

November 17, 2008

TO: School District Administrators
FROM: Division of Administration & Finance
SUBJECT: 1099s

Districts desiring the Kern County Superintendent of Schools Office to print 1099s for 2008 should submit signed 1099 prelists. These are to be submitted by January 16, 2009 to the Superintendent of Schools Business and Student Services Department (BaSS). Only those districts that have submitted signed prelists will have 1099s processed and printed January 22, 2009. The Final tape for this process will be created on February 23, 2009.

The following menu options will be available to you after January 1, 2009.

The 1099 prelist screen is accessed as follows:

- 1 - Accounts Payable
- 2 - Accounts Payable Reports
- 5 - Request 1099 Report
 \$Limit = 600
- 7 - 1099 Adjustments

To make corrections, the following procedures are performed:

- 1 - Accounts Payable
- 1 - Accounts Payable Entries
- 12 - Update 1099 Flag

A warrant number will be required to change the flag.

Be advised that even though you adjust the 1099 flag as described above, when you enter 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. This flag under P.O. Payments does not affect whether or not a 1099 is printed. Only the flag as indicated under the update 1099 flag is taken into consideration when determining whether a 1099 will be printed.

Also, be advised that the Duplicate Tax I.D. Report (on the Accounts Payable Report Menu) can be run at any time to clear up discrepancies of vendors who are entered with the same TIN under multiple vendor numbers. This report will allow you to begin resolving some of the 1099 issues prior to January 1, 2009.

Please contact Sue Daniel at (661) 636-4732 or Larry Meier at (661) 636-4733 if you have any questions regarding this process.

SD:mrp