



IMPORTANT NOTICE

ND ROYALTY WITHHOLDING ACCOUNT CHANGE

Please forward this notice to the person responsible for filing your 1099 forms.

Recent law changes may require 1099s to be electronically filed.

WHICH BUSINESSES DOES THIS CHANGE AFFECT?

- Businesses with 10 or more information returns will be required to electronically file 1099s, starting with the forms that are due on January 31, 2020.
- Businesses with less than 10 information returns are also encouraged to electronically file their quarterly return and 1099s.

I HAVE 10 OR MORE INFORMATION RETURNS, WHERE DO I START?

Electronically filing 1099s can easily be done one of the following ways:

- By using Taxpayer Access Point (TAP) on our website: www.nd.gov/tax/tap.
 - If you do not already have a TAP account, select “Sign Up For Access.” Sign up early! Do not wait until January.
- By using accounting software. Software enhancements are being planned that will allow you to easily efile your 1099s within their software.

I STILL HAVE QUESTIONS ABOUT THIS LAW CHANGE, WHO CAN I CONTACT?

- New Law Change Information: www.nd.gov/tax/royaltywithholding
- TAP Registration: www.nd.gov/tax/tap
- Phone: 701.328.1248
- Email: withhold@nd.gov

REMINDERS FOR ISSUING 1099s:

- Verify the state code is included on Box 17. The recipient needs this information to determine where the income is taxable and where the withholding taxes were remitted.
- Make sure the complete FEINs are provided on the 1099. Those numbers cannot be masked.

You may sign up to receive email notifications for further updates. Just go to www.nd.gov/tax and click on “Subscribe” in the lower-left of the homepage. To receive the income tax and withholding updates, make sure you are subscribed to the “ND Income Tax” list.