

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**FINANCIAL MANAGEMENT**

**BUDGET**

**FORM 1099 REPORTING TO THE IRS**

Effective Date: 03/06/2009

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**1. PURPOSE**

To outline a policy on 1099 reporting to the IRS.

**2. POLICY**

The FDA adheres to all IRS policies regarding 1099 reporting requirements. Requirements can be found on the instructions for Form 1099-MISC1.

Some payments are not required to be reported on Form 1099-MISC. Payments for which a 1099-MISC is not required include:

- Non-service payments to a corporation;
- Payments for merchandise, telegrams, telephone, freight, storage and similar items;
- Payments of rent or real estate agents;
- Wages paid to employees;
- Business travel allowances paid to employees;
- Cost of current life insurance protection;
- Payments to a tax-exempt organization, the United States, a state, the District of Columbia, a U.S. possession, or a foreign government; and

- Certain payment card transactions if a payment card organization has assigned a merchant/payee a Merchant Category Code (MCC) indicating that reporting is not required.

### 3. RESPONSIBILITIES

OFS is responsible for 1099 reporting to the IRS.

### 4. EFFECTIVE DATE

This policy is effective as of March 6, 2009 signed by William Collinson, Director, OFM.

### 5. Document History -- SMG 2310.10, Form 1099 Reporting to the IRS

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	03/06/2009	N/a	OC/OO/OM/OFM	William Collinson, Director, OFM