



State of Louisiana
Division of Administration
Office of Statewide Reporting and Accounting Policy

December 14, 2015

MEMORANDUM OSRAP 16-12

TO: Fiscal Officers
All ISIS Agencies

FROM: John McLean, CPA
Interim Director

SUBJECT: 1099 Payer Vendor Records

Agencies are responsible for the accuracy of their 1099 Payer Vendor Records. Two Adobe (.pdf) reports are attached to the e-mail distributing this memo to assist you in determining the accuracy of your agency's 1099 Payer Vendor Records. They are:

1. State Agency Master Vendor Codes and
2. Listing of State Agency Types and Agency Numbers

These reports list the master vendor record tied to an agency type and all of the agencies associated with that agency type. You will only have an entry on these reports if an agency type is defined using your agency number, and if a vendor record has been defined as the master vendor for the FEIN associated with your agency type.

The State Agency Master Vendor Codes report should be used to confirm the information that will go into the Payer section of the 1099. A contact telephone number is required to be listed in the Payer section of the 1099. If the report does not have a telephone number or if any of the information in the report has changed, please write the contact telephone number and/or correct information on the report, sign and date it, and fax it to (225) 342-0960, Attn: OSRAP Vendor Section.

AFS uses agency types to group agencies for 1099 reporting purposes. The AFS 4G01 and 4G02 1099 reports generated in June, November, and January, are sorted by agency type. These reports should be used to verify amounts paid through AFS to 1099 reportable vendors using 1099 reportable object accounts.

The "Listing of State Agency Types and Agency Numbers" report is sorted by AFS agency type. Several agencies may be grouped together under one agency type via the AGC2 table of AFS. The

agency type is a 3-digit AFS agency number preceded by an "A". The agency type is tied to a FEIN on the AFS AGTP table, for which **one and only one master** vendor record should be defined.

If your agency has its own agency type defined in AFS and you **did not have** an entry on the reports attached or your agency was listed under another agency's FEIN and now has its own FEIN, contact OSRAP to have your agency's AGC2, AGTP, and vendor record updated.

The 1099 forms will be emailed to your agency 1099 contacts as an Adobe (.pdf) file no later than January 19, 2016. If you cannot access the file or would prefer a hard copy of the file be sent to you, please contact the OSRAP Help Desk at (225) 342-1097. Each 1099 should be printed on a single sheet of paper (8.5 x 11). You (the Agency) are to print the 1099 forms, make a copy of the 1099 forms for your records and mail the forms to the vendors on or before January 31, 2016. The forms should be 'Z' folded and placed in a window envelope. Staples has a contract with the State to provide #10 window envelopes with the agency return address pre-printed on them. Information for this contract, can be found by searching the Louisiana's Electronic Catalog (LA eCat) on the Office of State Procurement's website (www.doa.louisiana.gov/OSP). You also have the option of producing labels for plain envelopes using Business Objects and/or word processing software.

You must submit any changes to OSRAP by January 5, 2016 to allow sufficient time to update your records before the AFS 1099 table is generated.

If you have questions concerning this memorandum, please contact the OSRAP Help Desk at (225) 342-1097.

JM:brt

C: Ms. Holly Ketterer