Prepping for 1099

Game plan for 1099 Prep:

1. Use Vendor Browse or Data Mining to verify that 1099 information is correct for each of the vendors you plan to submit a form for.

2. Run the Vendor Payment Report for all vendors, including SBAA vendors if applicable.
   If you've been tracking employee hours, use the ACA Hours Tracker to help ensure your offer of coverage codes are correct.

3. Run the same vendor payment report for only 1099 and SBAA vendors that have payments over $600.

4. Compare the report results to see if you're missing any vendors or payments from the second report.

   a. For any missing vendors in the second report, go back and make sure vendor 1099 information from step 1 is set up correctly.

   b. For any missing payments, go back to the invoices and make sure they are all marked as 1099-reportable.

5. Decide how you want to make printed 1099s available. There are two options:

   a. District-printed: If you prefer to print and distribute your own forms, one of your options is to place an order through Nelco.

   b. Skyward-printed: We would also be happy to print your forms. If you'd like to place an order, go to https://support.skyward.com/ and log in. Then, from the Bulletin Board tab, choose W2/1099/1095 Processing Information For 2017. To avoid a late fee, be sure to get your order in by November 25!

We recommend tackling these preparation steps early so you'll have plenty of time to make necessary adjustments. If you have any questions, don't hesitate to ask; our team is here to help.