



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

FINANCE TAM: 2010-023

CONTACT: Cindy Harris, Accountant
Budgeting & Financial Services

TELEPHONE: 833-5821

TO: All Principals

FROM: Melissa O'Malley, Director – Accounting & Financial Reporting

DATE: November 17, 2010

SUBJECT: 1099 Forms Reporting Information – Internal Accounts

The calendar year is coming to a close, and it is tax time again. Each year the District must send 1099 forms to individuals, partnerships, and unincorporated businesses that 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 1099 forms to the applicable vendors. Cindy Harris, Budgeting & Financial Services, will be your contact as she will compile all information for internal accounts. **All information must be submitted to Cindy Harris no later than Monday, January 10, 2011.**

Please refer to the attached 1099 Form Guidelines – Internal Funds for further information. **It is very important that you follow these instructions precisely.** If you have any questions regarding your school's 1099 information, please call Cindy Harris, Accountant, at 833-5821.

cc: Internal Bookkeepers
Director – Budgeting & Financial Services

**School District of Okaloosa County
1099 Form Guidelines – Internal Funds**

Reminder – All information must be submitted to Cindy Harris no later than Monday, January 10, 2011.

- A. All business vendors should be marked as receiving a 1099 Form. This includes corporations, partnerships, and individuals, regardless of whether you purchased goods and/or services. This is in preparation for the new 1099 rules taking effect after 2011.
- B. Employees, non-profit organizations, government bodies, and individuals receiving reimbursements do not receive 1099 Forms.
- C. **As soon as all checks have been written for December**, print the “1099 Payments” report (*Reports/Vendors/1099*). Review the report to verify that each vendor’s name, address, and social security number or Tax ID number are included. (Note: Do not wait for your bank statement.)
- D. Any missing information must be entered into the accounting software by editing the Vendor Information.
 - a. Select *Data Files/Vendor*
 - b. Choose the vendor in the grid
 - c. Update the vendor’s name, address, and/or social security number or Tax ID number
 - d. Confirm that ‘1099’ is checked
 - e. Click *Update* to save the information
- E. If any vendors required updating, reprint the “1099 Payments” report as noted in Item “D” above. Keep this report for your records.
- F. Please e-mail Cindy Harris to let her know your “1099 Payments” report is ready. She will print the report from her computer. **Your report must be ready for Cindy to print no later than Monday, January 10, 2011.**
- G. 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. **Please provide the Prize Winnings information to Kenn Macdonald no later than Monday, January 10, 2011.**