# USAS Update

**GENERAL: TIN Type Added**

        Due to a change in the 1099 printing software used, it was necessary to add a "TIN Type" to the vendor record.  The TIN Type is used to determine whether the Taxpayer Identification Number is an SSN or an EIN so that the identification number can be formatted correctly on the printed 1099's.

        It will be necessary to enter the TIN Type for all 1099 vendors before your final run of F1099.  ITC's will be unable to print any 1099 forms on your behalf if there are any vendors without a TIN Type.  There are several ways you may get this information:

-    Look at the vendor's W-9 form.

-    Utilize the IRS Interactive TIN/Name matching program.  This allows you to enter up to 25 TIN/Name combinations and get immediate results.

-    Utilize the IRS Bulk TIN/Name matching program.  This allows you to enter a file with TIN/Name combinations and submit it to IRS.  You will receive a file with results within 24 hours of the submission.  We have provided a new TINMATCH program to assist with generating a file for districts who have a lot of 1099 vendors and wish to utilize this option (see below for more details).

                     Please see IRS publication 2108A for specifics on the use of their interactive and bulk TIN/Name matching programs. Both require the district to have an IRS e-Services account set up before the matching programs can be used.  Specific result codes sent back by IRS are also detailed in this publication.

The following changes were made due to the addition of this field:

-   **USASCN/VENSCN** - "SSN/EIN" field was added to screen 1 of VENSCN at the bottom of the left column with the other 1099 fields.  Valid values for this field are S, E, or blank.

-    **F1099** - The F1099 program was updated to include the hyphens in the correct location when formatting the TIN for the printed form and on the .DAT file used within the 1099 printing software provided by EDGE.  The TIN type will also be included in the .TAP file that gets submitted to IRS.  An error will be printed on the F1099.TXT file if a 1099 vendor does not have a TIN type filled in.  Special characters are now also being stripped out of the name field in the .TAP file, per the IRS specifications.

-    **USALOAD/VENLOAD** - The TIN Type has been added to the VENLOAD program.  The column header for this field is "TIN\_Type".

-    **VENCHG** - Updates were made to correctly move or merge the TIN Type.

**Please note that the field has NOT been added to USASWeb.  At this time you will need to use VENSCN or VENLOAD to update the field.**

**TINMATCH: New program**

        A new program has been provided for this release called TINMATCH. This is an entirely optional program that may assist districts with many 1099 vendors in determining the correct TIN type without having to manually review W-9 forms.

**TINMATCH program has been added to USAS\_ANN menu as option 9.**

        This program creates a file in the format specified by IRS for bulk TIN/Name matching.  Only vendors that have a 1099 type and a 1099 ID, but have no TIN Type entered, will be selected.  In addition, the user can optionally decide to only select 1099 vendors with a YTD total that meets the IRS requirements.  This is recommended, at least initially, as it may significantly cut down on the number of vendors you will need to review and update.

                     The names included in the file will be determined in the same manner as the F1099 program.  So, for vendors with "1099:" on the second name line, it will strip off the "1099:" and use this name in the file, otherwise it will use the 1st name line.  There will also be a prompt for whether you wish to use the check name if this exists, you should answer this the same way you do in the F1099 program.  Special characters other than hyphen and ampersand will be stripped from the name included in the output file, as specified in IRS publication 2108A.

                    Once the file has been submitted to IRS, they will return a results file within 24 hours.  This file will contain an additional numeric code which indicates the status of the match attempt.  These codes are detailed in publication 2108A.

                   Please see IRS publication 2108A for additional details on the IRS TIN/Name matching program and the requirements for its use before using the TINMATCH program.