



# PROVIDER QUICK TIPS

#103

## Form 1099-MISC - Information for Providers

Form 1099-MISC is used to report miscellaneous income for individuals and companies who have been paid \$600 or more in non-employee service payments during a calendar year. These payments are made to a particular Social Security Number (SSN) or Tax Identification Number on file with the Department of Human Services (the department.) The 1099-MISC is sent to the current Legal Entity address that DHS has on file. 1099-MISC forms are mailed to providers in late January of the following calendar year.

**If you have not yet received your 1099-MISC form please fax a request for a duplicate to (717) 425-5445. In your request please provide the following information:**

Name, Address, Telephone Number, Provider Number & Tax ID Number

**To help ensure that your 1099-MISC form contains correct tax information please check the following:**

1. Verify that you are billing correctly, using both a rendering provider number/location and a billing provider number/location where appropriate. Remittance Advices and checks should be reviewed weekly to verify that payments are being made under the correct tax ID or SSN.
2. Verify that there is a fee assignment in place from the individual provider to the group billing provider.
3. Verify that the legal entity address on file is accurate.

To verify that the legal entity address on your provider file is accurate, please contact the Enrollment Hotline at 1-800-537-8862, option 1, option 4, then Option 2.

For more detailed 1099 information click on the link below:

<https://www.pa.gov/agencies/dhs/resources/for-providers/1099-information.html>

Thank you for your service to our Medical Assistance recipients.  
We value your participation.  
Check the department's website often at:  
<https://www.pa.gov/agencies/dhs.html>

