

**Supplier/Vendor Contact Information**

**Business Purpose:**

- Reimbursement     Service

**Individual**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Business**

Company Name: \_\_\_\_\_

Company Contacts Job Title: \_\_\_\_\_

Contact First Name: \_\_\_\_\_ Contact Last Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**Department Only**

Dept Contact Name: \_\_\_\_\_

Dept Contact Email: \_\_\_\_\_

- 1099N - Class 01**  
Non-Employee Compensation payments. (Services)
- 1099M - Class 01**  
Associated with Rent and Lease payments. Ex: Building rent, Leasing of office equipment, Motel and conference rooms, Land rent.
- 1099M - Class 02**  
Associated with Royalties. Minimum reporting is \$10.00. Ex. Literary rights, Copyrights, Publishing, Licensing fees, Custom software license.
- 1099M - Class 03**  
Associated with Other Income. Ex: Awards, prizes, Study Participants, Federal, state, or local taxable grants, Stipend
- 1099M - Class 06**  
Associated with Medical Payments. Ex. Xrays, MRIs, lab tests, physicals, Doctors, drug screenings, massage therapy, occupational/physical therapy, psychological counseling, and veterinary services, Payments for renting hospital equipment (hospital beds, shower chairs).
- 1099M - Class 14**  
Associated with Attorney payments.
  - If attorney/law firm performed services for someone else/third party, these are reportable payments in 1099M - Class 14.
  - If attorney/law firm performed services for your organization, these are reportable payments in 1099N - Class 01.