Reviewing 1099 Tax Records

Knowledge Base Article

Table of Contents

Department of Children & Youth

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 Name** for the desired tax records.
5. Make selections from the dropdown menus to filter desired tax records.
6. Click the **Search** button.

Department of
Children & Youth

Reviewing 1099 Tax Records

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.

Ohio Department of Children & Youth

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).