

**Purpose:** When payments have been partially or fully refunded, there is no way to tie this information to the withholding used on that voucher. To ensure suppliers receive a 1099 for the correct amount based on what they received for payment during the calendar year, please fill out the below on refunds and sent to [Samantha.Beaudoin@vermont.gov](mailto:Samantha.Beaudoin@vermont.gov)

If you have a large number to report, please fill out the header information and signature on this form and you can attach a spreadsheet with the same columns.

☐ Select this box if you have attached a spreadsheet.

**Agency/Dept. Name:**

**AP Business Unit:**

Supplier ID #	Voucher #	Voucher line #	Original Amount	Deposit ID #	Corrected Amount

**Submitted by:**

**Signature:**

