



INFORMATION SYSTEMS & ADMINISTRATIVE SERVICES

14897

SERVICE REQUEST
UISAS 160 (R 7/94)

300 LAKESIDE DR, 8TH FLOOR, OAKLAND, CA 94612-3550

<input type="checkbox"/>	RETRIEVAL OF INFORMATION
<input checked="" type="checkbox"/>	MODIFICATION TO SYSTEM
<input type="checkbox"/>	PRODUCTION RUN OF SYSTEM

DATE	DATE/CYCLE DUE	ESTIMATE REQUIRED?	YES	NO
11 03 2003		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PERSON AUTHORIZING REQUEST:	EXTENSION	CONTACT	EXTENSION
Michael O'Neill	7-0905	Julia Sills	7-0944
DEPARTMENT	ADDRESS		RECHARGE NO.
Payroll Coordination	1111 Franklin Street, Oakland, Ca		
AUTHORIZED SIGNATURE	REPORT FORMAT ATTACHED	SYSTEMS/FILES/PROGRAMS	
	<input type="checkbox"/>	PPS	

RETRIEVAL/SYSTEM MODIFICATION: Description of Request

The purpose of this document is to request modifications to the Form 1042-S Reporting file process for the 2003 tax year.

PRODUCTION RUN

SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN	RERUN	ADD'L	TYPE OF OUTPUT	REPORT	TAPE	XEROX TAPE
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RETRIEVAL/PRODUCTION RUN

DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)

IS&AS USE ONLY

<input type="checkbox"/> R	<input type="checkbox"/> NR	<input type="checkbox"/> IM STAFF	TO:	<input type="checkbox"/> RET	<input type="checkbox"/> CORP SYS	<input type="checkbox"/> M&O	<input type="checkbox"/> PAYROLL	<input type="checkbox"/> PRODUCTION CONTROL
DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGES	STAFF TIME/CHARGES	CRN	JOB NAME	
COMMENTS:								
ESTIMATE INFORMATION			COMPLETION DATE	STAFF HOURS	ESTIMATED COSTS	COMPUTING COSTS	ESTIMATED TOTAL COSTS	
			MO DY YR	\$	\$	\$		

APPROVAL TO PROCEED

Overview

The purpose of this document is to request modifications to the Form 1042-S (Foreign Person's U.S. Source Income Subject to Withholding) Reporting File process for the 2003 tax year.

Effective Date

These changes need to be implemented in time for the distribution of the Form 1042-S to employees by February 2, 2004.

Form 1042-S

The following change should be made to the Form 1042-S:

- The laser printed Form 1042-S should be modified to change the year from 2002 to 2003.

Edits Messages

The edit message 73-052 "EMPLOYEE NAME HAS NO COMMA OR FIRST INITIAL" is no longer appropriate for income codes 12 (Other royalties) and 16 (Compensation for independent personal services) because payments are being made to a number of companies with singular names. The system logic should be modified to no longer issue this edit message for income codes 12 and 16. This edit message should continue to be issued for all other income codes.

Magnetic Media

The Internal Revenue Service (IRS) has not yet released Publication 1187 "Specifications for Filing Form 1042-S, Foreign Persons U.S. Source Income Subject to Withholding, Magnetically or Electronically". However, the following changes should be made to the magnetic tape record layout fields:

- The tax year should be changed from 2002 to 2003 in the Transmitter "T" record and the Withholding "W" record.

An addendum will be submitted at a later date when the magnetic media changes are available.