



**OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE DEPARTMENT**

FINANCE TAM: 2005-011

CONTACT: Julie Perry, Internal Funds

TELEPHONE: 833-7552

TO: All Principals/Internal Bookkeepers

FROM: Rita Scallan, Director – Finance

A handwritten signature in blue ink, reading "Rita Scallan".

DATE: December 8, 2004

SUBJECT: Forms 1099 Reporting Information - 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 required to send Form 1099's to individuals who have performed services at your school. Examples of such services include providing security for sporting events or working as an independent contractor.

Prior to the end of December, please verify the information required for the Form 1099's. This may be done by opening the Manatee Program and following these instructions:

1. Select *Maintenance*
2. Select *File Maintenance*
3. Select *Vendor Maintenance*
 - a. Check each vendor who is applicable to receive Form 1099.
 - b. Confirm that the vendor's name, address, and social security number are included. (Note: Federal Tax ID is the social security number.)
4. Select *File Maintenance*
5. Select *Identification File Maintenance*
 - a. Press 'enter' until the end of the screen, select 'Yes' when asked if information is correct.
 - b. On the second page under Forms 1099 Information, the Federal Tax Identification Number should be listed as 59-6000764. Enter or correct the number if necessary and save. If the number is already correct, simply 'escape.'

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

1. Select *Maintenance*
2. Select *Utilities*
3. Select *Forms 1099*
4. 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 simply printing the 1099's on regular paper rather than a particular form.
 - d. Begin printing with form number **1** and enter twice to print.

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 Form 1099's, and IRS Form W-9 (if applicable) to Julie Perry, Finance Department, **no later than January 14, 2005.**

If you have any questions regarding your school's 1099 information, please call Julie Perry, Accountant, at 833-7552.

cc: Assistant Superintendents