



To: Chief Financial Officers

CC: Anita Skinner, Ohio Shared Services Contact Center Lead
Tom Holsinger, Deputy Director, Accounting Administration

From: Charmonette Crumley, Ohio Shared Services, Vendor Maintenance Coach

Date: November 22, 2010

Re: 1099 Possible Issuance for Calendar Year 2010

1099 Possible Issuance for Calendar Year 2010

Each year State Accounting sends the Internal Revenue Service forms 1099-MISC, 1099-INT, 1099-G, 1099-R or 1099-S to vendors who receive certain types of payments during a calendar year. Please review the enclosed documents that we will use to issue 1099s to vendors for calendar year 2010. In addition, please be certain to review your agency's 1099 contact information in OAKS; this contact information will be printed on all 1099 forms received by your agency's vendors. If no changes are made by your agency, the same name that was used last year will be used for 2010.

Reportable Chartfield Value Listing

The first enclosed document is a list of the OAKS Chartfield Values used to select 1099 information for payments made during calendar year 2010. The Internal Revenue Service assisted OBM in identifying those chartfield values eligible for reporting. In addition to the chartfield values eligible for inclusion on 1099s, this list shows values that OBM will supply to DAS, Human Resources Division for possible inclusion on employees W2 statements. This chartfield value listing is provided for your information only; no action on your part is required.

Possible Issuance Report

The second enclosed document is a report listing vendors paid by your agency that **may** be eligible to receive a 1099. This report is based on information obtained from vouchers that posted in OAKS from January 1, 2010 through the date shown on the report. Expenditures processed after the date of this possible issuance report are not reflected here; any such payments may change the actual issuance of 1099 information to the vendor and the IRS.

What Your Agency Needs To Do:

Please review this report, this is your opportunity to correct errors and avoid problems with 1099 reporting. If you find a coding error for vouchers from the prior fiscal year (January-June 2010), please send an e-mail to obm.1099@obm.state.oh.us. The e-mail should include:

- The original voucher number
- The correct coding
- An explanation of why the adjustment is being made



If you find a coding error for vouchers from the current fiscal year (July- December 2010), please reference the following steps:

Vouchers Not Referencing a PO or Coding Changes Where PO is Not Impacted

In cases of payments made *not referencing a purchase order*, agencies should process journal vouchers and submit the Journal Cover Sheet to OBM State Accounting. The cover sheet is available at <http://obm.ohio.gov/MiscPages/Forms/default.aspx>.

If you need assistance with entering journal vouchers, Job Aid FINJA114 provides relevant instructions and is available at http://oakspmo.ohio.gov/oaks/training/FIN_Job_Aids/index.asp.

Note: If your agency only needs to make a coding change and the PO does not have to be impacted, process a journal voucher to make the correction.

Vouchers Referencing a PO

In cases of payments *referencing a purchase order*, payment reversals are now processed only by OBM State Accounting by sending an e-mail to obm.reversalvouchers@obm.state.oh.us. The e-mail should include:

- The original voucher number
- The correct coding
- An explanation of why the adjustment is being made

All correcting/adjusting voucher entries must be approved and posted in OAKS by December 31, 2010 or incorrect 1099 information will be sent to vendors and the IRS.

Form 1099 State Agency Contact Person

Contact information will be located on the vendor's 1099 form. Vendors that work with multiple agencies will have the contact information listed for each particular agency.

What Your Agency Needs to Do:

Be sure to update your agency 1099 contact by going to the Contact Tab in the OAKS vendor record of your business unit. The vendor ID is equal to the agency acronym plus 01, e.g., OBM01. The job aid FINJA089 Vendor Contacts describes how to enter the contact information for 1099s. This job aid can be found on the OAKS training Web site at <http://oakspmo.ohio.gov/oaks/training/>.

Summary of Deadlines:

Adjusting entries approved and posted in OAKS
Friday, December 31, 2010

OAKS Agency Vendor ID updated with contact information
Friday, December 31, 2010

For Assistance:

Please send any questions you may have to:

E-mail: obm.1099@obm.state.oh.us

Phone: 877-644-6771

Enclosures:

Reportable Chartfield Value Listing
Possible Issuance Report