

Backup Withholding

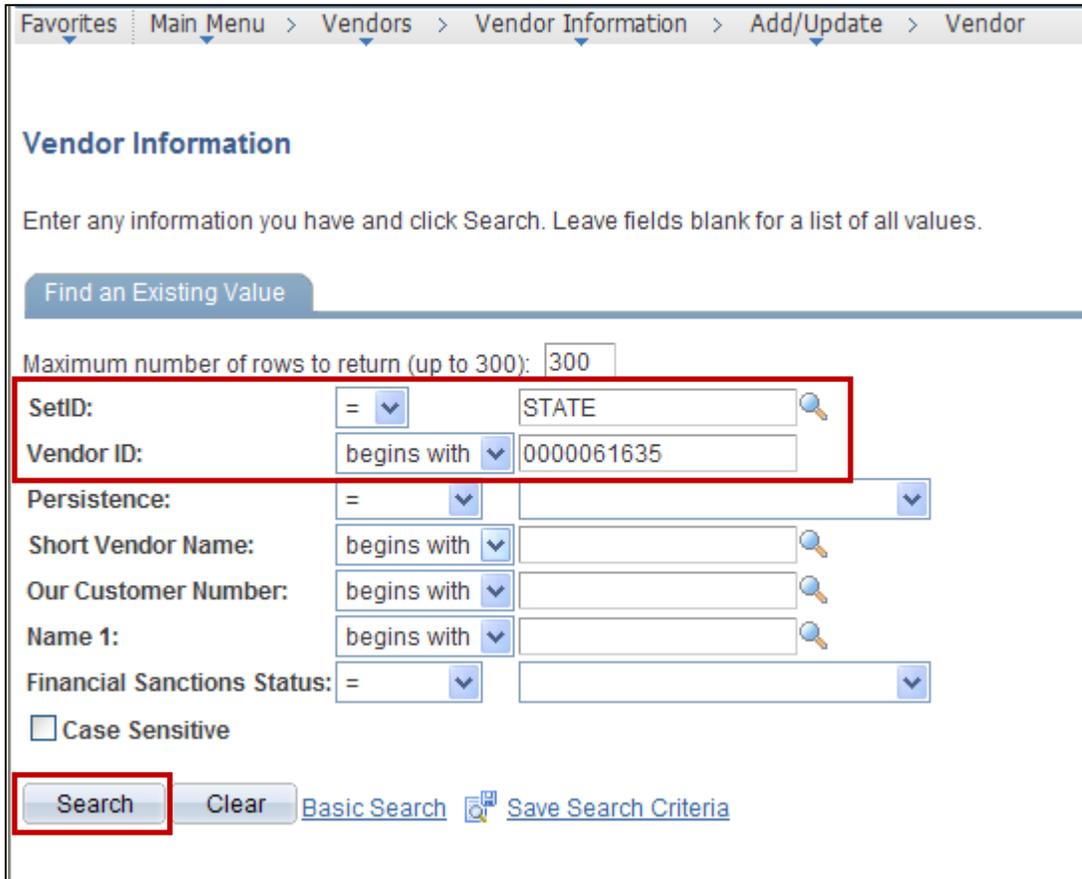
The IRS sometimes requires backup withholding from all payments to a vendor. The amounts withheld are forwarded to the IRS.

Updating a Vendor for Backup Withholding:

- 1 Navigate using the following path:

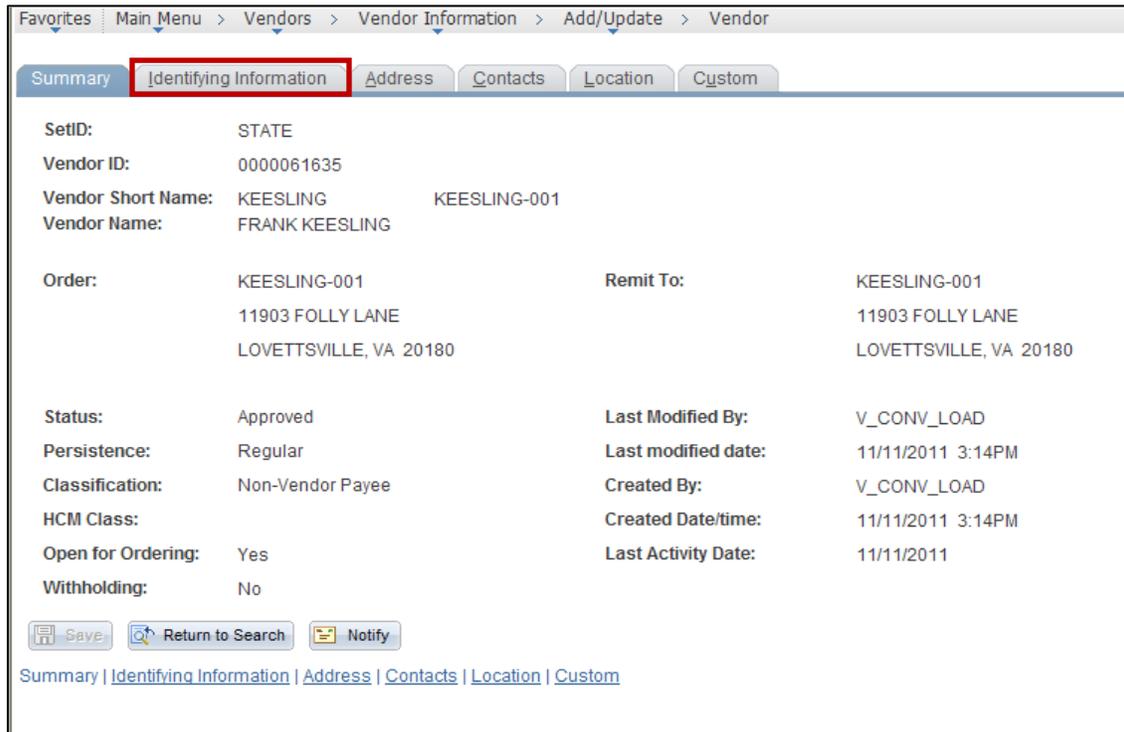
Vendor > Vendor Information > Add/Update > Vendor.

The **Vendor Information** search page is displayed.



The screenshot shows the 'Vendor Information' search page. The breadcrumb trail at the top reads: Favorites > Main Menu > Vendors > Vendor Information > Add/Update > Vendor. Below the breadcrumb is the title 'Vendor Information' and a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A blue button labeled 'Find an Existing Value' is present. Below this is a text input for 'Maximum number of rows to return (up to 300):' with the value '300'. The search criteria section includes: 'SetID:' with a dropdown set to '=' and a text input containing 'STATE'; 'Vendor ID:' with a dropdown set to 'begins with' and a text input containing '0000061635'; 'Persistence:' with a dropdown set to '='; 'Short Vendor Name:' with a dropdown set to 'begins with' and an empty text input; 'Our Customer Number:' with a dropdown set to 'begins with' and an empty text input; 'Name 1:' with a dropdown set to 'begins with' and an empty text input; and 'Financial Sanctions Status:' with a dropdown set to '='. There is also a checkbox for 'Case Sensitive' which is unchecked. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

- 2 Enter the **SetID** of **STATE**.
- 3 Enter the **Vendor ID** of the vendor you need to update.
- 4 Click the **Search** button.



Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Summary | **Identifying Information** | Address | Contacts | Location | Custom

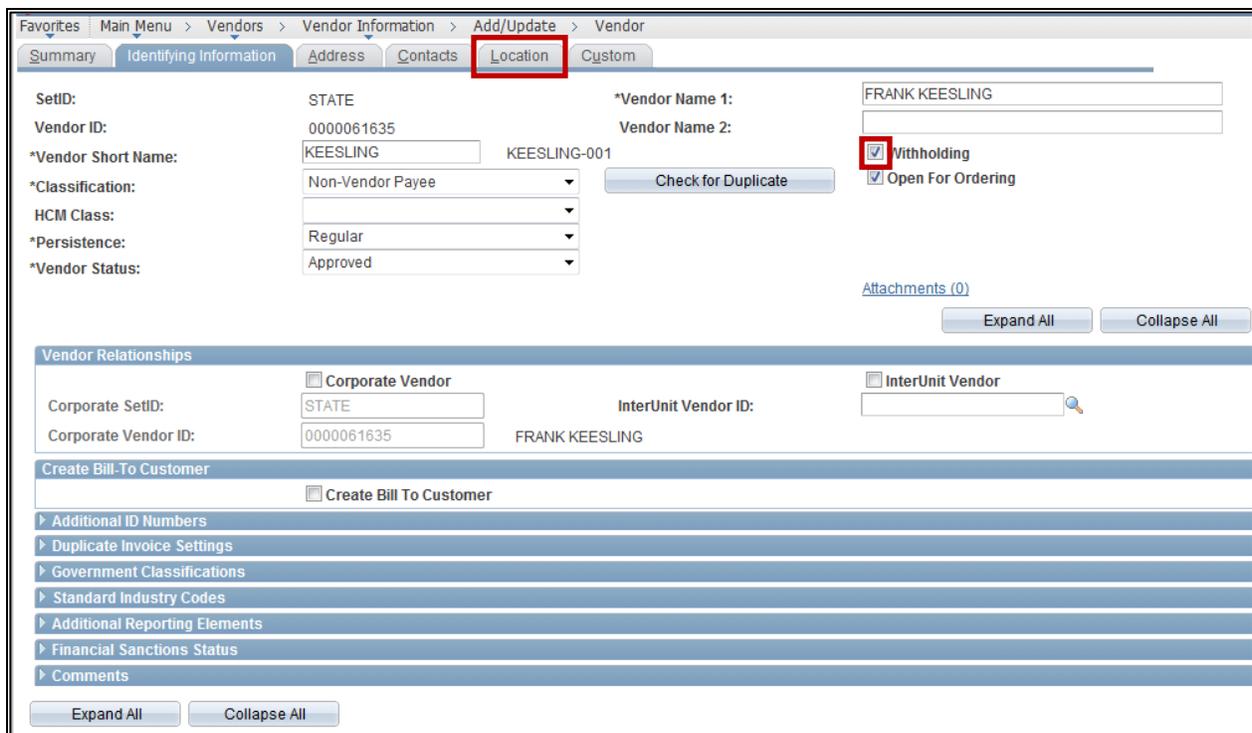
SetID: STATE
 Vendor ID: 0000061635
 Vendor Short Name: KEESLING KEESLING-001
 Vendor Name: FRANK KEESLING

Order: KEESLING-001 Remit To: KEESLING-001
 11903 FOLLY LANE 11903 FOLLY LANE
 LOVETTSVILLE, VA 20180 LOVETTSVILLE, VA 20180

Status: Approved Last Modified By: V_CONV_LOAD
 Persistence: Regular Last modified date: 11/11/2011 3:14PM
 Classification: Non-Vendor Payee Created By: V_CONV_LOAD
 HCM Class: Created Date/time: 11/11/2011 3:14PM
 Open for Ordering: Yes Last Activity Date: 11/11/2011
 Withholding: No

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

5 The Vendor's **Summary** Information is displayed. Click the **Identifying Information** tab.



Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID: STATE *Vendor Name 1: FRANK KEESLING
 Vendor ID: 0000061635 Vendor Name 2:
 *Vendor Short Name: KEESLING KEESLING-001
 *Classification: Non-Vendor Payee Withholding
 HCM Class: Open For Ordering
 *Persistence: Regular
 *Vendor Status: Approved

Attachments (0)

Vendor Relationships

Corporate Vendor InterUnit Vendor
 Corporate SetID: STATE InterUnit Vendor ID:
 Corporate Vendor ID: 0000061635 FRANK KEESLING

Create Bill-To Customer
 Create Bill To Customer

6 Click the **Withholding** checkbox.

7 Click the **Location** tab.

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Related Information | New Window

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID: STATE
Vendor ID: 0000061635 Short Vendor Name: KEESLING-001 Name: FRANK KEESLING

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All First 1 of 1 Last

*Location: MAIN Default RTV Fees Attachments (0) + -

Description: Main Location

Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 Effective Status: Active + -

Expand All Collapse All

Options: Payables Procurement Sales/Use Tax **Global/1099 Withholding**

Additional ID Numbers
Comments
Internet Address
VAT

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History

Summary | Identifying Information | Address | Contacts | Location | Custom

- 8 Click the **+** sign at the top of the **Details** section to create new effective dated information on the Location.
- 9 Click the **Global/1099 Withholding** hyperlink. Information will default if the vendor has been marked as 1099 Reportable vendor.

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Withholding Vendor Information

SetID: STATE Location:
 Vendor ID: 0000061635 Description:
 Short Vendor Name: KEESLING KEESLING-001
 Name: FRANK KEESLING

Withholding Options

Withholding Information

Customize | Find | View All | First 1 of 1 Last

Main Information | Overrides | Remit

| *Withholding Entity | *Withholding Type | *Withholding Jurisdiction | Default Jurisdiction | *Default Withholding Class | *Withhold Status | Description |
|----------------------|----------------------|---------------------------|-------------------------------------|----------------------------|----------------------|-------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | |

Withholding Reporting Information

Customize | Find | View All | First 1 of 1 Last

Main Information | Additional Info

| *Withholding Entity | *Address Seq | TIN Type | Taxpayer Identification Number | PAN No. | PAN Ward | Date of Birth |
|----------------------|----------------------|----------------------|--------------------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

OK Cancel

10 Enter information

- a. **Withholding Entity – IRS (Main Information Tab)**
- b. **Withholding Type – 1099 (Main Information Tab)**
- c. **Withholding Jurisdiction – FED (Main Information Tab)**
- d. **Default Jurisdiction box – Checked (Main Information Tab)**
- e. **Default Withholding Class – 07 (Main Information Tab)** *Note this is the default but others can be added.
- f. **Withholding Status – WTHD (Main Information Tab)**
- g. **Hold Pay Indicator – Specify at this Level (Overrides Tab)**
- h. **Hold Payment – Hold Withholding only (Overrides Tab)**
- i. **Withhold Rule Indicator – Specify at this Level (Overrides Tab)**
- j. **Withholding Rule – RULE1 (Overrides Tab)**
- k. **Withholding Condition – Not Applicable (Overrides Tab)**
- l. **Withholding Entity – IRS (Withholding Information section)**
- m. **Remit Withhold to Flag –Entity (Remit Tab)**
- n. **Remit to Location – MAIN (Withholding Information section)**



Accounts Payable Job Aid

Backup Withholding

- o. **Withholding Entity – IRS (Withholding Reporting Information section)**
- p. **Address Seq – 1 (Withholding Reporting Information section)**
- q. **TIN TYPE** – Enter or select **F** for Federal employer ID Number, or **S** for Social Security Number (**Main Information Tab**)

11 Click the **OK** button.