



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

FINANCE TAM: 2008-029

CONTACT: Julie Perry, Accountant

TELEPHONE: 833-5850

TO: All Principals

FROM: Debbie Bruce, Director – Budgeting & Financial Services

DATE: November 28, 2007

SUBJECT: Forms 1099 Reporting Information – Internal Accounts

A handwritten signature in cursive script, appearing to read "Debbie Bruce", is written over the "FROM:" line.

The calendar year is coming to a close, and it is tax time again. Each year the District must send 1099s to vendors who have supplied a service. Vendors from whom we have simply purchased merchandise are not required to receive a 1099.

The following vendors are exempt from receiving a Form 1099 from the District: Corporations, Government Agencies, Non-Profit Organizations, and District Employees. As a reminder, some district employees will be in the Manatee system in order to receive Florida Teachers Lead funds and/or reimbursements. All other payments to employees must be made through District payroll.

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 that have supplied a service to your school 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 11, 2008.**

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. 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.

3. 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 "donation drawings, bingo, 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 web page 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 11, 2008**.

If you have any questions regarding your school's 1099 information, please call Julie Perry, Accountant, at 833-5850.

cc: Internal Bookkeepers