



# PROCEDURE 50:

## SETTING UP AN NRA VENDOR FOR WITHHOLDING

AP01

### Job Aid AP01-50

---

The purpose of this job aid is to explain how to set up an NRA vendor for withholding in NCAS.

Processing NRA withholding in NCAS is similar to both State and Federal backup withholding. NRA withholding requires that the *Vendor Payable Information (VPN)* screen and the *Vendor Default Distribution (VDD)* screen be set up. The only differences are the withholding rates and the mini-chart indicators.

#### After accessing the Accounts Payable module:

1. Type **VPN** (*Vendor Payable Information*) in the NEXT FUNCTION field and press **ENTER** to access the *VPN* screen.
2. Type **XXPN** in the PAY ENTITY field.
3. Type the **vendor's number** in the VENDOR NUMBER field (if it does not default.)
4. Type the **vendor's group** in the GROUP field, if applicable. (**Do NOT press ENTER here!**)
5. Type **yesterday's date** in the TAX ID EXPIRATION DATE field.
6. Type the **appropriate percentage** in the 1099 WITHHOLDING RATE field to withhold NRA taxes only, type **30.00**.
7. Type the **NR code** in the 1099 CODE field.
8. Press **ENTER** to complete the entry and process the changes.
9. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.
10. Type **VDD** (*Vendor Default Distribution*) in the NEXT FUNCTION field and press **ENTER** to access the *VDD* screen.
11. Type the **appropriate withholding indicator** in the 1099 WITHHOLD field.
  - a. If NRA taxes are being withheld, type **953** in the 1099 WITHHOLD field. This indicator controls the accounts to which the withheld amount is posted.
12. Press **ENTER** to complete the entry.