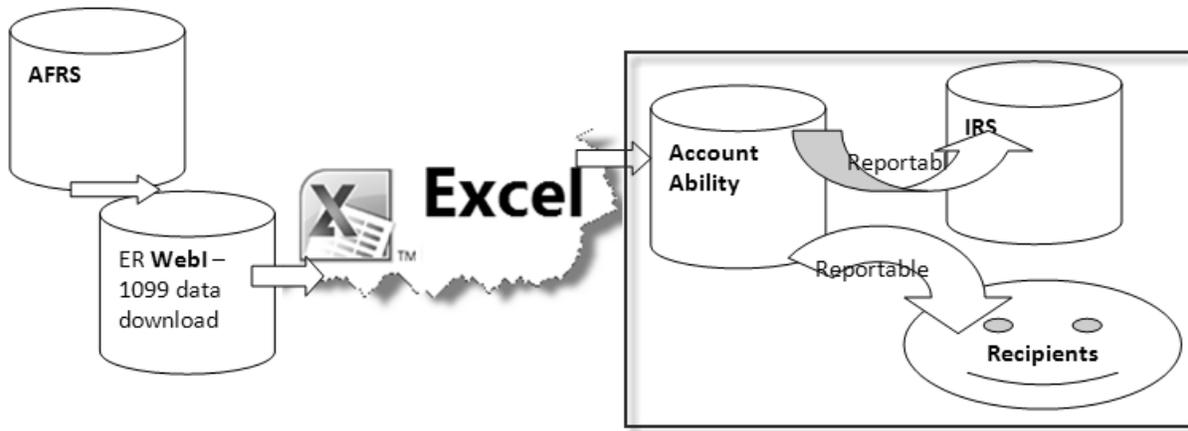


## Account Ability 1099-MISC Reporting



The Account Ability application prepares Information Returns, such as the 1099-MISC forms. In this application, you will be performing the following:

- Create a **mapping** of Webl and Account Ability 1099-MISC reportable amount
- **Import** your data for the 1099-MISC forms.
- Print Forms for selected recipient

OFM will be performing the following tasks in Account Ability (1099-MISC Reporting) application:

- **Print** all Agencies' 1099-MISC forms and Mail them to your Recipients.
- **Perform IRS TIN-Matching**
- **E-File** your 1099-MISC returns to the IRS

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## 1. Login to **Account Ability**

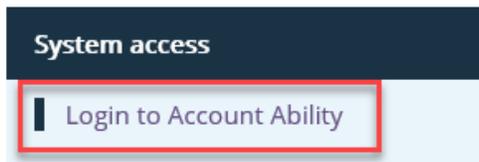
### Special instructions:

- Please be mindful of the users logged in from your agency and what function the user is processing 1099-MISC forms, as this may have an impact to your session. We find that the application functions best with one user per client (agency) logged in Account Ability.
- “Multiple users per client” is available; however, client needs to coordinate usage. For example, if a user is importing, other user should not be editing the recipient’s profile or 1099-misc data.

### **Web Site:**

<https://www.ofm.wa.gov/it-systems/1099-misc-reporting>

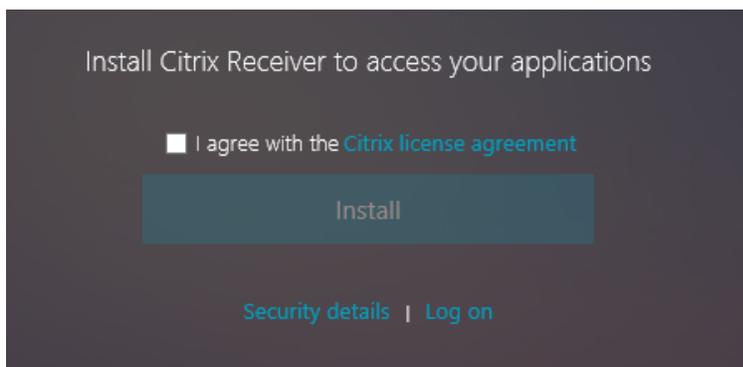
Under “**System Access**” heading, *click* on “**Login to Account Ability**”.



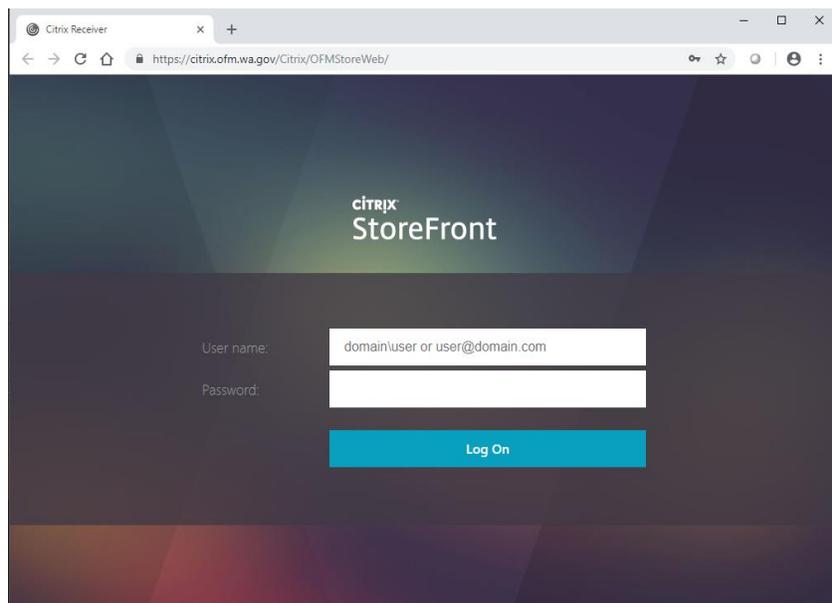
### **Note: If you do not have Citrix Receiver client installed on your PC**

Please install Citrix Client. If you do not have admin rights to your machine, please ask your agency IT staff for assistance with installing the Citrix Receiver from Citrix.com web site.

Click on “**I Agree**” to accept the security question request, then click “Log On”



## Citrix StoreFront

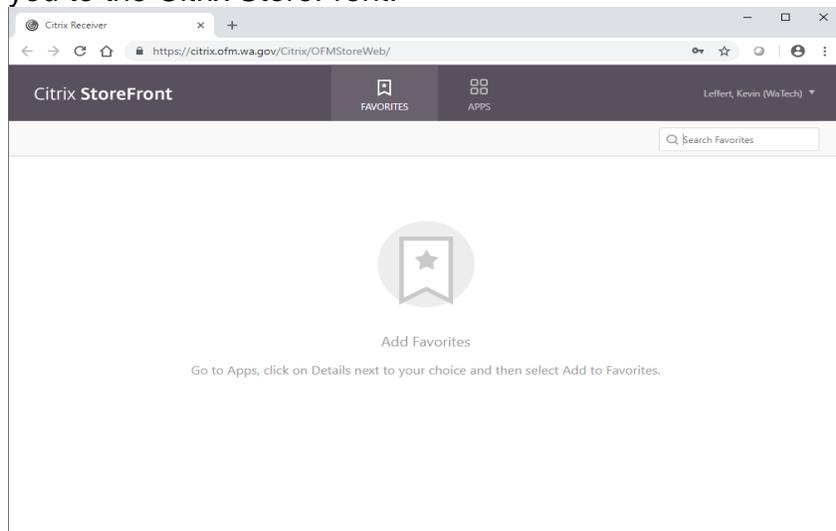


Enter your user name:

There are two ways to log into Citrix StoreFront depending on your user account:

1. Domain\UserAccount: ofm\JohnD1
2. If you have an eClient account and log on with your email you may use that:  
[John.Doe@OFM.wa.gov](mailto:John.Doe@OFM.wa.gov)

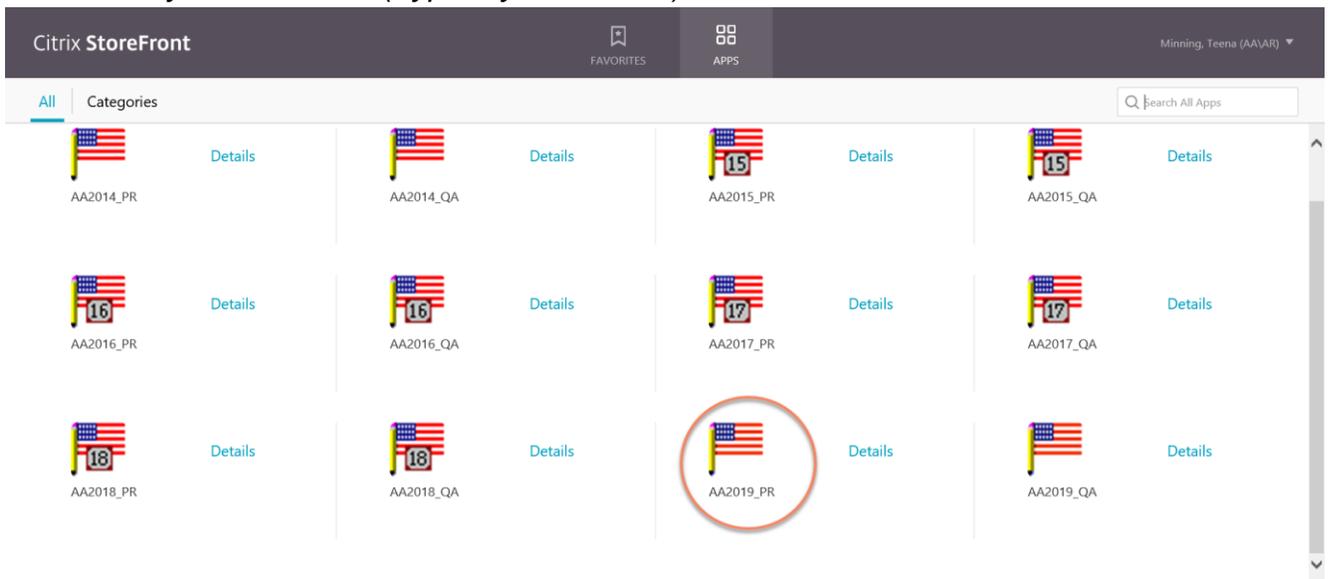
Enter your password, then click the **Log On** button or press the **Enter** key, this will bring you to the Citrix StoreFront.



Click on the **APPS** tab at the top of the screen.



**“Account Ability” selection** – *The current reporting year flag may not be loaded yet. To work in the current reporting year, click on the most recent reporting year flag until the current year is loaded. (Typically November)*



**Note:** If prompted with **User Account Control** window click **Yes** or **Ok** to continue. There may be multiple windows.

The application should now launch.

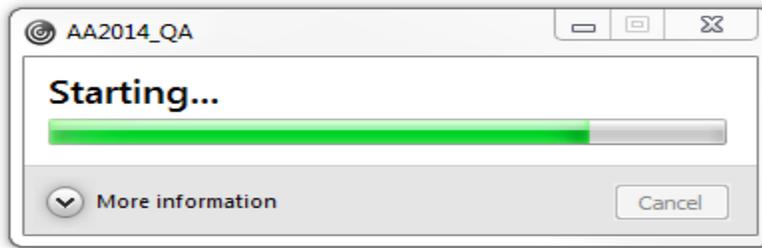


If you see this icon, please wait for Account Ability to open. It may take a little longer.

If prompted, please select [**Open**]



Please wait for logon.



If prompted, always select "Full Access" to Citrix Client File Security and then click OK. It is very important that you grant **"Full Access"** of the software to your computer because the application needs the files residing on your desktop or agency's secure folders. The access rights will only be in affect during your active session.



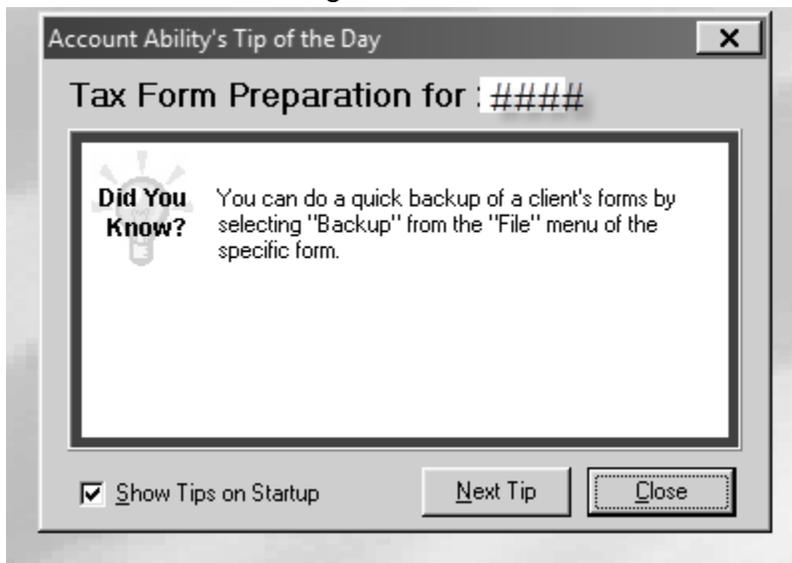
## Account Ability Forms Division

Click on the “X” at the top right corner of this message to close out of this message.



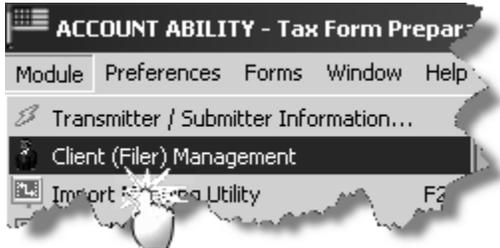
### Account Ability’s Tip of the Day

This dialogue provides “Did you Know?” about Account Ability. Click “Close” button to close out of the message.

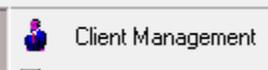


2. Open **Client** (your Agency)

A. Click “Module” and “Client (Filer/Entity) Management”



**Note:** You can also open up the Client (Filer/Entity) Management by clicking on the little

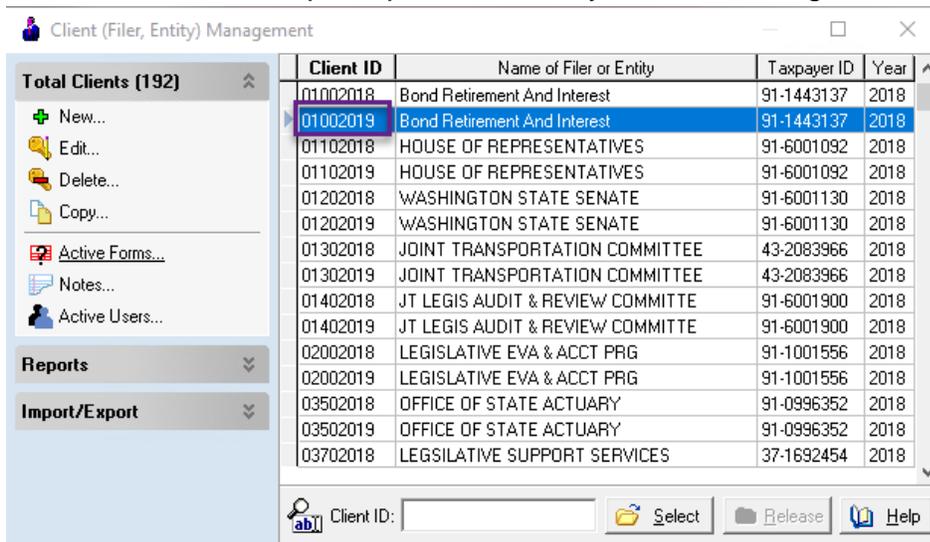
man  at the top right corner of the Account Ability toolbar.

B. Navigate to your agency’s Client ID

Look for the new reporting year’s client profile. The client ID is 8-characters, leading with your agency four-digit code and end with the reporting year.

C. Highlight your agency’s client ID and click on “Select”

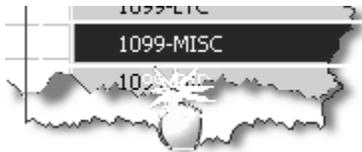
**Note:** You can also open up a Client ID by double-clicking it.



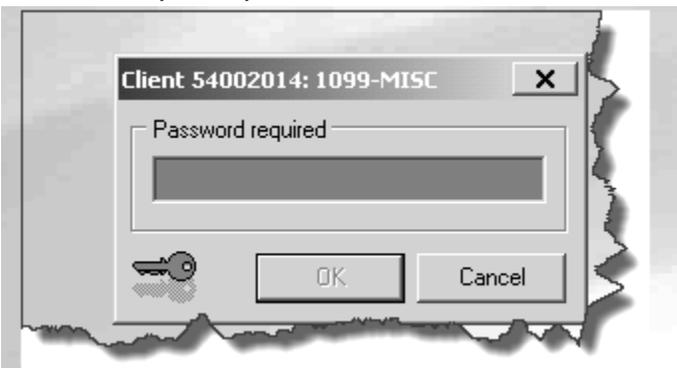
You may see two Client ID's. Don't worry; just ensure that you are opening the Client ID for the reporting year you are planning to upload. OFM will migrate the data into the new reporting year flag, when it is available (typically November).

### 3. Open "1099-MISC" form

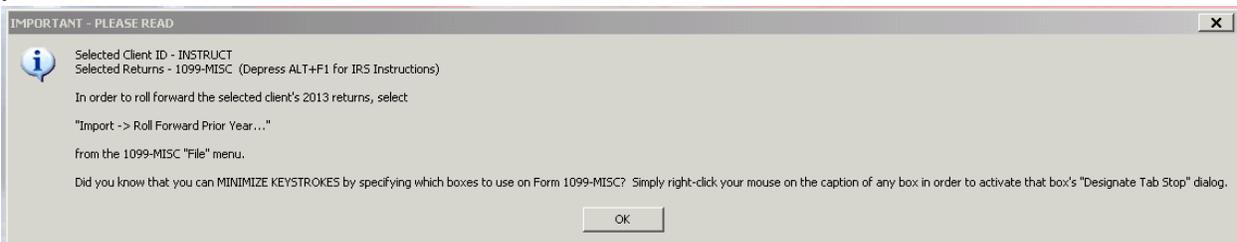
Once you have selected a Client ID, the Active Forms dialogue opened. Select the "1099-MISC" from the list of active forms.



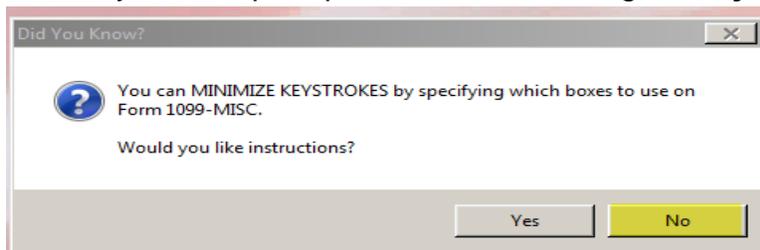
Account Ability will prompt you for a **1099-MISC form password**. This password is unique to your agency. OFM will e-mail you the agency's password to 1099-MISC form. Please keep this password safe.



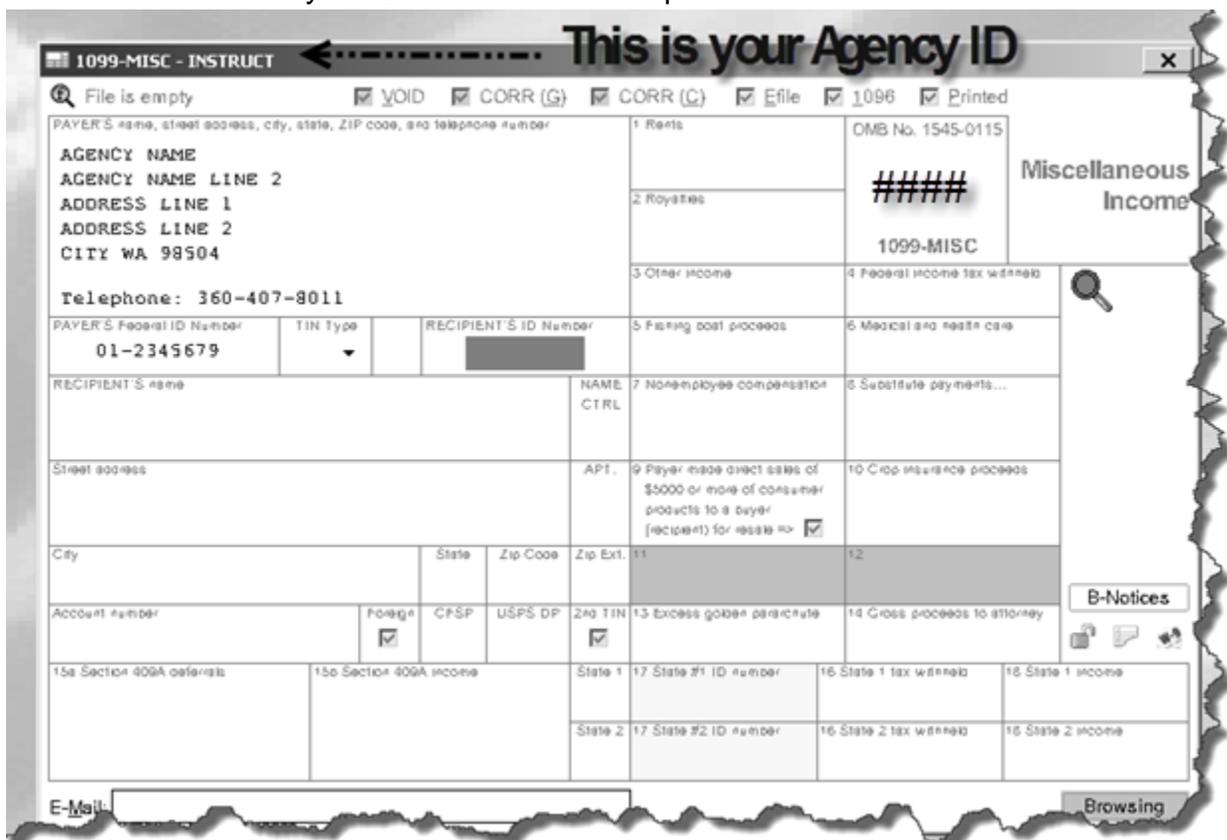
You may be prompted with the following "Important – Please Read" message. Please *click* **OK**. Each calendar year, you will have a new and distinct CLIENT profile to use for that calendar. You will not have prior data to roll forward to the new reporting tax year.



You may also be prompted with the following, “**Did you Know?**” Click “**No**”



Form **1099-MISC** for your Client ID will come up as follow:



Security is control by client’s **1099-MISC form password**. Each agency has its own distinct password to the use of its 1099-MISC form.

If you have forgotten the 1099-MISC form password for your agency, please refer to your e-mail or contact the OFM Help Desk at 360.407.9100 or [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov).

Please provide Help Desk with the following information:

- Identify yourself as a user of Citrix for Account Ability (1099-MISC Reporting) application.
- Your full name and agency you work for
- Your assigned User Name (User ID)
- That you have forgotten your **1099-MISC form's password** for your agency.

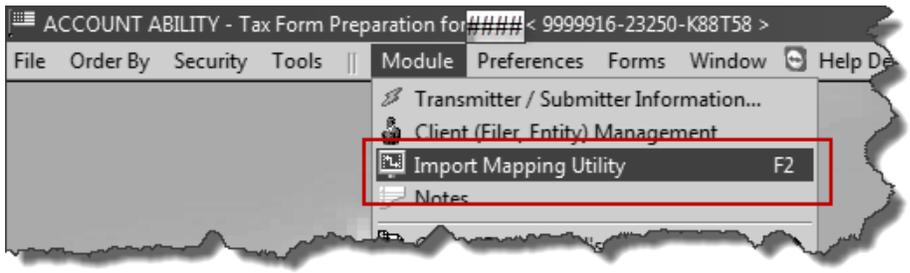
4. Mapping Web Intelligence data (your source file) to Account Ability 1099-MISC form (your destination)

Account Ability is capable of importing different Information Returns. To ensure that the data you've pulled from Enterprise Reporting (ER) Web Intelligence (Webl) has the schema of the 1099-MISC, we use the **Import Mapping Utility** to map the data elements from the Source file to the data elements on 1099-MISC form.

	<b>WebI</b>	<b>Account Ability</b>	<b>1099-MISC form</b>
	<b>IRS Box</b>	Not applicable	Not applicable
	The IRS Box value tells where the Amount from Webl/AFRS should be mapped to on the 1099-MISC form.		
1.	<b>Taxpayer ID</b>	<b>Taxpayer ID</b>	<b>RECIPIENT's identification number</b>
2.	<b>Tax Type</b>	<b>TIN Type</b>	DBA name or
3.	<b>Vendor Name</b>	<b>Name line 1</b>	<b>RECIPIENT's NAME</b>
4.	<b>Vendor Address 1</b>	<b>Name line 2</b>	DBA name or <b>Street address (including apt. no.)</b>
5.	<b>Vendor Address 2</b>	<b>Street address line 1</b>	<b>Street address (including apt. no.)</b>
6.	<b>Vendor Address 3</b>	<b>Street address line 2</b>	<b>Street address (including apt. no.)</b>
7.	<b>Vendor City</b>	<b>City</b>	<b>City</b>
8.	<b>Vendor State</b>	<b>State</b>	<b>State</b>
9.	<b>Vendor Zip code</b>	<b>Zip code</b>	<b>ZIP code</b>
10.	<b>Amount</b> (Even Calendar Year)  <b>Total Amount</b> (Odd Calendar Year)	See IRS Box value in the Source field, IRS Box, to determine which IRS box to map to on the 1099-MISC Form.  For example, if Source IRS box value is 1, this "1" means that the Amount is for Rents on the 1099-MISC form.	

Please open the **Import Mapping Utility** at this time.

A. Select "Module" and "Import Mapping Utility"

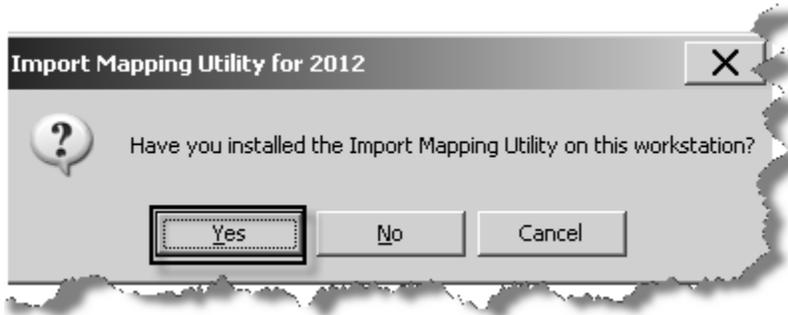


If prompted, select "**Full Access**" to Citrix Client File Security.



It is very important that you grant “**Full Access**” of the software to your computer because the application needs the files residing on your desktop or agency’s secure folders. The access rights will only be in affect during your active session.

Account Ability may prompt you with the following question:



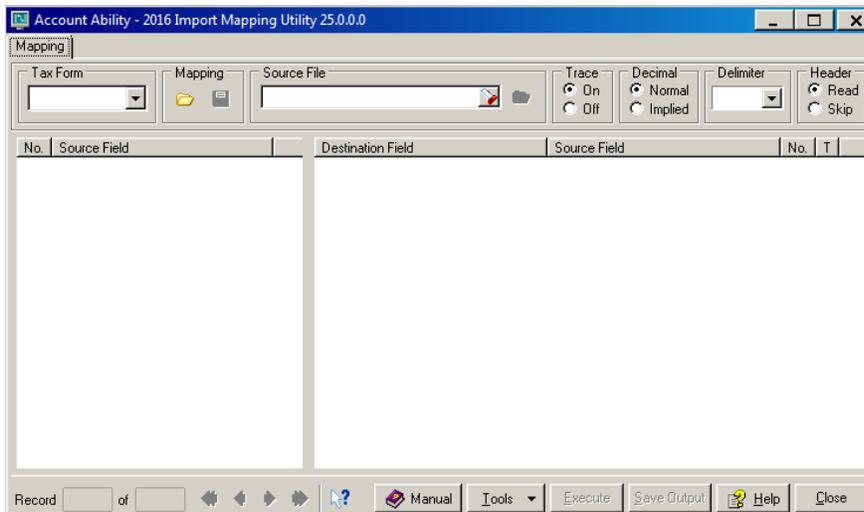
If prompted, Please select **"Yes"** on **"Have you Installed Import Mapping Utility?"** dialogue.

You are using Account Ability on a Citrix server. OFM has installed the Import Mapping Utility on the Citrix server.

### Start **Mapping Source Data to 1099-MISC form**

*B. Open your source file*

Once you have selected Import Mapping Utility from the Module, Account Ability presents with the **"Account Ability – XXXX Import Mapping Utility 25.0.0.0"**, module.



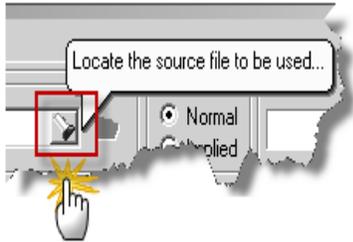
The Import Mapping Utility may open up in minimize mode.

If you do not see this **"Account Ability - #### Import Mapping Utility 25.0.0.0"**, look in your **computer tray**  for the computer icon,

this is your Import Mapping Utility. Click on the icon showing up on your computer tray to maximize the Import Mapping Utility screen.

### C. Locate the source file to be used

Locate the source file by *clicking* on the “**Locate the source file to be used...**” icon



The default “**Look in**” may be a folder on Citrix server.

This Citrix server location is NOT where you want to look for the text file that you have exported from Enterprise Reporting Web Intelligence (ER WebI).

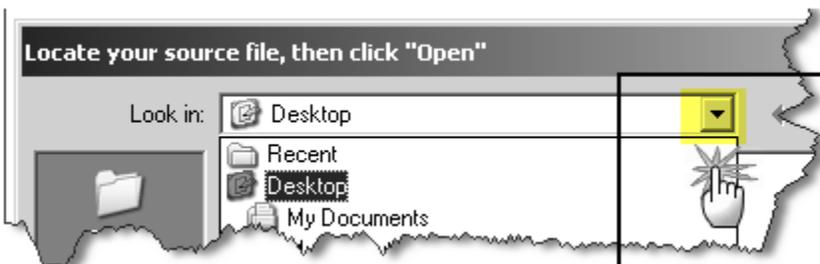
You will want to look for your file in the location where you have saved it.

The name that represents the path from the server to your computer and vice versa is “**Local Disk (C: on xxxxx)**”.

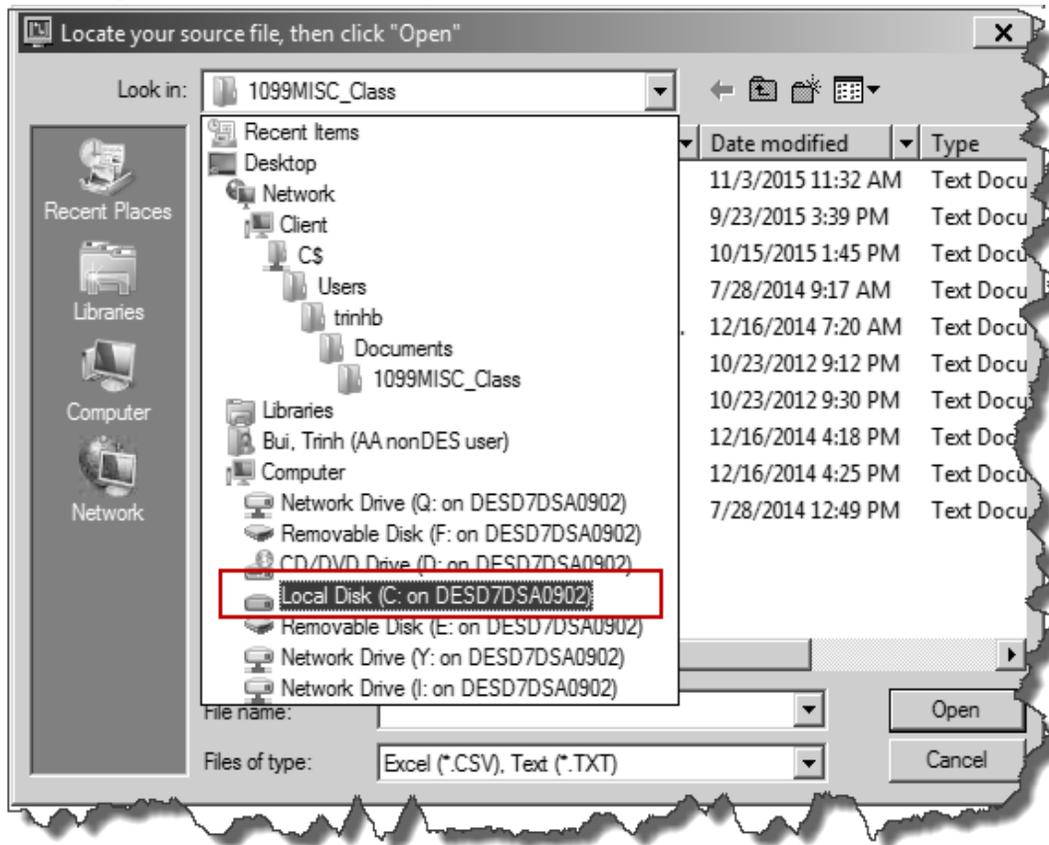
Note: If you are using an agency secure network folder, please select the specific path.

### D. Access a list of the “Look In”

Click on the Drop down arrow to access a list of the “**Look In**”

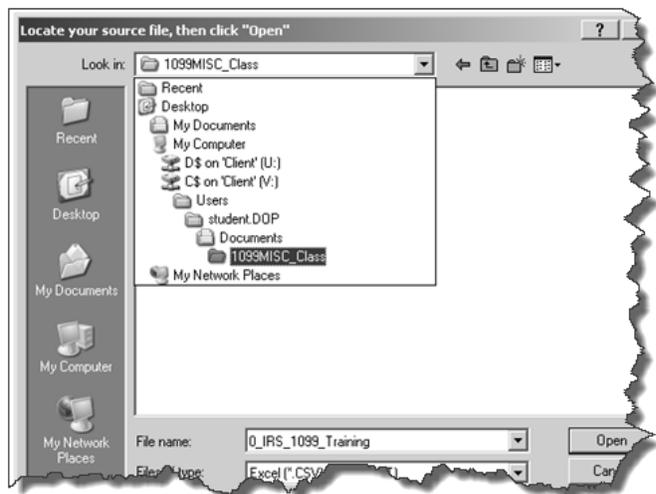


E. Navigate to the location of your file



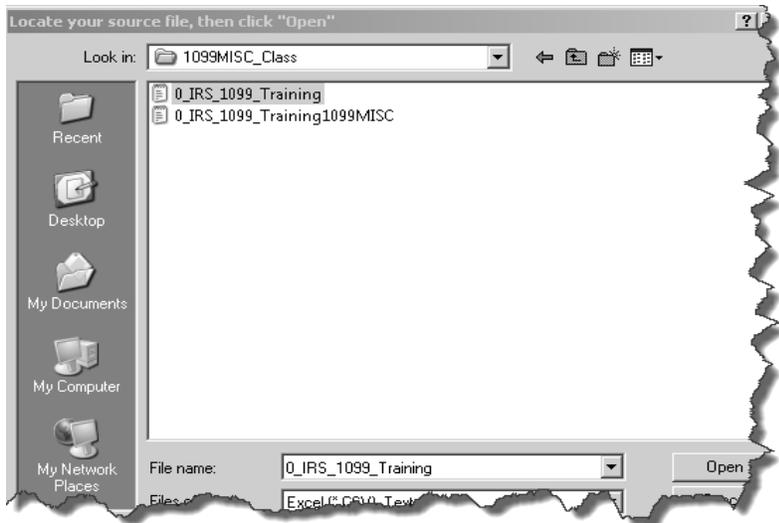
Please Remember: If you receive the “Client File Security” request access, you will always want to grant it **“Full Access”**.

From the **“Local Disk (C: on xxxxx)”** navigate to the **folder** where your source file resides.



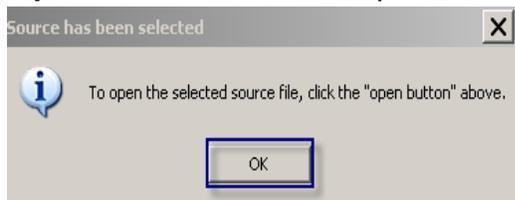
You would use the “**Local Disk (C: on xxxxx)**” as the bridge to your computer, if your source files were saved on your computer’s local drive.

**F. Highlight the source file and click “Open”**

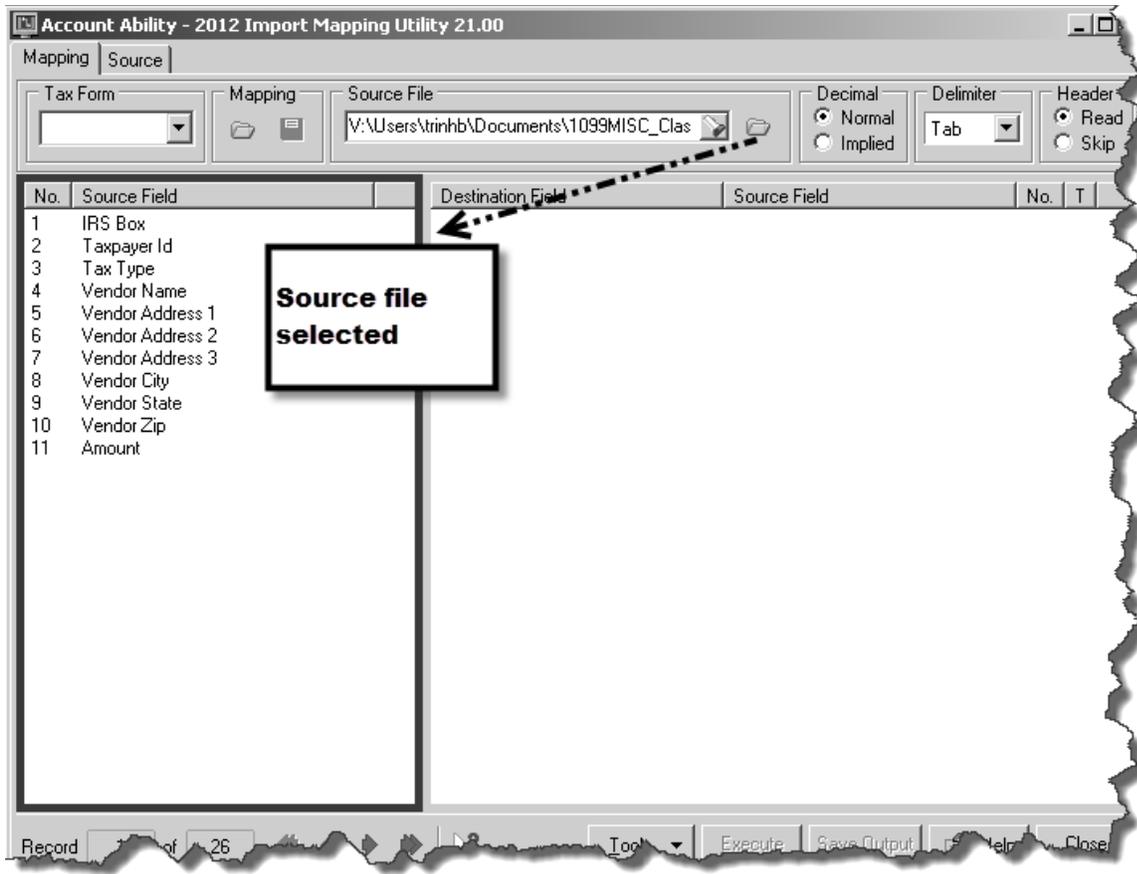


**G. Open the selected source file**

Once source file has been selected, *click* **OK** on the system’s instructions to *click* the “**open button**” above to open the selected source file

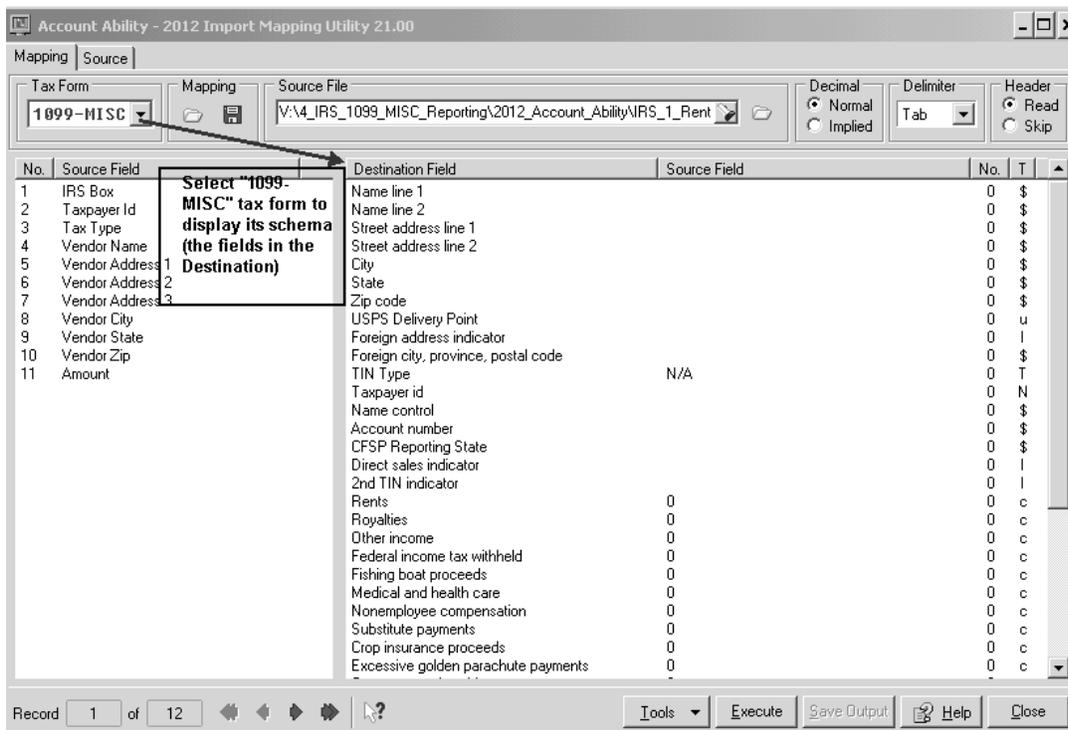


Source file selected and in the Source Field section of the Import Mapping Utility, you should see the 11 data fields from the source file.



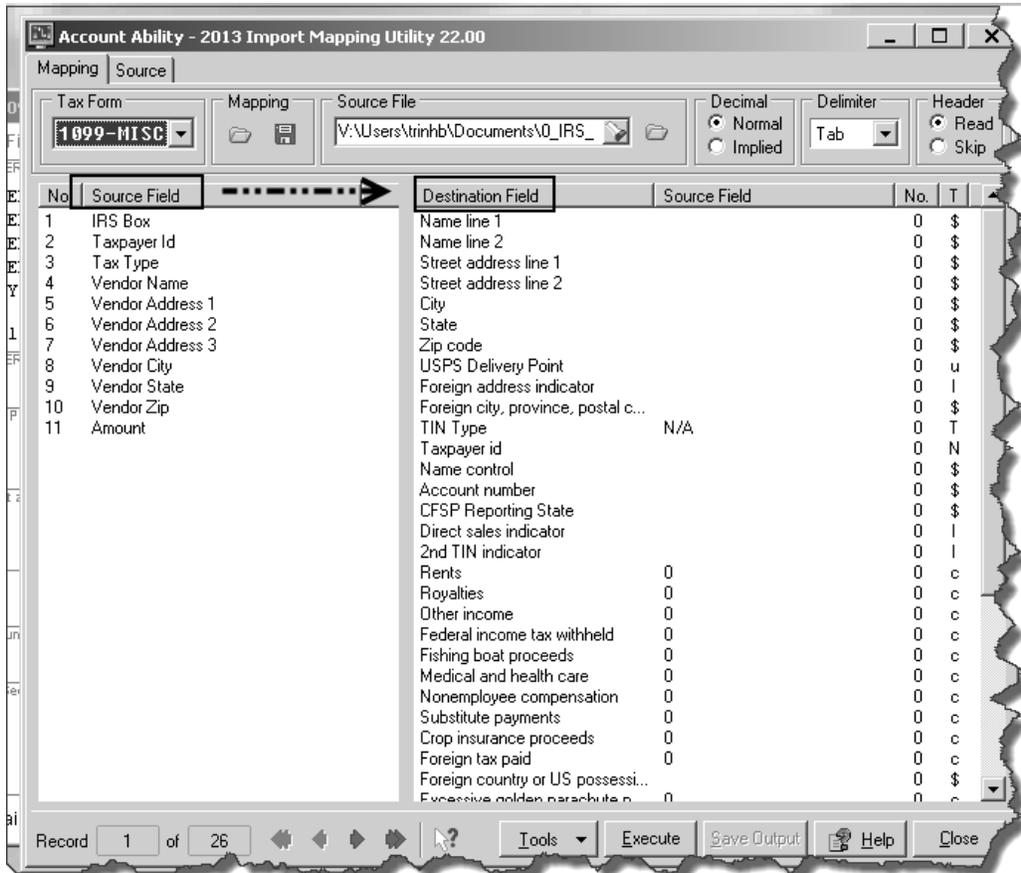
## H. Open your 1099-MISC Tax Form

In the Tax Form field, click on drop down list and select **1099-MISC** schema. This is our destination.



I. Determine which IRS Box to place the amount

Evaluate the IRS box on the 1099-misc form (Destination Field section) the **amount** (Source Field) should be mapped.



While in "Read" Header mode, locate the row number for "IRS Box" source field.

The "Read Header" will give you the label for the fields in the source file.



The IRS Box field is row 1 in this example.

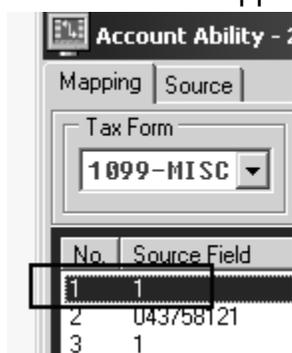


Click on **“Skip”** radio button of the Header.



While in **“Skip”** Header mode, make a mental note of the value in the **“IRS Box”** source field

in this example, the **IRS Box value** is **“1”**. This tells you that the entire **“Amount”** in this Source file is mapped to **“Rents”** box on the 1099-MISC form (Destination Field).



If, for example, the IRS box value is **“3”**, this tells you that the **“Amount”** in the particular Source file is mapped to **“Other Income”** box on the 1099-MISC form (Destination).

Likewise, for example, if the IRS box value is **“7”**, this tells you that the **“Amount”** in the particular Source file is mapped to **“Nonemployee Compensation”** box on the 1099-MISC form (Destination) Etc.

No.	Source Field	Destination Field	Source Field	No.
1	1	Name line 1		
2	043758121	Name line 2		
3	1	Street address line 1		
4	TRINH RENT TRAIN VENDOR 1	Street address line 2		
5	6416 PACIFIC HWY E	City		
6		State		
7		Zip code		
8	FIFE	USPS Delivery Point		
9	WA	Foreign address indicator		
10	984241561	Foreign city, province, postal c...		
11	-56272.44	TIN Type	N/A	
		Taxpayer id		
		Name control		
		Account number		
		CFSP Reporting State		
		Direct sales indicator		
		2nd TIN indicator		
		Rents	56272.44	
		Royalties	0	
		Other income	0	
		Federal income tax withheld	0	
		Fishing boat proceeds	0	
		Medical and health care	0	
		Nonemployee compensation	0	
		Substitute payments	0	
		Crop insurance proceeds	0	
		Excessive golden parachute p...	0	
		Gross proceeds paid to an attor...	0	
		Section 409A deferrals	0	
		Section 409A income	0	
		Reporting State 1		

Start **mapping** Source Field to Destination Field on the 1099-MISC tax form.

*J. Switch to "Read" Header*

*K. Highlight Source field*

Start with the Taxpayer ID, highlight/select a **Source Field** and **map** to a **destination field**.

L. Double click correlating Destination field

Note: You can also map by dragging a field from the source and dropping it in the correlating field in the destination.

	<b><u>Web</u></b>	Account Ability <b><u>1099- MISC</u></b> Schema	<b>1099-MISC Form</b>
1)	<b>Taxpayer ID</b>	<b>Taxpayer ID</b>	RECIPIENT'S TIN
2)	<b>Tax Type</b>	<b>TIN Type</b>	<ul style="list-style-type: none"> <li>• Value "1" means EIN type</li> <li>• Value "2" means SSN or ITIN type</li> </ul>
3)	<b>Vendor Name</b>	<b>Name line 1</b>	RECIPIENT'S Name
4)	<b>Vendor Address 1</b> (On the Statewide Vendor table, the address line 1 can be the DBA (doing business as) name)	<b>Name line 2</b>	
5)	<b>Vendor Address 2</b>	<b>Street address line 1</b>	Street Address (including apt. no.)
6)	<b>Vendor Address 3</b>	<b>Street address line 2</b>	
7)	<b>Vendor City</b>	<b>City</b>	City
8)	<b>Vendor State</b>	<b>State</b>	State
9)	<b>Vendor Zip</b>	<b>Zip code</b>	ZIP code
10)	<b>Amount</b>	<b>Rents (for example)</b>	1 Rents

This is ER Web Intelligence                      This is Account Ability

No.	Source Field	Destination Field	Source Field	No.
1	1	Name line 1	TRINH 4050 TEST 1	4
2	043758121	Name line 2		0
3	1	Street address line 1	6416 PACIFIC HWY E	5
4	TRINH 4050 TEST 1	Street address line 2		6
5	6416 PACIFIC HWY E	City	FIFE	8
6		State	WA	9
7		Zip code	984241561	10
8	FIFE	USPS Delivery Point		0
9	WA	Foreign address indicator		0
10	984241561	Foreign city, province, postal c...		0
11	56272.44	TIN Type	EIN	3
		Taxpayer id	043758121	2
		Name control		0
		Account number		0
		CFSP Reporting State		0
		Direct sales indicator		0
		2nd TIN indicator		0
		Rents	56272.44	11
		Royalties	0	0
		Other income	0	0
		Federal income tax withheld	0	0
		Fishing boat proceeds	0	0
		Medical and health care	0	0
		Nonemployee compensation	0	12
		Substitute payments	0	0
		Crop insurance proceeds	0	0
		Excessive golden parachute p...	0	0
		Gross proceeds paid to an attor...	0	0
		Section 409A deferrals	0	0
		Section 409A income	0	0

Because the data is IRS Box 1's data, you are mapping this amount to "Rents"

Fields are successfully mapped when you see data in both the Destination Field and Source Field columns (except for the IRS Box):

Mapping Source

Tax Form: 1099-MISC    Source File: V:\4\_IRS\_1099\_MISC\_Reporting\Trainin

No.	Source Field	Destination Field	Source Field	No.	T
1	IRS Box	Name line 1	Vendor Name	4	\$
2	Taxpayer Id	Name line 2	Vendor Address 1	5	\$
3	Tax Type	Street address line 1	Vendor Address 2	6	\$
4	Vendor Name	Street address line 2	Vendor Address 3	7	\$
5	Vendor Address 1	City	Vendor City	8	\$
6	Vendor Address 2	State	Vendor State	9	\$
7	Vendor Address 3	Zip code	Vendor Zip	10	\$
8	Vendor City	USPS Delivery Point		0	u
9	Vendor State	Foreign address indicator		0	I
10	Vendor Zip	Foreign city, province, postal code		0	\$
11	Amount	TIN Type	SSN	0	T
		Taxpayer id	Taxpayr Id	2	N
		Name control		0	\$
		Account number		0	\$
		CFSP Reporting State		0	\$
		Direct sales indicator		0	I
		2nd TIN indicator		0	I
		Rents	Amount	11	c
		Royalties	0	0	c
		Other income	0	0	c
		Federal income tax withheld	0	0	c
		Fishing boat proceeds	0	0	c
		Medical and health care	0	0	c
		Nonemployee compensation	0	0	c
		Substitute payments	0	0	c
		Crop insurance proceeds	0	0	c
		Excessive golden parachute pay...	0	0	c

## Create mapped 1099-MISC form file

M. Click on Header Skip

Once you have mapped all Source fields to Destination fields, Click on “**Skip**” radio button of the Header before you click Execute.

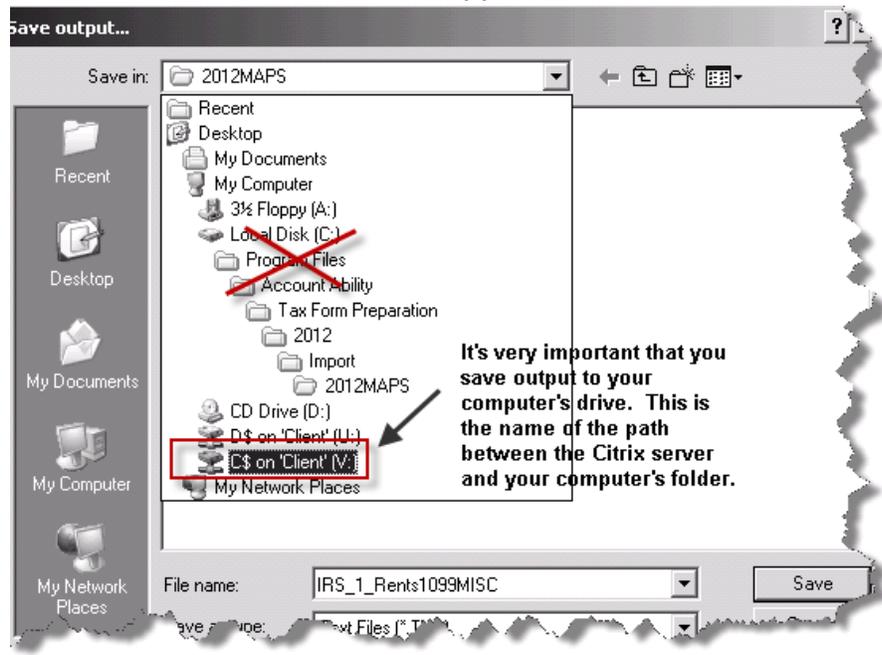


N. Click Execute

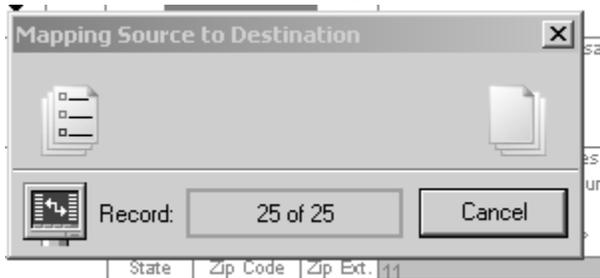
Click **Execute** (button is located at the bottom of the Account Ability Import Mapping Utility) to create your Import Mapping File



O. Save mapped 1099-MISC form file. Note the “1099MISC” that Account Ability has added to the name of the mapped file.

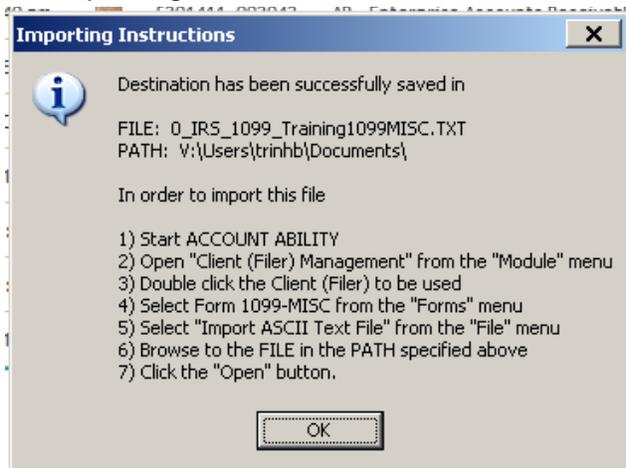


Make a note of how many records mapped from source to Destination:



P. Write down the folder within your "Local Disk (C: on xxxxx)" of where you've saved your mapped data file.

### Q. Importing Instructions

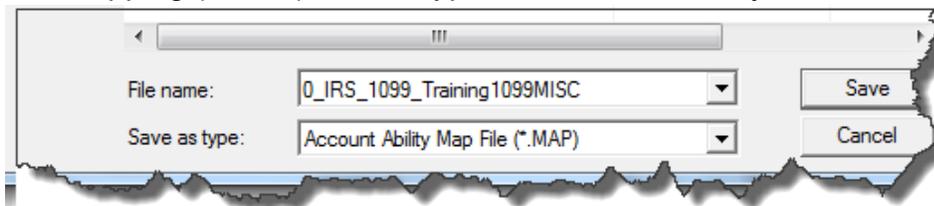


R. Click OK to Importing Instructions

S. Click Close to close the mapping utility

T. Click "No" to not save current mapping

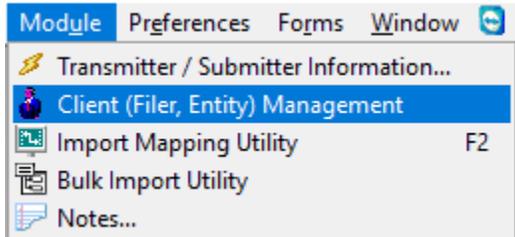
If you would like to save your import-mapping file for the specific IRS box type, select "Yes" to save question "Do you want to save the current mapping?" You can save this mapping (\*.MAP) for IRS type 1 for future use in your 'Client \$ on (V :)' folder.



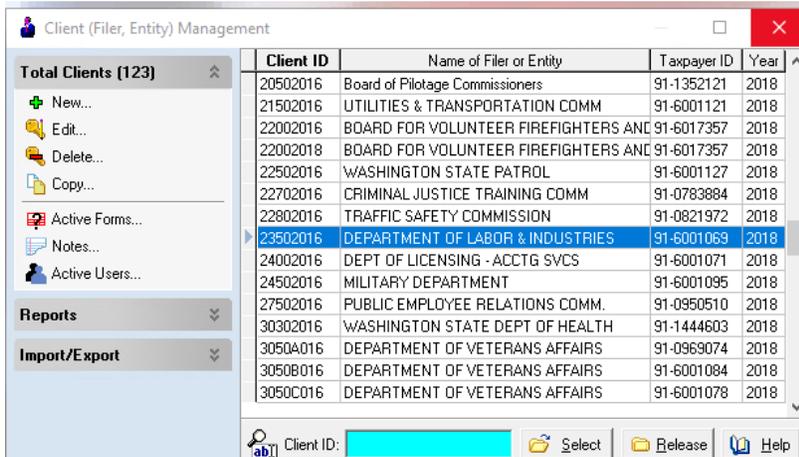
If you do not wish to save your import-mapping file, click **“No”** to the question, **“Do you want to save the current mapping?”**

## Running the IMPORT

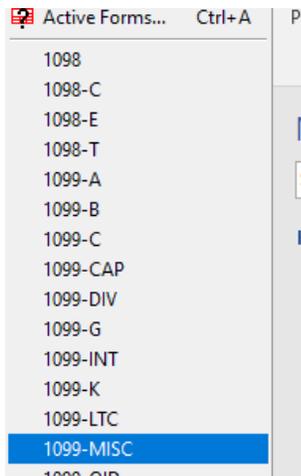
A. Click the **“Module”** menu and then click **“Client (Filer, Entity) Management**



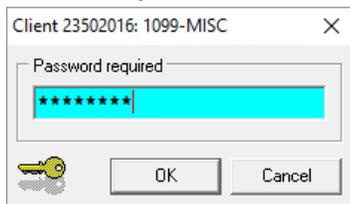
B. Double click the **Client ID** to be opened



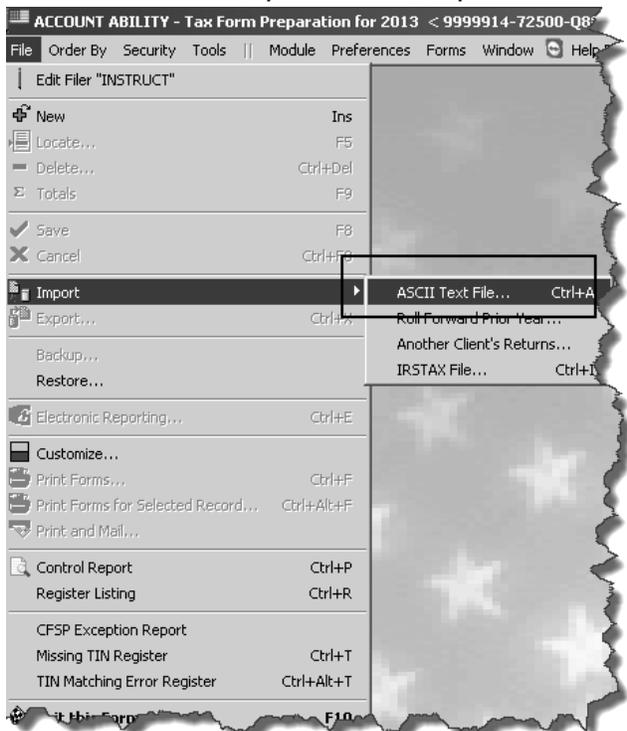
C. Select **Form 1099-MISC** from the **“Active Forms”** menu



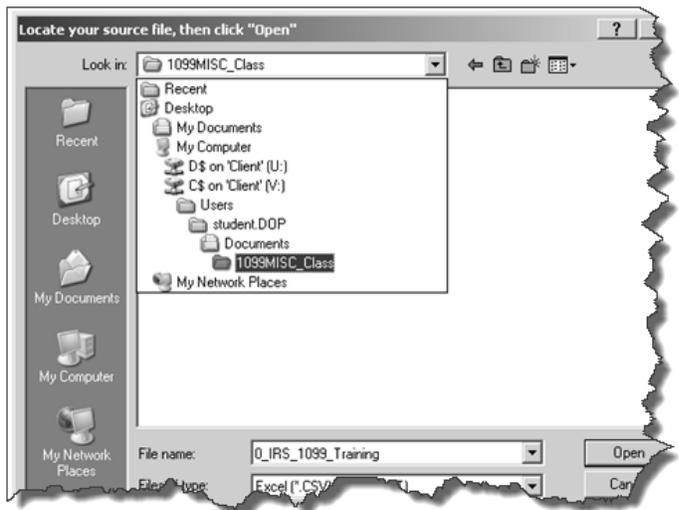
**D. Enter password and click OK**



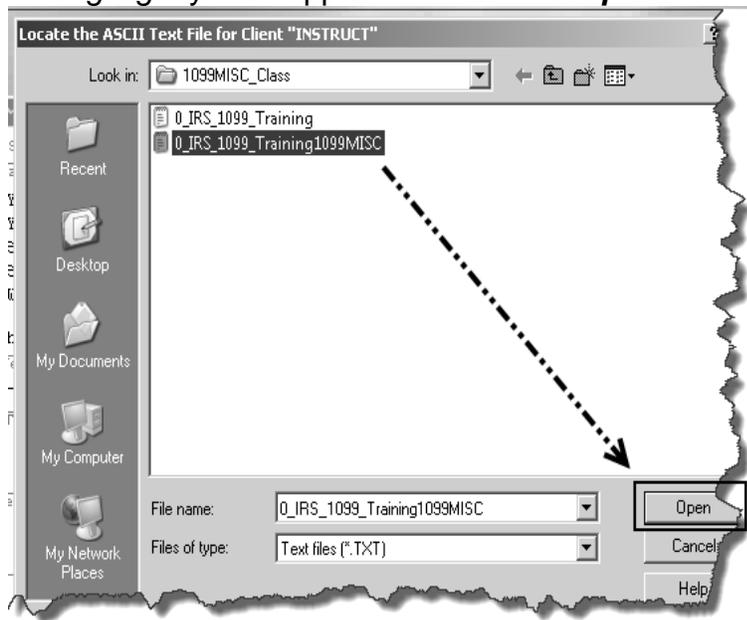
**E. Click "File", "Import" then "Import ASCII Text File"**



**F. Browse to find the Import Mapping File**

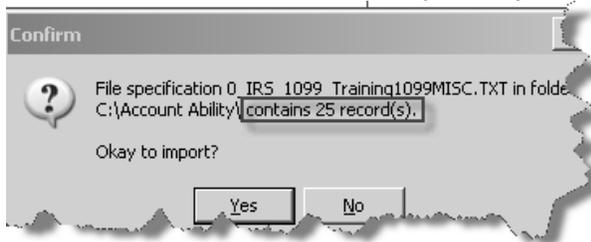


**G. Highlight your mapped file and click "Open"**

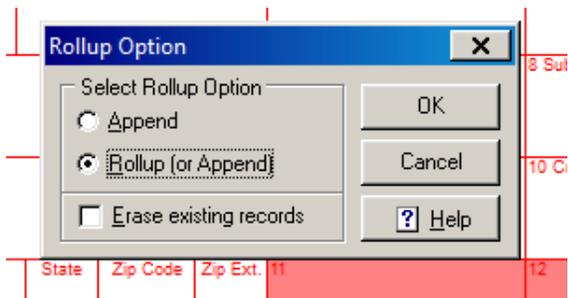


Note: The mapped file has "1099MISC" at the end of its name.

#### H. Click “Yes” to confirm Okay to import



Choose Append or Rollup (or Append) and click ok.



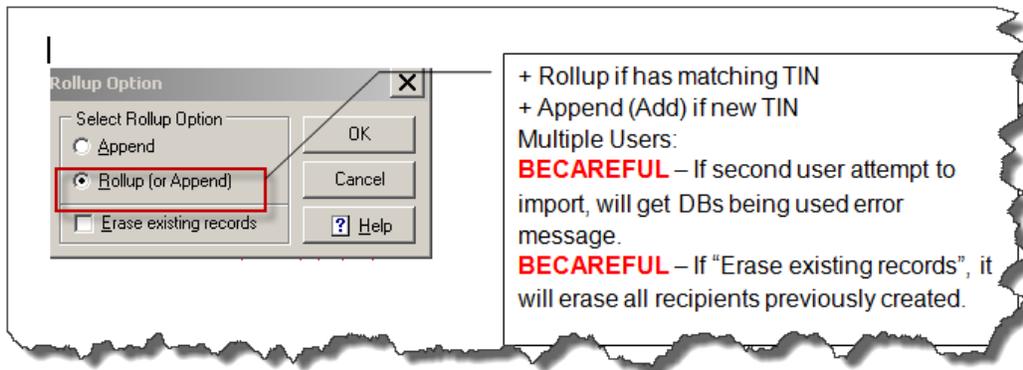
If you have several distinct text files which, when combined, result in a single 1099-misc form for each recipient, you will find the *Rollup* option quite beneficial. As long as each record of each file contains a primary key field, such as a taxpayer identification number (TIN), Account Ability can *roll up* these files over multiple import sessions.

The **Rollup Option** dialog contains three options

- **Append:** Each record of your source file is appended to the end of file regardless of the existence of another return with the same primary key (ie, TIN).
- **Rollup (or Append):** The primary key field (ie TIN) of each record is compared with those already on file. If a match occurs, the existing record’s currency information is accumulated (*rolled up*). Otherwise, the record is appended to the end of file.
- **Erase existing records:** If checked, existing records are first erased ensuring that the current import session begins with an empty table

Confirm that the number of records looks accurate.





## Tools – Kill This File

To start over from the beginning, use the "Kill This File" feature. Activating this feature will clean out your agency (Client)'s reporting year of all 1099-MISC forms previously created via the Import Utility.

### a) Click Tools and Kill This File.



**It is very important to preserve your source files from Webi.**

b) Click **Yes** to confirm DELETE of all of the selected client's returns.

**Confirm**

You are requesting to DELETE all of the selected client's returns!  
Are you sure?

Yes No

1099-MISC - INSTRUCT

ID # 1

VOID CORR (G) CORR (C) Efile 1096 Printed

PAYER'S name, street address, city, state, ZIP code, and telephone number

AGENCY NAME \$56,272.44

AGENCY NAME LINE 2

ADDRESS LINE 1

ADDRESS LINE 2

CITY WA 98504

Telephone: 360-407-8011

PAYER'S Federal ID Number 01-2345679 TIN Type SSN RECIPIENT'S ID 043756

RECIPIENT'S name

TRINH RENT TRAIN VENDOR 1

6416 PACIFIC HWY E

Street address

City FIFE State WA Zip Code 98424 Zip Ext. 1561

Account number Foreign CFSP USPS DP 2nd TIN

15a Section 409A deferrals \$0.00 15b Section 409A income \$0.00

17 State #1 ID number 18 State 1 tax withheld \$0.00 18 State 1 income \$0.00

17 State #2 ID number 18 State 2 tax withheld \$0.00 18 State 2 income \$0.00

E-Mail:

Browsing

**All returns have been successfully deleted from your agency's 1099-MISC**

1099-MISC - INSTRUCT

File is empty

VOID CORR (G) CORR (C) Efile 1096 Printed

PAYER'S name, street address, city, state, ZIP code, and telephone number

AGENCY NAME

AGENCY NAME LINE 2

ADDRESS LINE 1

ADDRESS LINE 2

CITY WA 98504

Telephone: 360-407-8011

PAYER'S Federal ID Number 01-2345679 TIN Type

RECIPIENT'S ID number

RECIPIENT'S name

Street address

City FIFE State WA Zip Code 98424 Zip Ext. 1561

Account number Foreign CFSP USPS DP 2nd TIN

15a Section 409A deferrals 15b Section 409A income

17 State #1 ID number 18 State 1 tax withheld 18 State 1 income

17 State #2 ID number 18 State 2 tax withheld 18 State 2 income

E-Mail:

Browsing

Order Forms

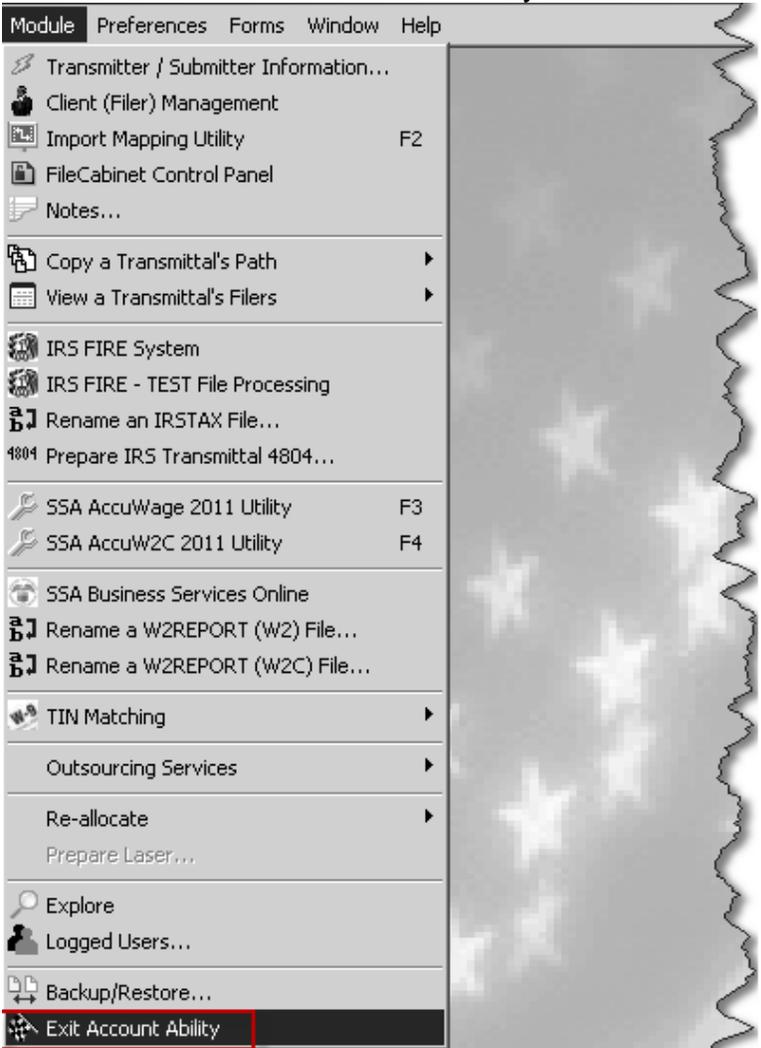
trinhb-nondes

## Exit Account Ability

Please **exit** Account Ability. Click File\Exit this Form



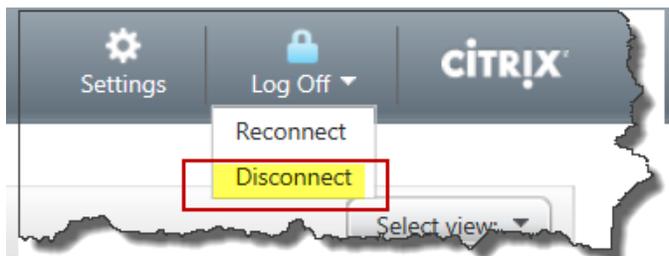
Then click Module\Exit Account Ability



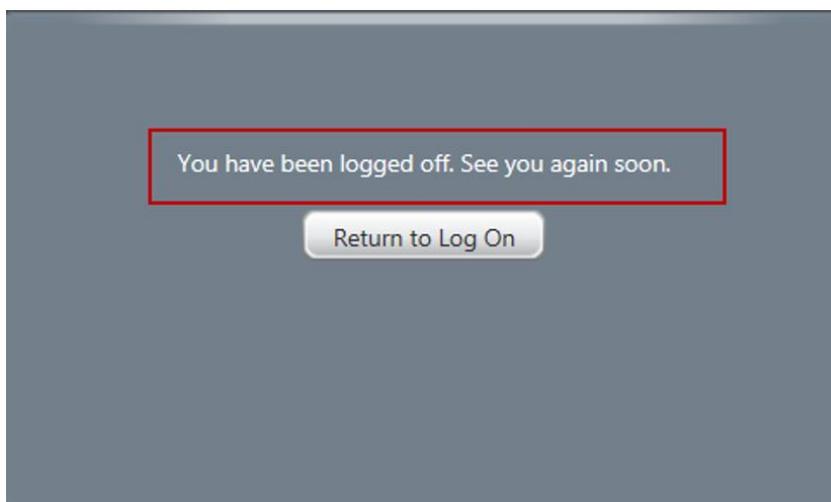
Click "Yes" to confirm exit Account Ability:



Please click on “Disconnect”, if you are still in Citrix for Account Ability:



Make sure you have successfully logged off from the Web site (Citrix web site).



**Supplemental Information on Recipient Address mapping**

Example of data from <b>Statewide Vendor (SWV) Table</b>		
<pre>VENDOR NAME: FRANCISCAN_HEALTH_SYSTEM ADD1: DBA_ST_JOSEPH_MEDICAL_CENTER ADD2: MS_10-04 ADD3: 1717_J_ST CITY/ST/ZIP: TACOMA WA 98405</pre>		
↓		
<b>Example of mapping from source file to destination</b>		
	Source file	Destination Form
	Vendor Name	Name line 1
	Vendor Address 1	Name line 2
	Vendor Address 2	Street address line 1
	Vendor Address 3	Street address line 2
	Vendor City	City
	Vendor State	State
	Vendor Zip	Zip code
↓		
How Address shows up on <b>1099-MISC</b>		
	<pre>FRANCISCAN HEALTH SYSTEM DBA ST JOSEPH MEDICAL CENTER MS 10-04 1717 J ST TACOMA WA 98405</pre>	

## Online view

1099-MISC - AGENCYID			
ID # 2		<input type="checkbox"/> VOID	<input checked="" type="checkbox"/> CORR (G)
PAYER'S name, street address, city, state, ZIP code, and telephone number			1 Rents
AGENCY NAME 1			\$ 5,4
AGENCY NAME 2			2 Royalties
ADDRESS LINE 1			
ADDRESS LINE 2			3 Other inc
CITY WA 98504			
Telephone: 360-407-8011			
PAYER'S Federal ID Number	TIN Type	RECIPIENT'S ID Number	5 Fishing bo
98-7654321	SSN	203748058	
RECIPIENT'S name			7 Nonempl
FRANCISCAN HEALTH SYSTEM			NAME
DBA ST JOSEPH MEDICAL CENTER			CTRL
Street address			9 Payer ma
MS 10-04			\$6000 or:
1717 J ST			products:
City			(recipient)
TACOMA	State	Zip Code	11
WA	98405		
Account number	Foreign	CFOP	2nd TIN
	<input type="checkbox"/>		<input type="checkbox"/>
15a Section 409A deferrals	15b Section 409A income	State 1	16 State 11

## 1099-MISC view

CORRECTED (If correct)			
PAYER'S name, street address, city, state, ZIP code, and telephone no.			1 Rents
AGENCY NAME 1			\$ 54371
AGENCY NAME 2			2 Royalties
ADDRESS LINE 1			\$
ADDRESS LINE 2			3 Other income
CITY WA 98504			\$
Telephone: 360-407-8011			5 Fishing boat pe
PAYER'S Federal identification number	RECIPIENT'S identification number		\$
98-7654321	203-74-8058		
RECIPIENT'S name, street address, city, state, and ZIP code			7 Nonemployee c
FRANCISCAN HEALTH SYSTEM			\$
DBA ST JOSEPH MEDICAL CENTER			9 Payer made dir
MS 10-04			\$5,000 or more
1717 J ST			products to a br
TACOMA WA 98405			(recipient) for n
Account number (see instructions)			11
			13 Excess golden
			payments
			\$
15a Section 409A deferrals	15b Section 409A income	16 State tax withh	
\$	\$	\$	
		\$	

Form 1099-MISC (Keep for your records)

Example of data from **Statewide Vendor (SWV) Table**

VENDOR NAME: HAWKS SENJA L  
 ADD1: PO BOX 49  
 ADD2:  
 ADD3:  
 CITY/ST/ZIP: SOUTH BEND WA 98586



Example of mapping from source file to destination

Source file	Destination Form
Vendor Name	Name line 1
Vendor Address 1	Name line 2
Vendor Address 2	Street address line 1
Vendor Address 3	Street address line 2
Vendor City	City
Vendor State	State
Vendor Zip	Zip code



How Address shows up on **1099-MISC**

RECIPIENT'S name, street address, city, state, and ZIP code

**HAWKS SENJA L  
 PO BOX 49  
 SOUTH BEND WA 98586**

**Appendix – Restrictions – This operation has been cancelled due to restrictions in effect on this computer. Please contact your system administrator**

Click [OK] to proceed if you receive this restrictions message

