

CORRECTING WITHHOLDING INFORMATION WITHIN VOUCHER

Agencies may find that the available vendor locations are not set up perfectly for your vendor payment. You still have several choices available to you to correct the reporting before you approve that voucher for payment.

1. The easiest way to remove withholding for a non-reportable payment on a reportable vendor (remember, there's a difference!) is to simply go into the blue **withholding** link and remove **both** checkmarks. See example here: [example 1](#).
2. If your payment involves both reportable and non-reportable items, but everything is lumped under one distribution line, there is still a way you can adjust the withholding. In this case, the withholding link should show up. Rather than removing the checkmarks from the entire voucher, use the "Override Amount" to enter the dollar amount that **should** be reported. The amount entered here will "override" the voucher amount on the 1099 reporting table. See the following example: [example 2](#).
3. Payments for repairs often contain non reportable items like parts and reportable services such as labor. If you are using different account numbers to split the distribution, you may use two invoice lines rather than two distribution lines. Multiple invoice lines can have 1099 information reported differently under the **withholding** voucher page. See screen example: [example 3](#).
4. When you need to pay a vendor under the withholding class of 03, Other Income, you will need to make sure this class is available for this vendor by looking on the withholding page. By clicking on the magnifying glass for the Withholding Class, you can see which 1099 classes have been set up by Vendor Registry. If 03 is available under the Withholding Class, just select it and continue on with your voucher. If 03 (or another class you need) does not show up on this line, contact Vendor Registry at spovendor@nd.gov to add it. Please see example: [example 4](#).

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