



OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE DEPARTMENT

FINANCE TAM: 2009-018

CONTACT: Julie Perry, Budget Analyst
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: All Principals

FROM: Melissa Jones, Director – Accounting & Financial Reporting

DATE: November 19, 2008

SUBJECT: Forms 1099 Reporting Information – Internal Accounts

The calendar year is coming to a close, and it is tax time again. Each year the District must send Forms 1099 to individuals, partnerships, and unincorporated businesses which have provided a service to our schools.

It is the responsibility of each school to make sure the Accounting & Financial Reporting Department has the information required to send Forms 1099 to the applicable vendors. Julie Perry, Budgeting & Financial Services, will be your contact as she will compile all information for internal accounts. **All information must be submitted to Julie Perry no later than Wednesday, January 14, 2009.**

Please refer to the attached Forms 1099 Guidelines – Internal Funds for further information. If you have any questions regarding your school's 1099 information, please call Julie Perry, Budget Analyst, at 833-5850.

cc: Internal Bookkeepers
Director – Budgeting & Financial Services

School District of Okaloosa County
Forms 1099 Guidelines – Internal Funds

Reminder – All information must be submitted to Julie Perry no later than Wednesday, January 14, 2009.

- A. Please use the following guidelines to determine which of your vendors paid through Internal Funds should receive a Form 1099:
1. Partnership/Unincorporated Business and Individual – Non-District Employee
 - a. If the school only purchased merchandise from the vendor, the school does not send a Form 1099.
 - b. If the vendor received a refund or reimbursement, the school does not send a Form 1099.
 - c. If the vendor provided a service to the school, the school does send a Form 1099.
 - d. If the vendor provided a service and included charges for parts and/or materials, the school does send a Form 1099 for the entire amount of the bill.
 2. Corporation, Government Body, and Non-Profit Organization
 - a. Schools do not send Form 1099s to these types of vendors.
 3. District Employees
 - a. Schools do not send Form 1099s to employees.
 - b. The only types of checks written to employees from internal funds are for refunds, reimbursements, or Florida Teachers Lead funds. All payments for duties and/or services performed must go through Payroll.
- B. Once all posting for December is complete, please close the month immediately. Time is of the essence when dealing with Forms 1099. The bank statement may be reconciled when it is received.
- C. Print the Forms 1099 Summary Report and Forms 1099. Please note that the Forms 1099 may not be printed until AFTER December is closed. Printing the forms before the closing of December will provide the wrong information.
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.
- D. Check the Forms 1099 Summary Report and Forms 1099 to verify that each vendor's name, address, and federal identification number are included. (Note: An individual's Federal Tax ID is his/her social security number.)
- E. Any missing information must be entered into Manatee by editing the Vendor Information.
- a. Select *File, File Maintenance, and Vendor File Maintenance*.
 - b. Enter the Vendor ID.
 - c. Update the vendor's name, address, and/or federal identification number.
 - d. Confirm that 'Send Form 1099' is 'Yes.'

- F. If any vendors required updating, the Forms 1099 Summary Report and Forms 1099 will need to be re-run.
- G. Make a new Manatee backup and e-mail these files to Julie Perry. Please be sure to note that the backup includes Forms 1099 information.
- H. Prize Winnings (IRS Forms W-9) – In addition to Forms 1099, please provide 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.’ Accounting & Financial Reporting 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.
- I. Send your school’s Forms 1099 Summary Report, printed Forms 1099, and IRS Forms W-9 (if applicable) to Julie Perry in the Budgeting & Financial Services Department. These forms should be received **no later than Wednesday, January 14, 2009.**