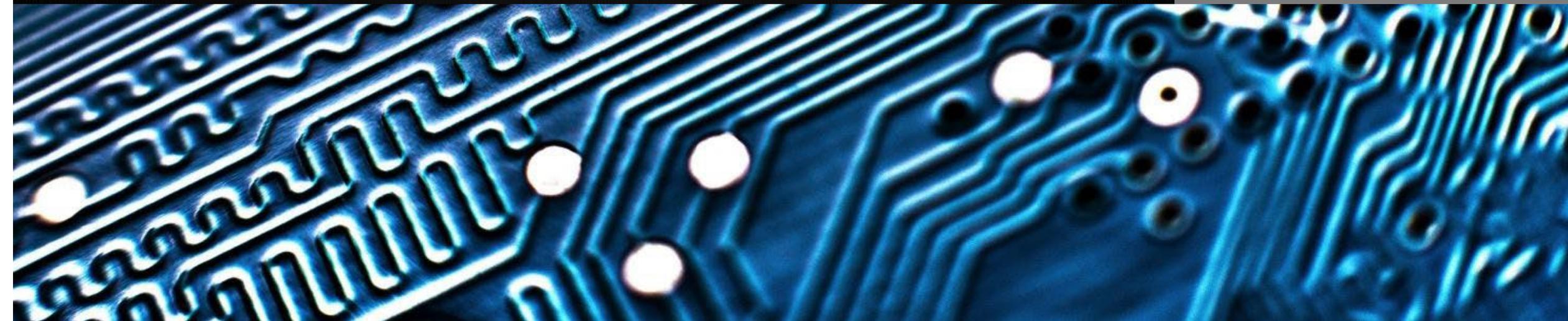


# CY 2025 1099 Withholding Information

December 10, 2025



# Housekeeping

- Please make sure you are muted, and camera is turned off
- Session is being recorded
- Please use the chat feature for questions
- Today's recording and meeting materials will be sent out to all participants

# Agenda

- IRS CY2025 Withholding Type/Class changes
- Withholding Form Changes for CY2025
- Withholding Process Review
- Resources

# Withholding Changes for CY2025



# PeopleSoft Withholding Changes for CY2025

- The IRS changed its reporting methods for 1099 Withholding for the 2025 Reporting Calendar Year. There are two new withholding types and their updated classes:

Sample of former Withholding Type 1099M:

Withhold Type

Withholding Type 1099M

Description 1099 Miscellaneous 2020

Notes Starting in tax year 2022, Class 13 will appear in Box 14 and Class 14 will appear in Box 15 on form 1099-MISC

Withholding Class

*Class	Description	Contract Reference	Active
01	Rents	<input type="checkbox"/>	<input checked="" type="checkbox"/>
02	Royalties	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03	Other Income	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04	Federal Income Tax Withheld	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05	Fishing Boat Proceeds	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06	Medical and Health Care Pymnts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08	Substitute Payments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09	Crop Insurance Proceeds	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Gross Attorney Proceeds	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Fish Purchased for Resale	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Section 409A Deferrals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Excess Golden Parachute Pymnts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Nonqualified Deferred Comp	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Move to 1099-NEC

New Withholding Type 2025M:

Withhold Type

Withholding Type 2025M

Description 1099 Miscellaneous 2025

Withholding Class

*Class	Description	Contract Reference	Active
01	Rents	<input type="checkbox"/>	<input checked="" type="checkbox"/>
02	Royalties	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03	Other Income	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04	Federal Income Tax Withheld	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05	Fishing Boat Proceeds	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06	Medical and Health Care Pymnts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08	Substitute Payments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09	Crop Insurance Proceeds	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Gross Attorney Proceeds	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Fish Purchased for Resale	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Section 409A Deferrals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Nonqualified Deferred Comp	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*Withholding Class 13, 'Excess Golden Parachute Pymnts', moved to 1099-NEC. Class 14 updated to 15.

# PeopleSoft Withholding Changes for CY2025

- The IRS changed its reporting methods for 1099 Withholding for the 2025 Reporting Calendar Year. There are two new withholding types and their updated classes:

Sample of former Withholding Type 1099N:

Withhold Type

Withholding Type 1099N  
Description 1099 Nonemployee Compensation

Withholding Class

*Class	Description	Contract Reference	Active
01	Nonemployee Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04	Federal Income Tax Withheld	<input type="checkbox"/>	<input checked="" type="checkbox"/>

New Withholding Type 2025N, with new Class 03:

Withhold Type

Withholding Type 2025N  
Description 1099-NEC 2025

Withholding Class

*Class	Description	Contract Reference	Active
01	Nonemployee Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03	Excess Golden Parachute Pymnts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04	Federal Income Tax Withheld	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# IRS FORM for CY2025

## – 1099-MISC

### 1099-MISC:

- **Form Type Box:** Updated to reflect the revision date of April 2025.
- **14/15:** Updated to reflect removal of Excess Golden Parachute Payments class from 1099-MISC.
- **Bottom Left Corner:** Updated to reflect revision date of April 2025

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents		OMB No. 1545-0115	
		\$		Form <b>1099-MISC</b>	
		2 Royalties		(Rev. April 2025)	
		\$		For calendar year	
PAYER'S TIN		3 Other income		4 Federal income tax withheld	
RECIPIENT'S TIN		\$		\$	
RECIPIENT'S name		5 Fishing boat proceeds		6 Medical and health care payments	
Street address (including apt. no.)		\$		\$	
City or town, state or province, country, and ZIP or foreign postal code		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		8 Substitute payments in lieu of dividends or interest	
		9 Crop insurance proceeds		\$	
		\$		10 Gross proceeds paid to an attorney	
		11 Fish purchased for resale		\$	
		\$		12 Section 409A deferrals	
		13 FATCA filing requirement <input type="checkbox"/>		14	
				15 Nonqualified deferred compensation	
Account number (see instructions)		16 State tax withheld		17 State/Payer's state no.	
		\$		\$	
				18 State income	
		\$		\$	

CORRECTED (if checked)

Miscellaneous Information  
 Copy B For Recipient  
 This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

Form **1099-MISC** (Rev. 4-2025) (keep for your records) www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

# IRS FORM CY2025 – 1099-NEC

## 1099-NEC:

- **Form Type Box:** Updated to reflect the revision date of April 2025.
- **3:** Updated to reflect addition of Excess Golden Parachute Payments
- **Bottom Left Corner:** Updated to reflect revision date of April 2025

<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-0116		<b>Nonemployee Compensation</b>	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		Form <b>1099-NEC</b> (Rev. April 2025) For calendar year			
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$		<b>Copy B For Recipient</b> <small>This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</small>	
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>			
Street address (including apt. no.)		3 Excess golden parachute payments \$			
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld \$			
Account number (see instructions)		5 State tax withheld \$	6 State/Payer's state no.		7 State income \$
Form <b>1099-NEC</b> (Rev. 4-2025)		(keep for your records)			
		www.irs.gov/Form1099NEC			Department of the Treasury - Internal Revenue Service



# IRS Withholding Type and Class Conversion

Prior to CY2025:

CY2025:

Withholding Type	Withholding Class	Withholding Type	Withholding Class	Paid at least:
1099M	01(Rents)	2025M	01(Rents)	\$600.00
1099M	02 (Royalties)	2025M	02 (Royalties)	\$10.00
1099M	03 (Other Income)	2025M	03 (Other Income, Prizes, Awards)	\$600.00
1099M	04 (Federal Income Tax Withheld)	2025M	04 (Federal Income Tax Withheld)	\$0.00
1099M	05(Fishing Boat Proceeds)	2025M	05(Fishing Boat Proceeds)	\$600.00
1099M	06 (Medical and Health Care Pymnts)	2025M	06 (Medical and Health Care Pymnts)	\$600.00
1099M	08 (Substitute Payments)	2025M	08 (Substitute Payments)	\$10.00
1099M	09 (Crop Insurance Proceeds)	2025M	09 (Crop Insurance Proceeds)	\$600.00
1099M	10 (Gross Attorney Proceeds)	2025M	10 (Gross Attorney Proceeds)	\$600.00
1099M	11 (Fish Purchased for Resale)	2025M	11 (Fish Purchased for Resale)	\$600.00
1099M	12 (Section 409A Deferrals)	2025M	12 (Section 409A Deferrals)	\$600.00
1099M	13 (Excess Golden Parachute Pymnts)	2025N	03 (Excess Golden Parachute Pymnts)	\$0.00
1099M	14 (Nonqualified Deferred Comp)	2025M	15 (Nonqualified Deferred Comp)	\$600.00
1099N	01 (Nonemployee Compensation)	2025N	01 (Nonemployee Compensation)	\$600.00
1099N	04 (Federal Income Tax Withheld)	2025N	04 (Federal Income Tax Withheld)	\$0.00



- Reminder: Only use 2025N and 2025M Withholding Types/Classes. We should not use or select the obsolete “1099” only Type/Classes for Withholding Suppliers and Vouchers.
- Reminder: Do not delete the obsolete “1099” Withholding Type from Suppliers. This must stay in the system in case there are IRS corrections for Withholding Reporting in years prior to CY2020.
- Paid and Unpaid vouchers must be updated with new Withholding Types/Classes. These changes are scheduled for **January 9, 2026**.
- Suppliers must be updated with the new Withholding Types/Classes. These changes are scheduled for **January 9, 2026**.
- Supplier Registration must be updated with the new Withholding Types/Classes. These changes are scheduled for **January 9, 2026**.

# Questions



# Withholding Process Review

# 1099 Withholding Process Overview

1. **Confirm Withholding Sent ran for the previous calendar year (CY2024)\*\***
2. Setup/review new Report Control Information for CY2025 (Ex: CSU\_2024, UNG\_2024, CCGA\_2024, etc.)
3. Pay and post withholding vouchers for CY2025
4. Post withholding Transactions (AP\_WTHD)
5. Review 1099 Withholding Vouchers/Payments
6. Adjust 1099 Withholdings, as needed
7. Run Withholding Update Process
8. Run Withholding Job Post
9. Review 1099 Withholding to Send Detail Reports
10. Run Withhold 1099 Report Job to produce IRS File
11. Run Withhold 1099 Report Job to produce Copy B Reports (AP\_COPY\_B)
12. Send File(s) to IRS (Can produce One File or Multiple Files.)
13. After IRS accepts the file, run Withholding Sent Process for the current calendar year (CY2025)

\*\*This process should be run immediately after the IRS accepts the original IRS Tax File. If not, it causes issues with replacement and correction files. This can also affect the current year's processing.

For more detailed information on the steps listed above, refer to the [1099 Processing User's Guide for CY 2025](#). *This document will be updated by December 31, 2025.*

# Running the Withholding Sent Process (con.)

**\*\*Run the Withholding Sent Process Now for 2024 BEFORE starting 2025\*\***

**BOR\_AP\_1099\_WTHD\_SENT\_INCOMPL:** This query will provide a list of any Control ID/Reporting Year combinations that are still awaiting the WTHD\_SENT process.

This process finalizes the Withholding reporting and file creation process. It records all the data in the file you have sent. Do not run this process until after sending the file to the IRS. The system uses this information when creating correction or replacement files.

**Navigation:** Suppliers > 1099/Global Withholding > 1099 Reports > Withholding Sent File

# PeopleSoft Withholding CY2025 - 1099 Withhold Report Job

- Reminder: Running Withhold 1099 Report Job

## Withholding Type Process Options:

- All - Select this option to produce ONE electronic IRS file containing 1099-MISC and 1099-NEC withholding information.
- 1099-MISC, 1099-INT and 1099-G - Select this option to produce one electronic file containing all 1099-MISC withholding information
- 1099-NEC - Select this option to produce one electronic file containing all 1099-NEC withholding information

The screenshot shows the configuration interface for a 1099 Report Job. At the top, it displays '1099 Report Post / Report / Copy B' and includes buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this, the 'Run Control ID' is set to 'FTEST2' and the 'Language' is set to 'English'. The main configuration area is divided into two sections: '1099 Report Post' and '1099 Report'. The '1099 Report Post' section contains fields for 'Request ID' (TEST), 'Description' (TEST), 'Process Frequency' (Always Process), 'Report ID' (US\_REPORT), 'Report Date' (12/11/2025), 'Control SetID' (40000), 'Control ID' (GGC\_2025 - GEORGIA GWINNETT COLLEGE), 'Calendar SetID' (SHARE), 'Calendar ID' (A1 - Annual Calendar-1099), 'Fiscal Year' (2025), and 'Period' (1). There are also checkboxes for 'Include Manual Overrides' (checked) and 'Use Report Date For Supplier' (unchecked). The '1099 Report' section has a 'Type of File/Return' dropdown set to 'Original/Correction' and a 'Replacement Character' field. At the bottom, the 'Withholding Type Process Option' section has three radio buttons: 'All' (selected), '1099-MISC, 1099-INT and 1099-G', and '1099-NEC'.

# 1099 Withhold Report Job – IRS .txt File

- There will be only one file created for CY2025 when users run the 1099 Report Job when users select “ALL”
  - The file naming convention is IRS\_001\_<Report Control ID>\_<process instance>.txt
  - The file contains all 1099-NEC and 1099-MISC reporting that institutions will submit to the IRS
- If users run the 1099-MISC process and the 1099-NEC process separately, each file will need to be sent to the IRS.
  - The file naming convention is the same as above.
  - The file name does not contain NEC or MISC

# 2025 Manual Adjustment Reminder

1099 Report Post / Report / Copy B

1099 Report Post/Report/Copy

Run Control ID TEST      Report Manager      Process Monitor      Run

Language English

**1099 Report Post**

*Request ID:	TEST	Description:	TEST
Process Frequency:	Always Process		
Report ID:	US_REPORT	<input checked="" type="checkbox"/> Include Manual Overrides	
Report Date:	12/10/2023		
*Control SetID:	98000	*Control ID:	BOR_2023 Board of Regents-University System of GA
*Calendar SetID:	SHARE	*Calendar ID:	A1 Annual Calendar-1099
*Fiscal Year:	2023		<input type="checkbox"/> Use Report Date For Supplier
*Period:	1		

1099 Reporting Annual Calendar

Reminder: Anytime you have manual adjustments that need to be included in reporting totals, this box needs to be checked

# 1099 Withhold Report Job – Copy B's

- The process produces two files:
  - 1099-MISC Copy B's: APX1099CT-APX1099CT.pdf
  - 1099-NEC Copy B's: APX1099N-APX1099N.pdf

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	16537263	17750686	APX1099N - APX1099N.pdf	12/11/2023 8:26:13PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	16537262	17750685	APX1099ICT - APX1099ICT.pdf	12/11/2023 8:25:54PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	16537261	17750684	APX1099GCT - APX1099GCT.pdf	12/11/2023 8:25:38PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	16537260	17750683	APX1099CT - APX1099CT.pdf	12/11/2023 8:25:22PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	16537259	17750680	APX1099N - APX1099N.pdf	12/11/2023 8:25:10PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

# 1099 Withholding Process Checklist

A Checklist is provided in the 1099 Processing User's Guide for CY2025.

**Before beginning 1099 steps (7-30) for the current calendar year, be sure to**

1.  Run the BOR\_AP\_1099\_WTHD\_SENT\_INCOMPL QUERY – Page 13
2.  Run Withhold Sent Process (WTHD\_SNT) for the previous calendar year – Page 14
3.  Setup/Review Report Control Information (**Required for Each Year**) – Page 17
4.  Post 1099 Withholding Transactions (AP\_WTHD) – Page 32

**Review**

5.  Review 1099 Withholding Suppliers – Page 34
6.  Review 1099 Withholding Vouchers by Supplier Inquiry – Page 35
7.  Review Payments to Withholding Suppliers – Withhold Payment Inquiry – Page 37
8.  Review 1099 Supplier Balances by Class – Page 38
9.  Run BOR\_AP\_1099\_PMTS Query – Page 39
10.  Run BOR\_AP\_1099\_JE Query – Page 40
11.  Run BOR\_AP\_1099\_NONRPT\_CONSISTENT Query – Page 41
12.  Run BOR\_AP\_1099\_MISMATCH Query – Page 42
13.  Run Withholding Balances Control Report (*Optional*) - Page 43
14.  Run BOR\_AP\_1099\_ADJUST Query – Page 44
15.  Run BORRY010 1099 Reportable Transactions Report: AP.070.300 (*Optional*) – Page 45

**If any corrections or adjustments need to be made, complete steps 16-19. Otherwise, skip to step 20.**

16.  Enter Withholding Invoice Line Update, if needed – Page 48
17.  Run Withholding Update Process if adjustments were made in Step 16 or 17 – Page 50
18.  Adjust Withholding Manually if needed – Page 52
19.  Complete steps 5 - 15 after all adjustments are made to review changes

**If additional adjustments need to be made, repeat steps 16-19. Otherwise, proceed to step 20.**

20.  Run Withhold 1099 Report Post Job (RPT\_1099), Generate Withholding Reports (AP\_APY1099), and retrieve the IRS\_001.TXT file – Page 57
21.  Run BORRY010 1099 Reportable Transactions Report – Page 64
22.  Run 1099 Withholding to Send Detail Report – Page 66
23.  Run BOR\_AP\_1099\_SND\_DTL\_TOT Query – Page 69
24.  Review reports and query from steps 21 – 24

**If any adjustments need to be made, repeat steps 16-24. Otherwise, proceed to step 25.**

25.  Run Print 1099 Copy B Process (APCOPYB) for 1099-MISC and 1099-NEC – Page 71
26.  Review, Print and Send Copy B Reports – Page 74
27.  Send IRS\_001.TXT file to IRS – Page 76
28.  Run Withholding Sent File Process (WTHD\_SNT) – Page 77

# Questions



# Resources



# Frequently Asked Questions

**Q: If I have already produced my 1099 copy B's, is it still possible to start over since I have not sent anything to the IRS or the recipients?**

**A:** Yes! You can start over at any point prior to sending the information to the IRS. Once it is sent, you would need to create correction files.

**Q: How do I update the 1099 Type / Class for a 'SHARE' supplier?**

**A:** For SHARE suppliers, please submit a ticket to [support@usg.edu](mailto:support@usg.edu).

**Q: How do I update the 1099 Type / Class on a 'B' setid supplier?**

**A:** When adding/changing the 1099 type and/or class for a 'B' setid supplier, you will need to add an effective dated row rather than correcting history. Using the Correct History option will not update the supplier as desired.

# Frequently Asked Questions (Cont'd)

**Q: After making adjustments, my BORRY010 report is not calculating correctly.**

**A:** The BORRY010 report, while rare, can become skewed after making multiple changes to the database. The 1099 to Send (Withhold to Send) report mimics the information that will be sent to the IRS and what will be printed on the 1099s. This is the report that should be used to confirm 100% accuracy prior to completing the 1099 processing.

The BORRY010 is still an excellent report to use for reconciling because it contains more detail than the 1099 to Send report. Therefore, it can be of greater use to pinpoint errors, adjustments needed, etc. For example, the BORRY010 lists each transaction that is reporting on the 1099 and shows the basis amount with differences. The 1099 to Send only shows the total amount that will report on the 1099.

# Frequently Asked Questions (Cont'd)

**Q: Can a Single Payment supplier be marked for withholding? (Ex: Beneficiary payments or Estates)**

**A:** The Single Payment Supplier does not offer an option to add withholding information. Therefore, if the transaction will require a 1099, the supplier will need to be set up as a permanent vendor so that you can add the withholding information. Establishing a permanent vendor record in the PeopleSoft supplier master file ensures accurate information for payments, tax compliance, and reporting. These suppliers can be added to the 'B' or 'Share' setid.

# Important Dates

Date	Item
December 10, 2025	1099 Meeting with Institutions
December 31, 2025	1099 Processing User's Guide CY2025 will be available
January 9, 2026	PeopleSoft Update to be Applied to Production
January 31, 2026	1099 Misc/1099-NEC provided to recipients for CY2025
January 31, 2026	1099 Misc/1099-NEC IRS Electronic Filing deadline for CY2025

- Contact Information:
  - Support Tickets: [support@usg.edu](mailto:support@usg.edu)
- The following will be available in the AP section of the Georgia*FIRST* website [here](#):
  - 1099 User's Guide for CY2025
  - CY2025 1099 Withholding Updates Presentation PowerPoint
  - CY2025 1099 Withholding Updates Presentation Recording

- Internal Revenue Service Contact Info:
  - Website: [www.irs.gov](http://www.irs.gov)
  - Phone: 1-866-455-7438
  - Email: [irs.e-helpmail@irs.gov](mailto:irs.e-helpmail@irs.gov)
- 2025 Instructions for Forms 1099-MISC and 1099-NEC located [here](#).
- Publication 1220 (Rev. 9-2025) Catalog Number 61275P located [here](#).

# Questions



thank you!





# UNIVERSITY SYSTEM OF GEORGIA

---

Information Technology Services