

Setting Up and Reviewing Report Control Information


Purpose: Use this document as reference for setting up and reviewing control information for 1099 withholding control information in ctclink. This process is part of the 1099 yearend processing.

Audience: Finance Staff

 You must have at least one of these local college managed security roles:

- ZZ 1099 Processing


If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 **Note:** 1099 Withholding Report Control information is used to set up transmitter and payer information. This is something that should be done for each year's 1099 Processing, even if you ran 1099 Processing in PeopleSoft the previous year.

Setting Up and Reviewing Report Control Information


Navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information

1. On the **Report Control Information** search page, select the **Add a New Value** tab.
2. Enter your college's **SetID** (also known as your Business Unit).
3. Enter a new **Control ID**, for example WA010_2023 for your college and year.
4. Select the **ADD** button.

 **Note:** It is highly recommended that the **Control ID** includes the district and reporting year, i.e., "WA010_XXXX".

Report Control Information


*SetID

WA010 

Control ID

WA010_2023

5. The **Report Control Information** page **Payor Data** tab displays.
6. In the **Transmitter Information** section, verify the **Supplier Software Indicator** checkbox is checked. This will allow PeopleSoft Financials to produce the 1099 IRS file and Copy B forms. Enter valid field values for:
 - a. Enter **Transmitter Name 1** - college business unit.
 - b. Enter **Transmitter Name 2** - college business unit.
 - c. Enter **Tax ID**. The **Tax ID** should be numbers only with no spaces and hyphens.
 - d. Enter **Transmitter Cntl Code**. The Transmitter Control Code is provided by the IRS upon submission of your Form 4419.
 - e. Enter **Contact Name 1**.
 - f. Enter **Contact Email Address**.
7. Select the **Go To Address** icon (envelope) in the **Transmitter Information** section. The **Transmitter Address** page will display.

 **Note:** When entering names, use the PeopleSoft Format (**LastName,FirstName**), using no space between the names.

Withholding Post Report Control Information

Payor Data Suppliers and Business Units Piggyback States/Numbers

SetID WA010 Control ID WA010_2023

Transmitter Information

☒ Supplier Software Indicator

Transmitter Name 1 Transmitter Name 1 - WA010

Transmitter Name 2 Transmitter Name 2 - WA010

Tax ID 111111111

Transmitter Cntl Cd 2222 Media Number

*Contact Name1 Contact Name - WA010

Contact Email Address Contact Email - WA010

Payer Information

☐ Combined Federal State Filing

Payer Name 1

Payer Name 2

Control ID

Payer Tax ID

Employer's Ref #

HMRC Office #

Accts Office Ref #

Save Notify Add

Payor Data | Suppliers and Business Units | Piggyback States/Numbers

8. On the **Transmitter Address** page, enter the address fields.
9. Select **OK** to close the **Transmitter Address** page.

Transmitter Address Page

Country USA United States

Address 1 1300 Quince St

Address 2

Address 3

City Olympia

County Thurston

State WA

Zip Code 98504

OK Cancel

Help

Transmitter Information

☒ Supplier Software Indicator

Transmitter Name 1 Transmitter Name 1 - WA010

Transmitter Name 2 Transmitter Name 2 - WA010

Tax ID 111111111

Transmitter Cntl Cd 2222

*Contact Name1 Contact Name - WA010

Contact Email Address Contact Email - WA010

Payer Information

☐ Combined Federal State Filing

Payer Name 1

Payer Name 2

Control ID

Payer Tax ID

10. On the **Report Control Information** page, select the **Telephone** icon in the **Transmitter Information** section. The **Transmitter Phone Page** will display.
11. On the **Transmitter Phone Page**, enter the **Transmitter Phone Info**.
12. Enter the **Contact Phone Info**.
13. Select **OK** to close the **Transmitter Phone Page**.

The screenshot shows the 'Transmitter Phone Page' window. The background shows the 'Transmitter Information' section of the 'Report Control Information' page, with the 'Telephone' icon highlighted by a red box and a red arrow pointing to the 'Transmitter Phone Page' window. The 'Transmitter Phone Page' window has a title bar with a close button (X) and a 'Help' link. It contains two sections: 'Transmitter Phone Info' and 'Contact Phone Info'. The 'Transmitter Phone Info' section has fields for 'Int'l Prefix' (1), 'Telephone' (360/555-1212), 'Phone Extension' (1000), and 'Fax Number' (360/555-1200). The 'Contact Phone Info' section has fields for 'Int'l Prefix' (1), '*Telephone' (3605551212), 'Phone Extension' (2000), and 'Fax Number' (2535551200). At the bottom are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

14. On the **Report Control Information** page, in the **Payer Information** section, enter valid field values for:
 - a. Enter **Payer Name 1**.
 - b. Enter **Payer Name 2**.
 - c. Enter **Control ID**. The **Control ID** is the 1099 Calendar Year being processed.
 - d. Enter **Payer Tax ID**.
 - e. Enter **Employer's Ref #**.
 - f. Enter **HMRC Office #**.
 - g. Enter **Accts Office Ref #**.
15. Select the **Go To Address** icon (envelop) in the **Payer Information** section.
16. On the **Payer Address Page** window displays. Enter **Payer Address Information**.
17. Select the **OK** button to close the **Payer Address Page**.

Transmitter Information

☒ Supplier Software Indicator

Transmitter Name 1: Transmitter Name 1 - WA010

Transmitter Name 2: Transmitter Name 2 - WA010

Tax ID: 111111111

Transmitter Cntl Cd: 2222 Media Number:

*Contact Name1: Contact Name - WA010

Contact Email Address: Contact Email - WA010

Payer Information

☐ Combined Federal State Filing

Payer Name 1: PAYER NAME 1 - WA010

Payer Name 2: PAYER NAME 2 - WA010

Control ID: 2023

Payer Tax ID: 111111111

Employer's Ref #: 2222

HMRC Office #: 333

Accts Office Ref #: 444444444

Payer Address Page

Payer Address Information

Payer Country: USA United States

Address 1: PAYER ADDRESS

Address 2:

Address 3:

City: Payer City Postal: 98504

State: WA

OK Cancel

Save Notify Add Update/Display

18. On the **Report Control Information** page, select the **Telephone** icon in the **Payer Information** section. The **Payer Phone Page** will display.
19. On the **Payer Phone Page**, enter **Payer Phone Info**.
20. Select the **OK** button to close the **Payer Phone Page**.

Transmitter Information

☒ Supplier Software Indicator

Transmitter Name 1: Transmitter Name 1 - WA010

Transmitter Name 2: Transmitter Name 2 - WA010

Tax ID: 111111111

Transmitter Cntl Cd: 2222 Media Number:

*Contact Name1: Contact Name - WA010

Contact Email Address: Contact Email - WA010

Payer Information

☐ Combined Federal State Filing

Payer Name 1: PAYER NAME 1 - WA010

Payer Name 2: PAYER NAME 2 - WA010

Control ID: 2023

Payer Tax ID: 111111111

Employer's Ref #: 2222

HMRC Office #: 333

Accts Office Ref #: 444444444

Payer Phone Page

Payer Phone Info

Int'l Prefix: 1

Telephone: 865/555-1212

Phone Extension: 1000

Fax Number: 8655551213

OK Cancel

Save Notify

21. On the **Report Control Information** page, select the **Suppliers and Business Units** tab.

- 22. Select the **All Suppliers** checkbox in order to process all withholding suppliers that are consistent with the Business Unit specified.
- 23. Enter your District Business Unit in **Business Units**.

Payor Data

Suppliers and Business Units

Piggyback States/Numbers

Payer

SetID WA010Control ID WA010_2023Payer Tax ID 111111111PAYER NAME 1 - WA010

☒ All Suppliers☐ Include Direct Sales Suppliers

Business Units

WA010

+ -

SaveNotify

AddUpdate/Display

Payor Data | Suppliers and Business Units | Piggyback States/Numbers

- 24. Select the **Piggyback States/Numbers** tab. The **Piggyback States** section displays the states participating in the combined federal and state 1099 filing process. Note all states have been checked by default.
- 25. Select the **Process?** check box for each relevant state to tell the IRS which states need copies. Select the **View All** link to view all states.
- 26. Do not enter **Payer State Numbers**. These fields are used if state taxes have been withheld from the Supplier.
- 27. Select **Save** to setup the new Report Control Information.

Withholding Post

Report Control Information

New Window

Payor Data

Suppliers and Business Units

Piggyback States/Numbers

SetID WA010

Control ID WA010_2023

Piggyback States

1-9 of 30

View All

Piggyback States	Process?
AL Alabama	<input checked="" type="checkbox"/>
AR Arkansas	<input checked="" type="checkbox"/>
AZ Arizona	<input checked="" type="checkbox"/>
CA California	<input checked="" type="checkbox"/>
CO Colorado	<input checked="" type="checkbox"/>
CT Connecticut	<input checked="" type="checkbox"/>
DC District of Columbia	<input checked="" type="checkbox"/>
DE Delaware	<input checked="" type="checkbox"/>
GA Georgia	<input checked="" type="checkbox"/>

Save

Notify

State Tax ID Numbers

1-1 of 1

View All

Payer State Numbers

+

-

Payor Data

Suppliers and Business Units

Piggyback States/Numbers

Add

Update/Display

28. Process complete.