



Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 15-005

TO: Chief Business Officials, Business Managers, and Accounts Payable Departments

FROM: Karen Hennessy, Director, District Advisory

DATE: December 16, 2014

SUBJECT: Procedures and Timelines for Processing 1099-MISC for Calendar Year 2014

The Monterey County Office of Education (MCOE) would like to remind school districts of the procedures and timelines for processing the Form 1099-MISC

Districts should view the Escape 1099 webinar video to obtain instruction on 1099 processing. The webinar is located in the Escape software: Online Resources – Webinar Information

Timeline for 1099 processing:

Dates and Time	Procedures
January 5- 16, 2015	Email 1099 ReqPay 07 to DAS-Audit@monterey.k12.ca.us
Wednesday, January 14, 2015	Attend 1099 Training Class at MCOE
Thursday, January 22, 2015	MCOE prints 1099-MISC Forms
Wednesday, January 28, 2015	1099- MISC Form ready for pick-up
Postmarked by Saturday, January 31, 2015	Districts must mail the 1099-MISC Forms as mandated by IRS Regulations
February 2015	If vendor discovers an error on their 1099, contact DAS-Audit@monterey.k12.ca.us
End of April	MCOE closes 2014 calendar year for all orgs

Tips:

- ❖ Run ReqPay07 (Vendor 1099 log), verify dollar amounts & 1099 box numbers. Make adjustments as necessary. When data is correct, re-run ReqPay07 and email to DAS-Audit@monterey.k12.ca.us
- ❖ Print the Vendor Check Details report (ReqPay18b) to verify vendor 1099 accuracy
- ❖ Self-paced Training Material: Finance- Processes- Tax Reporting- Vendor 1099, then click on Tools to read the How-to Document.
- ❖ Specifically, ensure that the vendor's name, address, and tax identification number are reported correctly. Also, ensure that the dollar amounts are reported in the correct 1099 type as follows:
 - Box (1): Rents
 - Box (2): Royalties
 - Box (3): Other Income
 - Box (4): Federal Income Tax Withheld
 - Box (6): Medical and Health Care Payments
 - Box (7): Nonemployee Compensation
 - Box (14): Gross Proceeds Paid to an Attorney
 - Box (16): State Income Tax Withheld
 - Box (17)-(18): State Information
- ❖ If you would like to obtain more information regarding Form 1099-MISC, you can visit the IRS website at the following link.
<http://www.irs.gov/instructions/i1099misc/ar02.html#d0e1224>

If you have any questions or need any assistance, please do not hesitate to contact Erika Torres at (831)755-0306 or email DAS-Audit@monterey.k12.ca.us
Thank you for your cooperation in adhering with the above timeline.

Cc: Garry P. Bousum, Associate Superintendent, Finance & Business Services
Colleen Stanley, Executive Director of Finance
Suzette Burns, Administrator, Business Services
John Campbell, Manager of Software
Phil Davis, Business Systems Support Coordinator
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