

**Form 1099 FAQ**

**Indiana Vocational Rehabilitation Claim Payment System**

**What is Form 1099?** Form 1099 is used to report non-employment income to the Internal Revenue Service (IRS). The following guide will ensure you receive your 1099 form accurately and timely.

**Checklist:**

* Are you a business?
* Are you a Sole Proprietor?
* For the current calendar year, have you received a total payment of $600 or greater within the Claim Payment System (excluding tax-exempt authorizations)?

*If you answered yes to any of these questions, you should receive a 1099 form for this calendar year.*

**Key Information:**

* The payer’s name will appear as: Public Consulting Group LLC.
* Vendors providing health-related services will receive Form 1099-MISC. Vendors providing non-health-related services will receive Form 1099-NEC.
* Ensure your VR-CPS Business Name and SSN/Federal ID match the information reported to the IRS.
* Your physical mailing address within VR-CPS should match the address information reported to the IRS.
* Your W-9 form uploaded to VR-CPS should match the information reported to the IRS.

*To ensure that the 1099 sent to you is accurate, please be sure that the FEIN/SSN and mailing address listed on your registration in VR-CPS is correct.*

**Q&A:**

1. **I haven’t received a 1099 form, and I believe that I should have.**
	* Please reach out to the Customer Service Center for assistance.
2. **I received Form 1099-MISC, and I should have received Form 1099-NEC.**
	* Please contact the Customer Service Center to request an amended form.
3. **My 1099 form was sent to the wrong address.**
	* We will not issue another physical copy. Please contact the Customer Service Center to request a copy to be emailed.
4. **The total amount on my 1099 form is incorrect.**
	* Please reach out to the Customer Service Center to request an amended form.

**For additional questions or concerns:**

* **Customer Service Center:** 1-833-475-3061
* **Email:** INVRClaimpay@pcgus.com
* **Or** VRvendor@fssa.in.gov