



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

FINANCE TAM: 2006-016

CONTACT: Julie Perry, Internal Funds

TELEPHONE: 833-7552

TO: All Principals/Internal Bookkeepers

FROM: Rita Scallan, Director – Finance

A handwritten signature in blue ink, appearing to read "Rita Scallan", is written over the printed name.

DATE: December 1, 2005

SUBJECT: Forms 1099 Reporting Information – Internal Accounts

The calendar year is coming to a close, and it is tax time again. *The following vendors are exempt from receiving a Form 1099 from the District:* Corporations, Government Agencies, Non-Profit Organizations, and District Employees. In addition, any one that is in the internal accounts system as a vendor simply to receive a reimbursement or refund would not receive a Form 1099. All other vendors in your internal accounts system must receive Form 1099's. It is the responsibility of each school to make sure the Finance Department has the information required to send Form 1099's to these vendors. **All information must be received by Finance no later than Friday, January 13, 2006.**

Prior to closing the month of December, please verify the information required for the Form 1099's by completing the following steps:

1. Print a Vendor List through the Manatee system:
 - a. Select *Reports, Maintenance Lists, and Vendors.*
 - b. Choose 'No' for 'Vendor Name Order.'
 - c. Choose to print the report.
2. Print a Vendor Payment Report (Vendor Tolerance) through the Manatee system for FY 2005-2006:
 - a. Select *Report, Disbursements, and Year-to-Date Vendor Payments.*
 - b. Enter '1' for 'Tolerance Level.'
 - c. Choose 'C' for 'Current Fiscal Year.'
 - d. Choose to print the report.
 - e. Repeat these steps for FY 2004-2005.
3. Highlight the Vendor Codes on the Vendor List for only those vendors listed on the Vendor Payment Reports (Vendor Tolerance). (See attached example)
4. Determine which of the highlighted vendors on the Vendor List will require a 1099 by checking the 'Type of Entity':
 - a. If the vendor is listed as a Partnership, Other, or Non-District Employee, there should be a 'Y' under '1099?' unless payment was made as a reimbursement or refund. Including the words (REIMB) or (REF) in the name of the vendor will make identification easy.
 - b. If the vendor is listed as a Corporation, Non-Profit, or District Employee, there should be a 'N' under '1099?'
5. Check each of the vendors requiring 1099's to be sure their information is complete in Manatee:
 - a. Select *File, File Maintenance, and Vendor File Maintenance.*
 - b. Enter the Vendor ID.
 - c. Confirm that the vendor's name, address, and federal identification number are included. (Note: An individual's Federal Tax ID is his/her social security number.)

- d. Confirm that 'Send Form 1099' is 'Yes.'
- e. Enter and/or edit the above information as needed.
6. Verify that the District's information is correct:
 - a. Select *File, File Maintenance, Identification File Maintenance*
 - b. Press 'enter' until the end of the screen, and select 'Yes' when asked if information is correct.
 - c. On the second page under Forms 1099 Information, the Federal Tax Identification Number should be listed as 59-6000764.
 - d. Enter or correct the Federal Tax Identification Number if necessary and save. If the number is already correct, simply 'escape.'

Once all vendors are checked for accuracy, the month of December may be closed. The Forms 1099 Summary Report and Form 1099's will then be printed. Follow these instructions to print the Summary Report and Form 1099's:

1. Select *File, Utilities, and Forms 1099*
2. Answer the questions in Manatee as follows:
 - a. Enter 'Y' for 'Are you ready to print the Forms 1099?'
 - b. Enter 'Y' for 'Do you want to print a summary report on plain paper?'
 - c. Enter 'N' for 'Do you want to print an alignment form?'
 - d. Enter '1' for 'Begin printing with form number.'
 - e. Enter twice to print.

In addition to Form 1099's information, the Finance Department needs your school's information regarding all payments of \$600.00 or more for "*prize winnings*" from activities such as "drawings, bingo, raffles, etc." The necessary information should be entered on IRS Form W-9. IRS Form W-9 may be accessed through a link on the Finance Forms webpage under 'Internal Accounts.' Finance will need a copy of Form W-9 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 Forms 1099 Summary Report, printed Form 1099's, and IRS Form W-9's (if applicable) to Julie Perry in the Finance Department. These forms should be in the Finance office **no later than Friday, January 13, 2006.**

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

cc: Assistant Superintendents

V E N D O R T O L E R A N C E

Vendors with Fiscal Year-to-date Payment Greater than or Equal to 1.00

Vendor	Vendor Name	Fiscal Year Pymt
====	=====	=====
ACS	AMERICAN CANCER SOCIETY	100.00
AHOLT	ANDREA H MERRITT	343.34
AIMO	AIRPORT MOTEL	110.00
AISO	AIRGAS SOUTH, INC	288.53
AL	ANNETTE LOYD	110.00
AMCH	AMEILIA CHRISTIAN	110.00
AN	ANDERSON'S PIN COLLECTION	191.37
ANNAWA	ANNA WARD	595.21
ANWA	ANGILA WALKER	312.29
APPLEB	APPLEBEES NEIGHBORHOOD GRILL	75.00
ARC	AMERICAN RED CROSS	4,594.49
AWARD	ANNA WARD	12,112.98
BAB	BUILD A BEAR	950.00
BAPR	BARCO PRODUCTS	170.00
BAWO	BALLOON WORKS	80.00
BB/GCC	BROOKE BARTON & GULF COAST COMM COLLEGE	300.00
BBMA	BAKER BUSINESS MACHINES	90.00
BEAV	BETTY AVERY	217.85
BEGE	BETH GEOHAGAN	110.00
BEKI	BEVERLY BOURKE	110.00
BG	BETH GRIFFITH	110.00
BHS	BLOUNTSTOWN HIGH SCHOOL	295.20
BODDY	JONATHAN BODDY	110.00
BOO	BOOSTERS, INC.	1,465.68
BOUN	BOOKS UNLIMITED	1,389.00
BPO	BAKER POST OFFICE	1,221.00
BPS	BAKER PARTS & SUPPLY, INC.	59.76
BRWI	BRENDA WILDE	244.54
BS/CH	BAKER SCHOOL/CAROL HOOPER	240.05
BW	BRIAN WAGNER	110.00
CADE	CARL DEAN	414.20
CAGR	CATHY GRANDSTAFF	110.00
CAHO	CARL HOPE	110.00
CBAR	CAROL BARLOW	456.13
CCA	COUSIN'S CONCERT ATTIRE	385.60
CH	CAROL HANSFORD	139.07
CHS	CRESTVIEW HIGH SCHOOL	335.00
CHWI	CHARLENE WIGINGTON	110.00
CM	C & M SPORTING GOODS	8,762.22
CON	CITY OF NICEVILLE	100.00
COPR	COPY PRODUCTS	300.00
CPH	CRESTVIEW PLUMBING AND HARDWARE	116.00
CRCOIN	CREATIVE COMPETITION INC.	142.50
CRPRO	CRESTVIEW PRODUCE	65.00
CRSU	CRESTVIEW SUPPLY	16.55
CVE	CVE INCORPORATED	195.00
CYMI	CYNTHIA MIMS	80.00
DA	DONNA ATKINS	196.55
DACH	DAVID CHAMBERLAIN	200.00

These vendors were highlighted on the Vendor List. The highlights would not scan very well, so I also underlined them.

12/01/05
09:56:22

OKALOOSA COUNTY SCHOOL DISTRICT

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VENDOR LIST

Number	Vendor Name	Contact	Phone	Tax ID	Type of Entity	1099?
					OTHER	N
1-STOP	1-STOP MAIL SERVICE				OTHER	N
16SV	16 SVS/HG				GOVERNMENT	N
1TIME	ONE TIME VENDOR				OTHER	N
A	AIRCAST				OTHER	N
A2Z	GABBY BRUCE			59-3499148	CORPORATION	Y
AA	ANITA ADKINSON				NON-DIST EMPL	N
AAAEF	AAA ECONOMY FENCE CO INC				CORPORATION	N
AADAMS	ALEX ADAMS			595-62-2573	NON-DIST EMPL	Y
AAE	ACCOLADES AWARDS AND ENGRAVING				CORPORATION	N
AAMF	ALL AMERICAN MUSIC FESTIVAL				CORPORATION	N
AARN	AARON WILLIAMS			262-77-3673	NON-DIST EMPL	Y
AASC	ALL AMERICAN SPORTS CORP				CORPORATION	N
AAT	ALL AMERICAN TROPHY				OTHER	N
AATI	AMER-A-THON, INC.				CORPORATION	N
AAU	AMERICAN ATHLETIC UNIFORMS				PARTNERSHIP	N
AB/FSU	ANDREA BARTON AND FSU				OTHER	N
AB/OWC	ANDREA BARTON GLEEN AND OWCC				NON-DIST EMPL	N
ABCCC	ABC CARPET & UPHOLSTERY CLEANING			262-68-9930	NON-DIST EMPL	Y
ABCD	ABC DISTRIBUTING				CORPORATION	N
ABPR	ABBAY PRESS				PARTNERSHIP	N
AC	ANGIE CURRIE			592-46-5833	NON-DIST EMPL	Y
ACC	ANATOMICAL CHART CO.			36-2725036	PARTNERSHIP	Y
ACHA	A.C. HARWELL & ASSOCIATES				OTHER	N
ACS	AMERICAN CANCER SOCIETY				NON-PROFIT OTHER	N
ACSP	ACHILLES SPEED				PARTNERSHIP	N
ADC	AMAZON.COM				OTHER	N
ADSI	ADA SIMS				NON-DIST EMPL	N
AE	AWARD EMBLEM				PARTNERSHIP	N
AEC	AMERICAN EDUCATION CORPORATION				OTHER	N
AFFDI	ALL FLORIDA FENCE & DECK INC				CORPORATION	N
AG	AMANDA GIBSON			595-07-2801	NON-DIST EMPL	Y
AGAVIN	AMY GAVIN				NON-DIST EMPL	N
AH	ALLEN HOLT				OTHER	N
AHOLT	ANDREA H MERRITT				DISTRICT EMPL	N
AHS	ARNOLD HIGH SCHOOL				NON-PROFIT	N
AI	AUDOBON INSTITUTE				CORPORATION	N
AIMO	AIRPORT MOTEL				CORPORATION	N
AISO	AIRGAS SOUTH, INC				CORP OTHER	N
AJ	ANTHONY JACKSON			592-12-9274	NON-DIST EMPL	Y
AJC	ARMY J-CAMP				OTHER	N
AJOHN	ANNE JOHNSTON			417-62-2277	NON-DIST EMPL	Y
AJR	AJ ROCKWELL			592-76-6458	NON-DIST EMPL	Y
AJROTC	ANDALUSIA JROTC				OTHER	N
AK	ANGELIQUE KELLEY				DISTRICT EMPL	N
AL	ANNETTE LOYD				DISTRICT EMPL	N
ALBL	ALISHA BLAIR				NON-DIST EMPL	N
ALCO	ALLEN R COOK				NON-DIST EMPL	N
ALD	ACCURATE LABEL DESIGNS				OTHER	N

V E N D O R L I S T

Number	Vendor Name	Contact	Phone	Tax ID	Type of Entity	1099?
ALFO	ALENA FOWLER				OTHER	N
ALGY	ALGY COSTUMES AND UNIFORMS				CORPORATION	N
ALMA	ALLEN'S MASONRY				PARTNERSHIP	N
ALNI	ALAN NICHOLS			592-26-1269	NON-DIST EMPL	Y
ALPA	ALEX PARSONS				NON-DIST EMPL	N
ALPL	ALL PLUSH				CORPORATION	N
ALSH	ALTAMONTE SPRINGS HILTON				CORPORATION	N
AM	ACTIVE MINDS				OTHER	N
AMAT	AMANDA ATEES				NON-DIST EMPL	N
AMCH	AMEILIA CHRISTIAN				DISTRICT EMPL	N
AMMA	AIMEE MARELLI				NON-DIST EMPL	N
AMPR	AMERICAN PROM				OTHER	N
AMS	ATLANTA MARKETING SOLUTIONS				OTHER	N
AMSU	AMERISUITES				CORPORATION	N
AN	ANDERSON'S PIN COLLECTION				PARTNERSHIP	Y
ANASPO	ANACONDA SPORTS				CORPORATION	N
ANCA	ANDREW CARDEN			591-92-4523	NON-DIST EMPL	Y
ANDERS	ANDERSON'S				OTHER	N
ANGL	ANDREA GLENN			595-34-3783	NON-DIST EMPL	Y
ANGO	ANGEL GONZALEZ				NON-DIST EMPL	N
ANHO	ANGELA HOLLEY				NON-DIST EMPL	N
ANHS	ANDALUSIA HIGH SCHOOL				OTHER	N
ANI	AUDUBON NATURE INSTITUTE				OTHER	N
ANJO	ANDY JOHNSON				DISTRICT EMPL	N
ANKA	ANTHONY KAISER			422-19-6798	NON-DIST EMPL	Y
ANNAWA	ANNA WARD				NON-DIST EMPL	N
ANPA	ANTHONY PATTEN			433-51-2167	NON-DIST EMPL	Y
ANPE	ANTHONY PEPPEY				NON-DIST EMPL	N
ANPI	ANGIE PIERCE				NON-DIST EMPL	N
ANSE	ANGELA SENTERFITT				NON-DIST EMPL	N
ANSP	ANN SPRAGUE				DISTRICT EMPL	N
ANST	ANNETTE STEELE				NON-DIST EMPL	N
ANWA	ANGILA WALKER				DISTRICT EMPL	N
AOS	AKERS OF STRAWBERRIES				PARTNERSHIP	N
AP	ALEX PARSONS			589-38-0335	OTHER	N
APC	ATHLETIC PUBLISHING COMPANY				OTHER	N
APFI	APRIL FILLINGIM				DISTRICT EMPL	N
APHS	APALACHICOLA HIGH SCHOOL				NON-PROFIT	N
APPI	ATLAS PEN AND PENCIL CORP.				CORPORATION	N
APPLEB	APPLEBEES NEIGHBORHOOD GRILL				CORPORATION	N
APS	ALL PRO SOUND				PARTNERSHIP	N
APWA	APRIL WAY				NON-DIST EMPL	N
ARAC	AVIS RENT A CAR				OTHER	N
ARC	AMERICAN RED CROSS				NON-PROFIT	N
ARES	ARES SPORTSWEAR				OTHER	N
ARM	AMERICAN RECORDABLE MEDIA				OTHER	N
ARMS	WILL ARMSTRONG				OTHER	N
ARR	ADAPTIVE READY RENT AND SALES				CORPORATION	N
ARTCO	ARTCO BUSINESS SERVICES				OTHER	N

or change to corporation,
if applicable, and leave
1099? at 47.

? Reimbursement, Refund, or Vendor?

If you include (REIMB)
or (REF) after the name,
it makes it easy to identify
reimbursements and refunds.
It is fine to have this
print on the check.