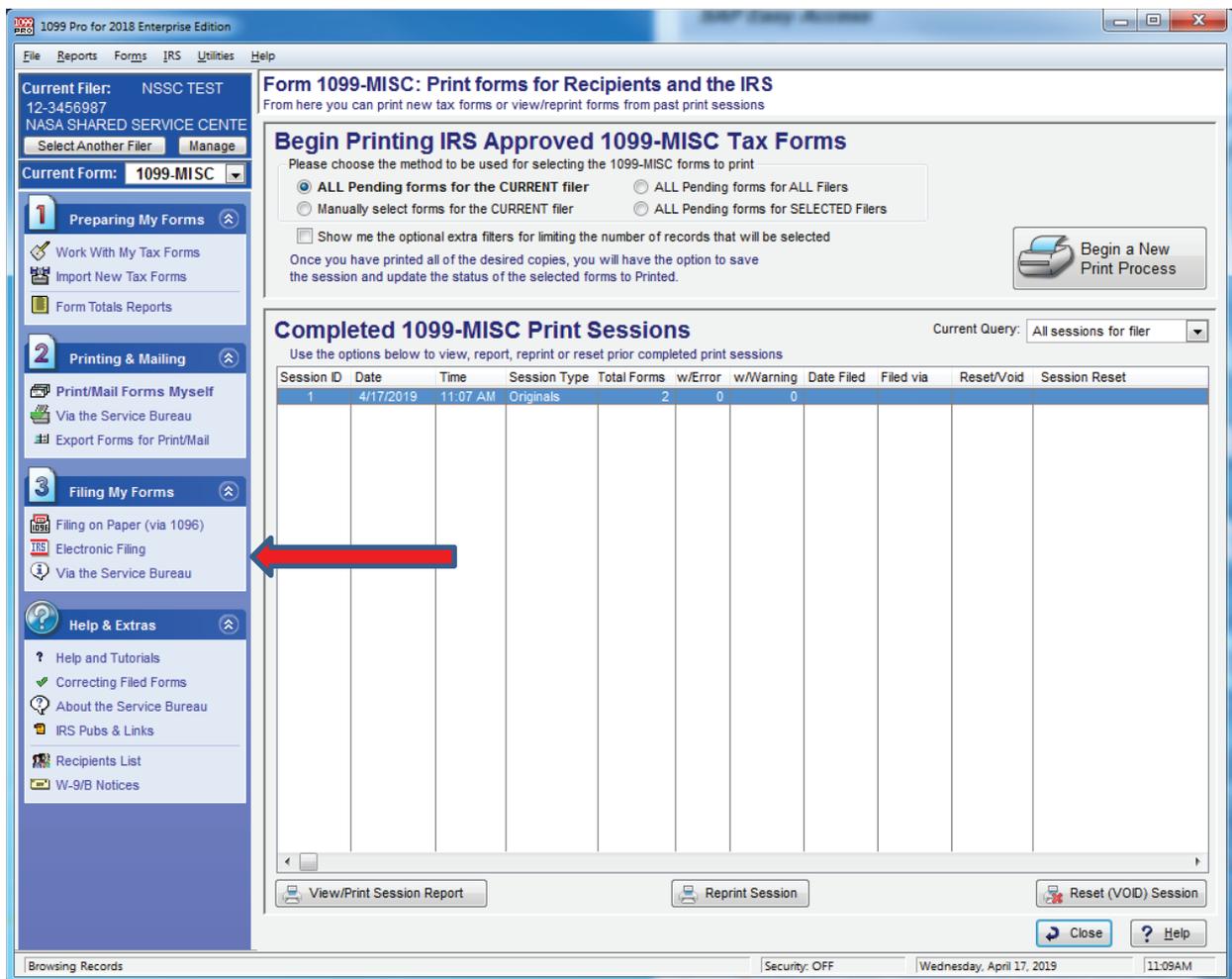
When completed printing, click "finish". Review and mail copy "B" of the 1099 forms



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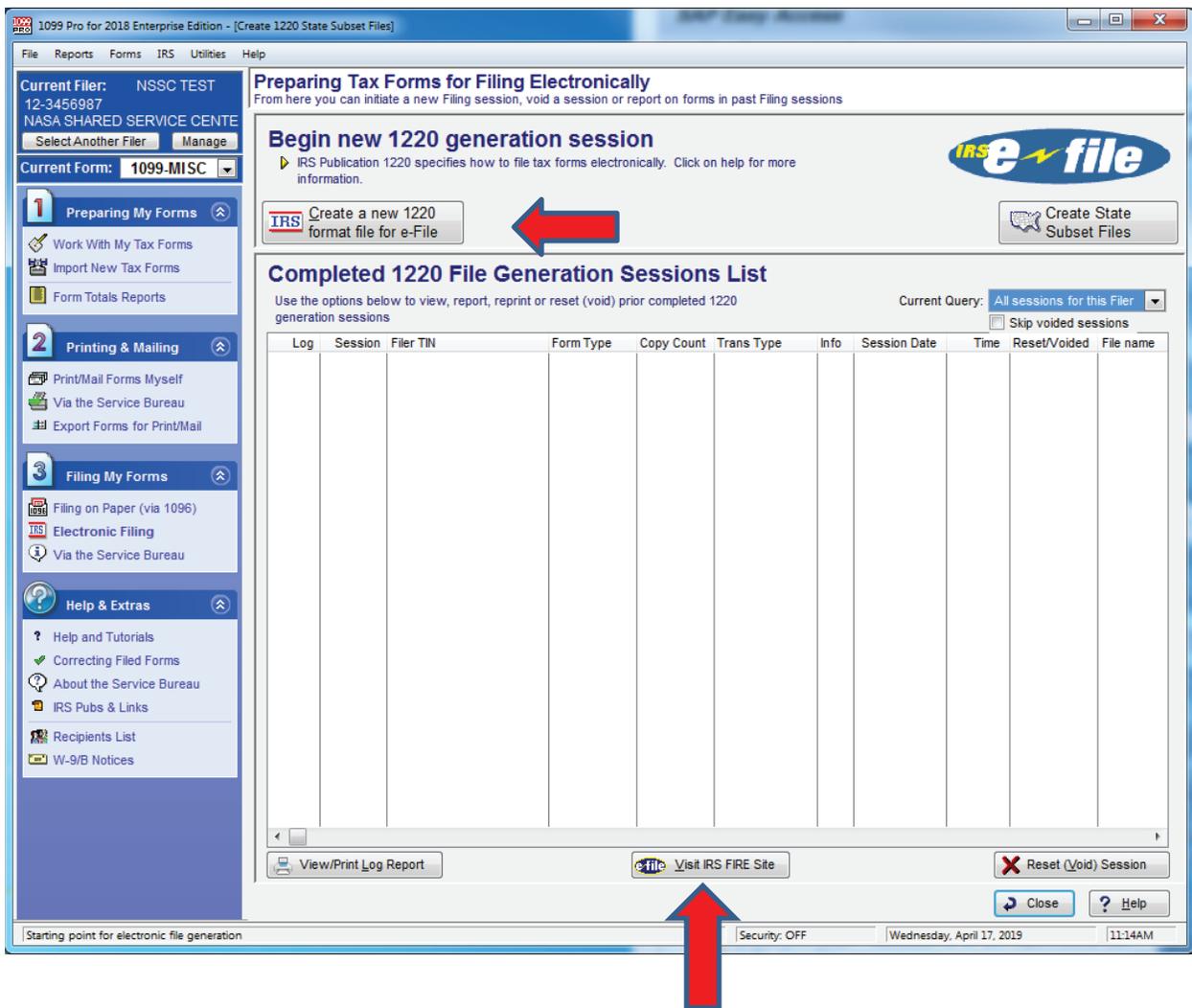
Step 7: Filing Forms with IRS: In 1099-PRO, go to tab 3 Filing My Forms, Electronic Filing

A text file will be submitted to the IRS for each filer, first via IRS test Fire, then to IRS Fire for the final file. That submission will not occur within the software due to data security compliance issues and will not be completed by 1099 PRO Service Bureau. Dates for mailing and submittal to the IRS will be as listed in the checklist, see Appendix B.



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Create a new 1220 generation format file for e-File. This will create a text file to submit to the IRS. You may also submit to IRS Fire site directly from this screen by clicking e-file button. File text file in FM/Accounts Payable Accounts Receivable/ Accounts Payable/TAX & IRS 1099 Info/20XX 1099 Reporting/Convenience Check. Notify L3 POC via e-mail that files are available for review on the “N” drive. Submit the test files to the IRS test fire (SEE PROCESS 3) Use the transmitter control codes that are used with the Accounts Payable reporting by center to the IRS after approval is received from L3 - SEE PROCESS 3. After good test fire files are received and approval is received from L3, 1099s will be mailed to the recipients and text files will be submitted via IRS fire



After GOOD files are accepted by IRS, use PROCESS 5 for 1099s processed thru 1099 Pro Enterprise Edition

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## APPENDIX A – ACRONYMS

Acronym	Definition
AAO	Agency Applications Office
AP	Accounts Payable
CS	Civil Servant
DI	Document Imaging
FMD	Financial Management Division
GRS	General Records Schedule
ICB	Inventions and Contributions Board
IRS	Internal Revenue Service
MRI	Master Records Index
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Requirements
NSSC	NASA Shared Services Center
POC	Point of Contact
PMO	Program Management Office
SAM	System for Award Management
SAP	Systems, Applications, and Products
SN	ServiceNow
SP	Service Provider
SR	Service Request
SSA	Social Security Administration
TCC	Transmitter Control Code

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<b>TECHDOC</b>	<b>NSSC Records Management System</b>
<b>TIN</b>	<b>Tax Identification Number</b>
<b>VPP</b>	<b>Vendor Payment Processor</b>

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## APPENDIX B – ANNUAL 1099 CHECKLIST SAMPLE

Task #	Task	Checklist Date (No Later Than)	Completed	Initials
1	NSSC Accounts Payable (AP) Civil Servant (CS) sends an email to NASA Enterprise Applications Competency Center (NEACC) (Undrell Bettle and Lorrie Volkmar) and copies AP Service Provider (SP) Supervisor requesting the status of the SR for processing the test files. The AP Vendor Payment Processor (VPP) Leads are to test running the 1099 files in SAP prior to actual processing and provide status. If any issues are discovered, report them to the NEACC.	Early November		
2	AP CS sends an email reminder/notification to NSSC Procurement (Suzanne Honeycutt and Helen D. Carter) and copy AP SP Supervisor (Barry Backes) and AP VPP that processes the Convenience Check 1099s (Ann Parker) to provide the completed spreadsheet for the Convenience Check 1099 data as soon as possible in early January and reminding them that the IRS deadline for mailing 1099s is January 31 <sup>st</sup> . Also ask them for an estimate of the total number of Convenience Check 1099s to be processed for all Centers.	Early November		
3	Send an email to IT Support Specialist (Jeffrey Hennessey and Robert Murphy) to obtain status of purchase request for 1099Pro Software Renewal. 1099Pro is used for processing the Convenience Check 1099s because they are not processed in SAP. He will send a quote to AP CS for review/approval. Revise quote as needed based on the estimated number of Convenience Check 1099s to be processed.	Early November		
4	Once the 1099Pro software renewal has been purchased, 1099Pro will send the links to NSSC IT (Frank Camaggio) for installing the software on VPPs (Ann Parker) computer. (Note: Ann Parker currently processes Convenience Check 1099s for all Centers.)	Early November		
5	Clean up Vendor Records (Tax Withholding)	Dec. 31, 2016		
6	Run Pmt Stat Report in SAP (T-code: ZFI_AP_PMT_STAT)	Dec. 31, 2016		
7	Check Tax Withholding Tab in SAP make corrections as needed Execute 1099 file in SAP	Dec. 31, 2016		
8	(T-code: S_P00_07000134) Save a copy of the all reports (text and pdf files) on the N drive under the <u>Test files</u> folder for the center  Check all files to make sure 1099 report is working correctly and all information is visible on every record- report any issues  Run FBL1N on royalty payments for your center and compare to 1099 report to verify everything is pulling correctly - report any issues	By Nov. 30, 2016		
9	Make sure you can log into the IRS Website (note: you will be prompted to change your password in both systems)  <a href="https://fire.irs.gov">https://fire.irs.gov</a>  <a href="https://fire.test.irs.gov/">https://fire.test.irs.gov/</a>	Test by Nov. 15, 2016		
10	Execute 1099 file in SAP (T-code: S_P00_07000134) (have meeting to run all files at the same time) Save a copy of all reports on the N drive under the <u>printed files</u> folder for the center  The folding center should run a 1099 file in SAP for the opposite center to verify the number of 1099s - Save a copy of the reports on the N drive under the <u>review files</u> folder for the center  1099 lead will notify L3 for review	Jan. 12, 2017		
11	Receive email that 1099s are ready to print  Print and trade 1099s with another center to fold and stuff envelopes (double check vendors and make sure complete address is visible) ARC - SSC           GSFC - GRC DFRC - KSC        JSC - HQ MSFC - LARC	Jan. 19, 2017		
12	Send Convenience Check Files via 1099 Pro	Jan. 24, 2017		
13	Have all 1099s Mailed Absolute IRS Deadline to have 1099s mailed Jan 31	Jan. 27, 2017		
14	Update vendor files in SAP from returned 1099s/ Corrections and resubmit corrected 1099  Upon receipt of Vendor W-9, update Vendor Tax Withholding	On going		
15	Receive Confirmation for Clean Test File From IRS	(Resubmission Period)		
16	Email 1099 lead and backup with confirmation of clean test files File final copy of 1099 files in Tech Doc	February 15, 2017		

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17	<p>Execute 1099 file in SAP and Submit Test file to IRS  <a href="https://fire.test.irs.gov">https://fire.test.irs.gov</a>  Save a copy of the reports on the N drive under <u>test files</u> folder for the center</p> <p>The folding center should run a 1099 file in SAP for the opposite center to verify the number of 1099s - Save a copy of the reports on the N drive under the <u>review files</u> folder for the center</p>	TBD		
18	<p>Absolute Deadline to submit Test File to IRS  <a href="https://fire.test.irs.gov/">https://fire.test.irs.gov/</a></p>	TBD		
19	<p>Execute 1099 file in SAP and Submit final file to IRS  <a href="https://fire.irs.gov">https://fire.irs.gov</a>  Save a copy of the reports on the N drive under <u>final files</u> folder for the center</p> <p>The folding center should run a 1099 file in SAP for the opposite center to verify the number of 1099s - Save a copy of the reports on the N drive under the <u>review files</u> folder for the center</p> <p>1099 lead will notify L3 for review</p>	TBD		
20	<p>Receive email that 1099s are ready to submit  Submit final file to IRS (<a href="https://fire.irs.gov">https://fire.irs.gov</a>)</p> <p>Absolute IRS Deadline to receive final file January 31</p>	TBD		

Certify that I have completed all task for 1099 filing.

Print Name and Center:

Signature:

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## APPENDIX C – PAYMENT AND ACCOUNT TYPES MATRIX

Source Document		SAP Account Type and Tax Withholding							
		SAP Account Type	Account Range	1099 Reportable	Withholding Tax Code	Document Type	Payment Method	Payment Proposal Run ID (2nd position)	Add to Manual Adj. File
Vendor Invoice	PO invoice	ZREM	100000-999999	Y	07	RE	D, C	D, C	*
Vendor supply Invoice	PO invoice	ZREM	100000-999999	N = supply lines Y = services	07	RE	D, C	D, C	*
Vendor FI Invoice	Outside Buyer mostly	ZREM	100000-999999	N-supply lines Y= services	07	KR	D,C	D, C	*
Vendor FI Invoice	shipping invoice	ZREM	100000-999999	N	N/A	ZN, ZG	D, C	D, C	*
Foreign Vendor ITS Payment	PO invoice	ZREM	100000-999999	N	N/A	RE	C	F	Y
Foreign Vendor - ITS Payment	FI Coversheet	ZREM	100000-999999	N	N/A	RE, KR, ZN	C	F	Y
Foreign Vendor - IAT (domestic)	PO invoice/FI	ZREM	100000-999999	N	N/A	RE, KR, ZN	F	F	*
Royalty FI	spreadsheet	ZROY	700000000 - 7999999999	Y	02	KR	D, E	E	*
Royalty - Estate of	spreadsheet	ZROY	700000000 - 7999999999	Y	03	KR	D, E	E	*
Employee Reimbursement	Invoice or FI	ZEMP	1-99999	N	N/A	RE, KR	E	E	*
TORT Claim - employee	FI Coversheet	ZEMP	1-99999	N	N/A	KR	E	L	*
TORT Claim - non-employee	FI Coversheet	ZREM	100000-999999	N	N/A	KR	D	L	*
Settlement - Employee	FI Coversheet	ZREM	100000-999999	Y	03	KR	D, C	L	*
Settlement - Firm	FI Coversheet	ZREM	100000-999999	Y	03	KR - FI RE - MM	D, C	L	*
ICB	spreadsheet	ZICB	9000000000-9999999999	Y	07	KR	C, D	B	*
JP Morgan Chase - Pcard	Statement & spreadsheet	ZREM	100000-999999	N	N/A	RE, KG - PO KR - FI	D	X	*
JP Morgan Chase - Fleet	Statement & spreadsheet	ZREM	100000-999999	N	N/A	KR-FI KG - FI CM RE - PO	D	X	*
JP Morgan Chase - CBA	Statement & spreadsheet	ZREM	100000-999999	N	N/A	Various - Interface	X	X	*
AR Payments Domestic	SNOW Task	ZEPY	1-999999	N/A	N/A	N/A	5 - check 6 - EFT	R	*
AR Payments - Foreign ITS	SNOW Task	ZEPY	1-999999	N/A	N/A	N/A	5 - check 6 - EFT	R	Y
<i>* Add to Manual Adj. File if payment confirmaiton was reversed yet confrimed in the same month</i>									

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## APPENDIX D – AAO SR E-MAIL

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Good Afternoon,

I wanted to check on the status of the SR for CY 20XX 1099-MISC form processing. Please let me know when NSSC can start testing files.

Thanks,

Michelle Hoehn  
 NSSC Accounts Payable  
 1-228-813-6009

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## APPENDIX E – CONVENIENCE CHECK AND AR E-MAIL

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Good Morning,

This is just a friendly reminder to provide completed 1099 information for all of the 20XX convenience checks and Accounts Receivable write offs as soon as possible in December so we can prepare the 1099-MISC and the 1099-C forms for submission to the vendors/customers and the IRS. If you have any questions, please let me know.

Thanks,

Michelle

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## APPENDIX F – CONVENIENCE CHECK LISTING

Center	Supplier	Merchant Tax ID #	Merchant Address	Merchant City, State	State	Merchant Zip Code	Total
GRC	Hartne-II College Merrill Hall - Dr. Nizhoni Chow- Garcia		411 Central Avenue	Salinas, CA	CA	93901	\$ 816.00
GRC	MARK ABOTOSSAWAY		4801 Hunttings CN	Salinas	CA	93901	\$ 816.00
AFRC	LAWRENCE STUTZIEM		2316 N. WAHSATCH AVE, SUITE 225	COLORADO SPRINGS	CO	80907	\$ 2,550.00
AFRC	BACKGROUND IMAGES		28159 Avenue Stanford, Unit 120	Valencia	CA	91355	\$ 3,564.90
AFRC	AEROMOTIVE GROUND		8220 NW 70th Street Miami	Miami	FL	33166	\$ 3,570.00
GRC	R MYERS CONSOLTIN		14929 NE 147th Ct.	Woodinville	WA	98072	\$ 5,916.00
GRC	R MYERS CONSULTIN		14929 NE 147th Ct.	Woodinville	WA	98072	\$ 5,712.00
GRC	INDUSTRIAL GRINDE		9921 York Alpha Drive	Cleveland	Ohio	44133	\$ 2,167.50
GRC	KABLE AND KONNECT		13 Vernon Street	Maynard	MA	1754	\$ 1,231.45
GRC	STANDARD MACHINE		1952 West 93 <sup>rd</sup> ST	Cleveland	OH	44102	\$ 3,493.50
GRC	TRIAD PROCESS EQU		4922 Technical DR	Milford	MI	48381	\$ 1,561.01
GRC	CLEVELAND CLINIC		8615 Euclid Ave	Cleveland	OH	44195	\$ 612.00
GSFC	TREASURER OF VIRG		PO Box 1104	Richmond	VA	23218	\$ 1,020.00
GSFC	TREASURER OF VIRG		PO Box 1104	Richmond	VA	23218	\$ 816.00
GSFC	TREASURER OF VIRG		PO Box 1104	Richmond	VA	23218	\$ 2,284.80
AFRC	Dynamic Water Technologies		14550 N Frank Lloyd Wright Blvd Suite 100	Scottsdale	AZ	85260	\$ 3,060.00
AFRC	Sparkletts (DS Services of America)		2300 Windy Ridge Parkway	Atlanta	GA	30339	\$ 879.81
AFRC	LA County Certified Unified Program Agency		900 S. Fremont Avenue	Alhambra	CA	91803	\$ 4,432.92
AFRC	CF Database Support LLC		761 Vincent Dr	Irwin	PA	15642-5603	\$ 3,264.00
LARC	William Powell		132 Jean Ave	Syracuse, NY 13210	NY	13210	\$ 2,022.66
LARC	SETH SHOOTAK		1372 Cuernavaca Cr	Mountain View	CA	94040	\$ 2,117.54
LARC	ANTHONY INGRAFFEA		19 Hamlock Lane	Ithaca	NY	14850	\$ 2,223.10
LARC	KARENNE WOOD		1181 Three Chopt Rd	Kents Store	VA	23084-2117	\$ 1,612.62
LARC	Andrew Chaikin		291 Red Mountain Rd	Arlington	VT	5250	\$ 2,002.14

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LARC	THE LAVIN AGENCY		1133 Broadway, Suite 1220	New York	NY	10010	\$ 10,200.00
LARC	Steve Kellum		P O Box 203	Achilles	VA	23001	\$ 1,632.00
NSSC	STEVEN L MOSS		3000 Park Lake Drive	Waco	TX	76708	\$ 2,040.00
NSSC	JZ MEDIA		1740 Manatee Court	Merritt Island	FL	32952	\$ 3,519.00
NSSC	GRANDIN LIVESTOCK		2918 Silverplume Dr Unit C3	Fort Collins	CO	80526	\$ 2,040.00
GSFC	YI REN NG		467 Kentucky Ave.	Berkeley, CA	CA	94707	\$ 1,224.00
GSFC	MIKE MASSIMINO		104 W. 70th St	New York	NY	10023	\$ 1,020.00
GSFC	KIMBERLY JOCHE		334 Highland Circle	Sugar Mtn, NC	NC	28604	\$ 1,020.00
GSFC	DANIELLE SHAPIRO		2213 Sulgrave Ave	Baltimore, MD	MD	21209	\$ 1,122.00
GSFC	JAN STUPL		NASA Ames, MS202-3	Moffett Field, CA	CA	94035	\$ 1,224.00
GSFC	ARVIND PADMAVATHY		1321 Perry Ave, Apt 20	Morgantown, WV	WV	26505	\$ 1,020.00
GSFC	ROBERT LINDBERG		6005 Richpress Drive	Williamsburg, VA	VA	23188	\$ 1,020.00
GSFC	DAVID GILBERT		1450 Neal Lane	Carbondale, IL	IL	62902	\$ 1,122.00
GSFC	DAVID THROCKMORTO		100 Explorations Way	Hampton, VA	VA	23666	\$ 1,020.00
GSFC	SKY BY NIGHT PROD		1449 Colby Ave, #202	Los Angeles, CA	CA	90025	\$ 1,224.00
JSC	HOHENSTEIN INSTITUTE AMERICA, INC.		317 S Cavin Street	Ligonier, IN	IN	46767	\$ 2,488.80