Working Fund Request for Payment Form and 1099 Reporting

The Comptroller's General Accounting Division (GAD) is responsible for the preparation and submission of Federal Information Returns (Form 1099) to the Internal Revenue Service using information recorded by state agencies in R*STARS. To ensure accurate reporting by GAD, DHMH General Accounting must record certain working fund transactions in R*STARS under the payee's Social Security Number or Taxpayer Identification Number, whichever applies. To facilitate reporting, requests for working fund payments must be submitted to DHMH General Accounting on a "Request for Working Fund Payment" form if the disbursement is <u>not</u> associated with a payroll advance, travel advance, or replenishment of petty cash.

The "Request for Working Fund Payment" form must be completed in full and this includes providing the payee's Social Security Number or Taxpayer Identification Number, whichever applies. Instructions for select line items on the form are as follows:

Authorization – Signature of individual who is authorized to request the payment

Due Date – Date payment should be made

Reason (Description) – Provide wording to appear in the Description field in FMIS (limited to 30 characters).

Payee's SSN or Taxpayer ID# (TIN)– Requests for payment will not be honored if this information is not provided **unless** payment is to one of the exemptions listed below. If the payee's SSN or TIN is not readily available, the payee must complete and submit a W-9 form. The Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number) is located at: http://www.irs.gov/pub/irs-pdf/fw9.pdf

Payees <u>exempt</u> from Form 1099 reporting:
-Hospitals
-Government entities
-Non-profit organizations
-Corporations (except for medical or health provider corporations that are not hospitals)

For further information on 1099 reporting requirements, refer to section 4.2 of the Comptroller of Maryland General Accounting Division's Accounting Procedures Manual at:

http://compnet.comp.state.md.us/General_Accounting_Division/Static_Files/APM/apm.pdf

Form: DHMH 4740A