




OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE DEPARTMENT

FINANCE TAM: 2012-020

CONTACT: Cindy Harris, Accountant
Budgeting & Financial Services

TELEPHONE: 833-5821

TO: All School Principals 
FROM: Melissa O'Malley, Director - Accounting & Financial Reporting
DATE: December 6, 2011
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 9, 2012.**

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 9, 2012.

- A. Please use the following guidelines to determine which of your vendors paid through Internal Funds should receive a Form 1099:
1. Individual, Partnership, and Unincorporated Business (Business-Other)
 - a. *Schools are required* to send a 1099 to individuals (non-District employees), partnerships, and unincorporated businesses in the following situations:
 - 1) The vendor provides a service to the school, or
 - 2) The vendor provides a service and includes charges for parts and /or materials. (The 1099 should be for the full amount paid to the vendor.)
 - b. *Schools are not required* to send a 1099 to individuals (non-District employees), partnerships, and unincorporated businesses in the following situations:
 - 1) The school is only purchasing merchandise from the vendor, or
 - 2) The vendor is receiving a refund or reimbursement.
 2. Corporation (Business-Corp), Government Body (Gov't), Non-Profit Organization (Non-Profit), or Reimbursement (Reimb)
 - a. *Schools are not required* to send Form 1099s to corporations, government bodies, non-profit organizations, and vendors receiving refunds/reimbursements.
 3. District Employee (Employee)
 - a. *Schools are not required* to send Form 1099s to District employees. District employees should only be receiving checks for Florida Teacher Lead, refunds, or reimbursements.
- B. **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 Tax ID number are included. (Note: Do not wait for your bank statement.)
- C. Any missing/incorrect information for District-Wide Vendors must be sent to Finance by email or fax.
- D. Any missing information for School vendors or One-time vendors 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 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 9, 2012.**
- 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 9, 2012.**