

**Knowledge Base Article** 

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#### **Overview**

This article describes how to view the information that will be generated on the 1099 form for program beneficiaries.

**Important:** A security user group assignment of **SSN Administrator and State PASSS Supervisor** is required to view 1099 records.

### **Navigating to the 1099 Tax Records**

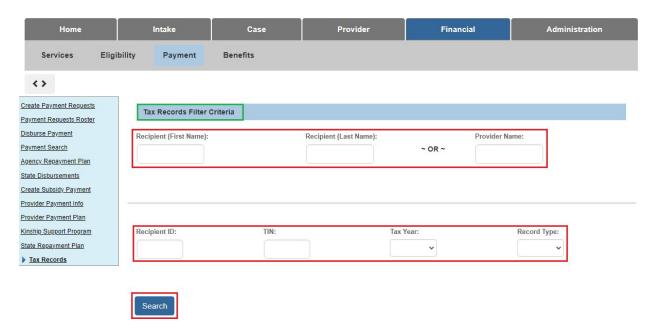
- 1. From the Ohio SACWIS **Home** screen, click the **Financial** tab.
- 2. Click the Payment tab.
- 3. Click the **Tax Records** link on the side navigation bar.



The Tax Records Filter Criteria screen appears.

- 4. Provide a **Recipient Name** or **Provider ID** for the desired tax records.
- 5. Make selections from the dropdown menus to filter desired tax records.
- 6. Click the Search button.

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The search results appear in the **Search Results** grid.

**Note:** The results are only viewable. A worker cannot edit the 1099 details listed on this screen. If changes are required for the Recipient/Provider record, changes should be completed on the overview screen. The changes will then be reflected on the Tax Records screen once the Tax Records batch is regenerated.

7. To View the Person Overview screen, click the link in the appropriate row.



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If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at <a href="mailto:sacwis-help-desk@childrenandyouth.ohio.gov">sacwis-help-desk@childrenandyouth.ohio.gov</a>.



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