



Letter of Instructions for Completing Outside Agency Spreadsheet

The Office of Management and Enterprise Services is in the process of accumulating the data needed to prepare IRS forms 1099. Please complete the accompanying Excel spreadsheet using the instructions below for any 1099 reportable amounts disbursed from accounts for which you submit only **summary data to OMES**.

Instructions

This spreadsheet should only be used for disbursements for which you submit **summary data to OSF**. Spreadsheets **submitted without summary data will be sent back to the agency** for corrections.

Do not enter any information on this spreadsheet for any disbursements for which you enter the detail information directly into the CORE system either manually through the Accounts Payable voucher entry screens or by using the 'Vouchers From Remote Agency' process (also known as the EDT Claims process).

If you have any questions, please contact the OSF Help Desk at (405) 521-2444. Please provide the following contact information in case we need to contact you:

Contact Name
Contact Phone Number
Contact Email Address

Note: This spreadsheet should be summarized by business unit, vendor id and 1099 box number. Please provide only **summary information**, not detail information.

Instructions for individual columns on the spreadsheet:

Business Unit: Office of Management and Enterprise Services

Enter your 5 digit business unit.

Form 1099 Box No:

Use the accompanying copy of form 1099 or the accompanying Outside Agency Cross Reference Excel spreadsheet to determine which form 1099 box number the payment belongs in. If you cannot determine the appropriate box enter 99 in this field and someone from OSF will contact you. There are some exceptions listed at the bottom of the cross reference spreadsheet. Please check these exceptions to see if they apply to any of the payments you made.

Recipient Name:

Enter the name of the individual or entity that you made the payment to that matches the TIN that was provided, limited to 30 characters. If reporting information for a sole proprietor and the business name (DBA) is listed as Recipient Name, the individual's name must be entered as Recipient Name 2.

Commas, apostrophes and other special characters **should be omitted from the name**. For instance, the name O'Malley & Sons should be input as OMalley & Sons.

Recipient Name2:

Enter a secondary name of the individual or entity that you made the payment to that matches the TIN that was provided, limited to 30 characters. This would include either the individual's name when a DBA name is used as the Recipient Name, or a parent company name when the Recipient Name is a subsidiary business.

Commas, apostrophes and other special characters **should be omitted from the name**. For instance, the name O'Malley & Sons should be input as OMalley & Sons.

Taxpayer Identification Number (TIN):

Enter the TIN of the recipient as you wish it to appear on the form 1099. The TIN should be a length of 9 characters. If you make it a number any leading zeros in the TIN will be lost. Social Security, EIN and TIN numbers must have exactly 9 digits, not counting dashes. Excel may drop leading zeros on these numbers. To avoid this format the SSN column as either "SSN" or "Text."

IN Type:

Select the code from the following list that describes the type of TIN you entered in the previous column.

Code	TIN Type	Description
1	EIN	A business, organization and some sole proprietors
2	SSN	An individual, including some sore proprietors
2	ITIN	An individual required to have a taxpayer identification number, but who is not eligible to obtain an SSN
2	ATIN	An adopted individual prior to the assignment of a social security number
3	N/A	If the type of TIN is not determinable.

Street Address:

Enter the street address of the recipient as you wish it to appear on the form 1099 limited to 30 characters. Commas, apostrophes and other special characters should be omitted.

City:

Enter the city of the recipient as you wish it to appear on the form 1099 limited to 20 Characters.

State:

Enter the 2-digit state abbreviation of the recipient (i.e. OK for Oklahoma, etc.).

Zip Code:

Enter the zip code of the recipient as you wish it to appear on the form 1099 limited to 10 characters. Zip codes must be 5 or 9 digits. Excel may drop leading zeros from the zip codes of eastern states such as Maine, making the zip code 4 digits. To avoid this format the Zip column in Excel as "Text."

Reportable Amount:

Enter the form 1099 reportable amount you paid to the recipient. The reportable amount should be in a general format for the reportable amount **with no special characters such as a \$**. Reportable amounts should be formatted as "Currency" or "General."

Foreign Address Flag:

If the address you have entered is not in the USA enter an X in this field. Otherwise enter an N.

Buyer for Resale Flag:

If you want box 9 on the form 1099 checked enter an X in this field. Otherwise enter an N.

If you have payments that go in more than one box for the same recipient enter a separate line for each payment indicating which box each payment should go in. Fill in all columns for each line.