October 24, 2018

TO: Superintendents; CBO's; Accounts Payable

FROM: Division of Administration, Finance & Accountability

SUBJECT: 1099s 2018

Districts that want the Kern County Superintendent of Schools Office to print 1099s for 2018 should submit signed 1099 pre-lists with **SSN/TINs omitted** by January 11 to External Business Services (EBS). Only those districts that submit signed pre-lists will have 1099s processed and printed January 14. The final 1099 electronic transmittal file for the IRS will be created on January 28.

<p align="center">1099's must be provided to recipients no later than January 31</p>

1099 Related QCC Modules

**1099 Misc Pre-list** *Review for accuracy and fix incorrect or missing TINs.*

1099 Maintenance (AA) - AP Adjust 1099 Payment Flags after Warrants are Issued

CODE	EXPLANATION
1	Rent.
2	Royalties.
3	Other Income.
4	Federal Income Tax withheld
6	Medical and health care payments.
D	Golden parachute (box 13).
E	Gross proceeds paid to an attorney (box 14)
G	State tax withheld (box 16)
H	State income (box 17).
Y or 7	Nonemployee compensation.
N or Blank	Not subject to 1099 reporting.

Figure 1

Adjust Vendor Information 1099 Flag (Yes or No) and Default Payment Flag Preset - Use Codes in Figure 1

1099-Misc Prelist (TNSB18)

Be advised that even though you adjust the vendor's 1099 flag with the Vendor Maintenance module, when you view the purchase order payment screen, the 1099 flag will not have changed. The purchase order payment screen always indicates the status of the 1099 flag at the time of payment and does not change. The vendor record 1099 flag must be set on and one or more payments to the vendor that have been flagged for 1099 reporting must exist before a vendor will be taken into consideration when determining whether a 1099 will be printed.
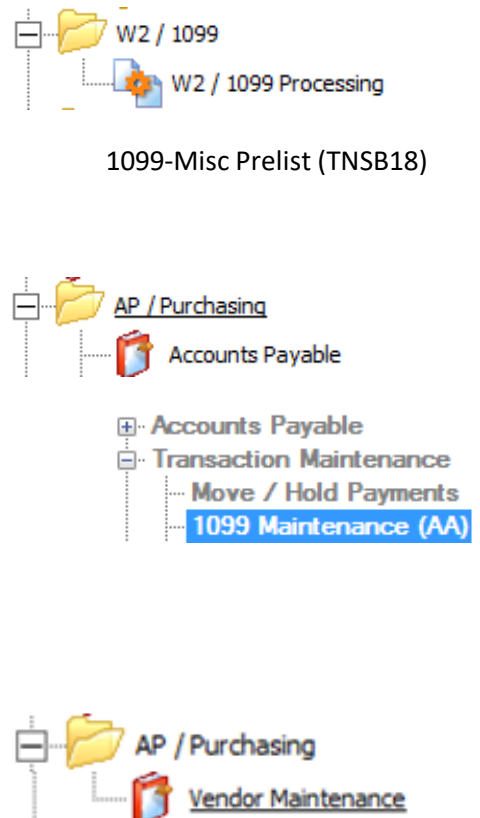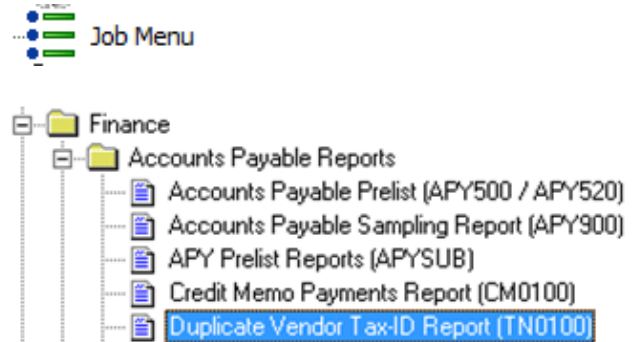
Print the Duplicate Vendor Tax-Id Report (TN0100)

*Run any time during the year to report vendors that have the same TIN under multiple vendor numbers. This report will allow you to **begin resolving some of the 1099 issues prior to January 1.***


Add and Adjust 1099-Misc. Additional Data

Create adjustments or add records for vendors who had reportable transactions that were not processed through the accounts payable system. Records created with this program show up on the 1099-MISC prelist report with a reference type of 'FD' (meaning Foreign Data)

1099-Misc Additional Data (TNFD18)

View/Reprint 1099 PDF Image
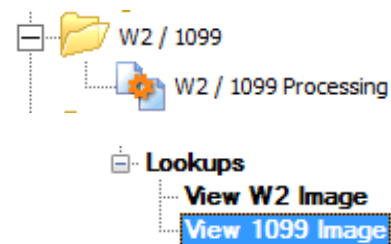
Please email bass@kern.org or contact Bruce Storer at (661) 636-4733 if you have any questions regarding this process.

PQ:js