



OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE DEPARTMENT

FINANCE TAM: 2004-014
CONTACT: Paula Sadler
Internal Funds
TELEPHONE: 833-7689

TO: All Principals/Internal Bookkeepers
FROM: Rita Scallan, Director - Finance
DATE: December 3, 2003
SUBJECT: Forms 1099 Summary Report - Internal

The calendar year is coming to a close, and it is tax time again. Each school needs to make sure the Finance Department has the information needed to send Form 1099's to individuals who have performed services at your school. We are requesting your school's Forms 1099 Summary Report, copies of your 1099's, and IRS Form W-9 (if applicable).

Examples of services that would require a Form 1099 would be the following: A person providing security for sporting events or an independent contractor. In preparation of the Forms 1099 Summary Report, you will need to open the Manatee Program and follow these instructions:

1. Select the *Opening Menu* screen
2. Select *Maintenance*
3. Select *File Maintenance*
4. Select *Vendor Maintenance*
 - a. Check each vendor who is applicable to receive Form 1099.
 - b. Confirm that you have the vendor's name, address, and social security number.
 - c. Verify that the tax identification number is in the identification file.
Very important: Without the ID number, you may not be allowed to print the 1099 forms needed.

Once the month of December has been closed out and all vendors are checked for accuracy, the Forms 1099 Summary Report may be printed. Follow these instructions to print the Summary Report:

1. Select the *Opening Menu* screen
2. Select *Maintenance*
3. Select *Utilities*
4. Select *Forms 1099*
5. The Manatee System will ask you the following questions:
(Type in the answer we have provided that is in bold and underlined.)
 - a. Are you ready to print the Forms 1099? **Y**/**N**
 - b. Do you want to print a summary report on plain paper? **Y**/**N**
 - c. Do you want to print an alignment form? **Y**/**N**
Note: It is not necessary to print an alignment form because you are not printing the 1099's on a particular form.
 - d. Begin printing with form number **1** and enter twice to print.

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The Finance Department also needs your school's information regarding all payments made for "*prize winnings*" from activities such as "drawings, bingo, raffles, etc." The necessary information should be entered on IRS Form W-9. Please send a copy of this form along with a copy of the check requisition issuing the payment or the invoices showing the value of the prize, if applicable.

Send your school's completed Forms 1099 Summary Report, printed 1099's and IRS Form W-9 (if applicable) to Paula Sadler, Finance Department, **no later than January 15, 2004**.

If you have any questions regarding your school's 1099 information, please call Paula Sadler, Accountant, at 833-7689

cc: Assistant Superintendents

