



OKALOOSA COUNTY SCHOOL DISTRICT  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE DEPARTMENT

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FINANCE TAM: 2017-018

CONTACT: Cindy Harris, Accountant  
Budgeting & Financial Services

TELEPHONE: 833-5821

TO: All School Principals

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

DATE: December 5, 2016

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, 2017.**

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, 2017.**

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. Cindy Harris will update these vendors.

- D. Any missing information for School vendors or One-time vendors must be entered into the accounting software by the bookkeeper. She will edit 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" (*Reports/Vendors/1099*). 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, 2017.**
- G. Prize Winnings (IRS Form W-2G) – In addition to the 1099 Form, please provide information regarding all payments or merchandise of \$600.00 or more for "prize winnings" from activities such as "donation drawings, bingo, etc." The necessary information should be entered on MIS 4363 Fundraising Winner Statement – Cash Prizes or MIS 5392 Fundraising Winner Statement – Merchandise Prizes. These forms should be completed at the time the prize is awarded. Accounting & Financial Reporting will need a copy of the MIS forms 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, 2017. Please be sure not to submit prize winnings as 1099 and W-2G.**