

Nebraska Computer Reporting Procedure for Forms 1099, 21CM

Overview

Employers and payors licensed for Nebraska Income Tax Withholding must report Nebraska non-employee compensation, other payments, and withholding to the Nebraska Department of Revenue (DOR). The Nebraska Reconciliation of Income Tax Withheld, Form W-3N, and all Forms 1099-MISC, 1099-NEC, 1099-R, and W-2G showing Nebraska income and withholding must be filed with DOR on or before January 31 of the year following the reporting period. If January 31 falls on a weekend or holiday, the filing date will be extended to the next business day.

Several filing options are available; however, any company reporting more than 50 Nebraska Forms 1099-MISC, 1099-NEC, 1099-R, or W-2G must e-file them using DOR's NebFile for Business program on DOR's website. For more information on e-filing using our website, see the [Nebraska Electronic Reporting Procedure, 21EFW2](#). An application is not required when using DOR's e-filing program. Payroll companies and other third parties filing Forms W-2 and 1099 for multiple taxpayers (bulk filing), may contact DOR to receive an ID and PIN that will give them access to the online filing program. To receive the ID and PIN contact Taxpayer's Assistance at 800-742-7474 (NE and IA) or 402-471-5729.

This guidance document is advisory in nature but is binding on DOR until amended. A guidance document does not include internal procedural documents that only affect the internal operations of DOR and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

This guidance document may change with updated information or added examples. DOR recommends you do not print this document. Instead, sign up for the [subscription service](#) at revenue.nebraska.gov to get updates on your topics of interest.

Purpose

The purpose of this procedure is to provide instructions for reporting:

- ❖ Statements for Recipients of Miscellaneous Income, Forms 1099-MISC;
- ❖ Statements for Recipients of Non-Employee Compensation, Forms 1099-NEC;
- ❖ Statements for Recipients of Annuities, Pensions, Retired Pay, or IRA Payments, Forms 1099-R; and
- ❖ Statements for Recipients of Certain Gambling Winnings, Forms W-2G, to DOR.

Terms

Combined Federal/State Reporting. Combined Federal/State Reporting is filing Forms 1099-MISC, 1099-NEC, 1099-R, and W-2G using the combined federal/state reporting method. DOR no longer accepts the filing of these forms via magnetic media. All magnetic media submitted will be returned and not processed. This includes diskettes and CDR media.

Electronically Filing (E-Filing). E-filing includes filing Forms W-2, 1099-MISC, 1099-NEC, 1099-R, and W-2G by using the NebFile for Business program at DOR's website. All submitted magnetic media will be returned and not processed. This includes diskettes and CDR media.

Employer/Payor. An employer/payor is any person or company making payments to individuals and withholding state taxes from those payments.

Paper Reporting. Filing Forms 1099-MISC, 1099-NEC, 1099-R, and W-2G on paper or computer printout.

Filing Requirements

E-filing is mandatory for those employers/payors with more than 50 forms reporting Nebraska withholding. An application is not required when filing Forms 1099 or W-2G using DOR's NebFile for Business program. Employers/payors must be currently licensed for Nebraska withholding to use the NebFile for Business e-file program. All other employers are encouraged to file electronically. For employers/payors with 50 or less forms to file, if there is no omission or duplication of records, reports can be filed using paper forms. Do not send in paper copies of anything you have e-filed.

Reporting Procedure

The Nebraska Reconciliation of Income Tax Withheld, Form W-3N, may be e-filed using DOR's NebFile for Business program. The Form W-3N must be filed on or before January 31 of the year following the reporting period. Employers filing more than 50 state copies of Forms W-2 and 1099 with Nebraska withholding must e-file the forms and the Form W-3N.

Electronic File Format

The record formats for Forms 1099-MISC, 1099-NEC, 1099-R, and W-2G, are specified in Internal Revenue Service Publication 1220. Informational Forms 1099, such as 1099-K, that do not have Nebraska income tax withheld may be submitted to DOR. With the exception of additional data required by Nebraska, the federal formats and guidelines specified in Publication 1220 apply. The following data requirements of DOR are in addition to the data required by the federal plan for filing the Form 1099 series and Forms W-2G outlined in Publication 1220.

Corrected Returns

Use paper Forms 1099-MISC, 1099-NEC, 1099-R, and W-2G if it is necessary to correct individual payee records which were originally e-filed. Corrected documents must contain all relevant information superseding the data previously submitted.

Forms 1099 and W-2G Electronic Format Specifications

Record Name

Code A – Payor/Transmitter “A” Record

Location	Field	Length	Description and Remarks
371-379	State Employer ID Number	9	Enter the Nebraska ID number. Right justify and zero fill. Do not enter the “21-” preceding the Nebraska ID number.

Record Name

Code B – Payee “B” Record

Location	Field	Length	Description and Remarks
663-672	Total Payments in Nebraska	10	The amount reported in this field represents the total amount of Nebraska payments subject to Nebraska tax. Amounts must be right justified, and unused positions must be zero filled.
673-682	Total Payments Subject to Nebraska Tax	10	The amount reported in this field represents the total amount of payments which are subject to Nebraska tax. Amounts must be entered in U.S. dollars and cents. The two rightmost positions represent cents. Do not enter dollar signs, commas, decimal points, or negative amounts. Amounts must be right justified, and unused positions must be zero filled.
683-692	Amount Withheld for Nebraska Income Tax Purposes	10	The amount reported in this field represents the total amount of income tax withheld from payments in Nebraska which are subject to Nebraska withholding. Amounts must be right justified, and unused positions must be zero filled.
747-748	State Code	2	Enter the valid state code of 31 for records with Nebraska withholding.

revenue.nebraska.gov

800-742-7474 (NE and IA) or 402-471-5729

Nebraska Department of Revenue, PO Box 94818, Lincoln, NE 68509-4818