

Vendors who do not receive their 1099 forms

In case you are contacted by an artist who did not receive a 1099 for taxes, it means that when they signed up for their vendor number, they did not select “1099 reporting” and therefore were not flagged in the system for 1099s. Here’s what to advise them.

Please follow the below procedures in order to fix this issue:

1.) If the Department created his/her vendor code, then the department have to contact ISD and have them flag the 1099 indicator to “yes”.

If the vendor created its own vendor code through WEBVEN then the vendor can log into WEBVEN and modify the 1099 portion to 1099 reporting. This will ensure that all future payment will be captured.

2.) The department would need to fill out the attached “[department correction form](#)”. On this form you’ll provide the vendor’s information and also the reporting amount for the Tax Year of 2013. The type of services provided will determine which box the amount will be reported under. In most case, for **consultant services, it will be reported under box 7.**

If you have further questions, call Ramby Wong at (213) 974-8429.

Contact Information:

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