

# 1099-MISC Processing Schedule Calendar 2012

Deadline	Responsibility	Action
12/15/2012	SAO	<ul style="list-style-type: none"> <li>Post updated 1099 Verification List to the SAO website.</li> </ul>
01/02/2013	Agency	<ul style="list-style-type: none"> <li>Confirm updated 1099 Verification List via the SAO website. Click <a href="#">here</a> for the <b>1099 Agency Verification List</b>. If additional edits are needed notify the SAO Customer Service Center at <a href="mailto:fscm@sao.ga.gov">fscm@sao.ga.gov</a>.</li> </ul>
01/04/2013	Agency	<ul style="list-style-type: none"> <li>Verify the accuracy and completeness of agency address and phone number information. Click <a href="#">here</a> for the <b>1099 Agency Verification List</b>.</li> </ul>
01/08/2013	Agency	<ul style="list-style-type: none"> <li>Notify the SAO Customer Service Center at <a href="mailto:fscm@sao.ga.gov">fscm@sao.ga.gov</a> with edits needed to the 1099 Verification List.</li> </ul>
01/10/2013	Agency	<ul style="list-style-type: none"> <li>Verify information within the 1099 Detail and 1099 Summary reports so that the correct payment amount will be printed on the 1099-MISC forms.</li> </ul>
01/10/2013	Agency	<ul style="list-style-type: none"> <li>All 1099 adjustments in TeamWorks are due today in order for the correct amounts to be reflected on the printed 1099-MISC forms.</li> </ul>
01/11/2013	SAO	<ul style="list-style-type: none"> <li>All 1099-MISC forms will be finalized and printed.</li> <li>After the 1099-MISC forms are printed for each agency, the final 1099 Detail and 1099 Summary reports will be run. The reports will be available in Document Direct.</li> </ul>
01/14/2013	SAO	<ul style="list-style-type: none"> <li>All 1099-MISC forms will be distributed to each agency.</li> </ul> <p>1099-MISC forms will be distributed to each agency in the same manner as are system generated checks except for TCSG. The 1099-MISC forms will be mailed to TCSG for all Technical Schools except DeKalb Technical College and Atlanta Area Technical College, which will be mailed directly from the Lakeside Printing Facility.</p>
01/31/2013	Agency	<ul style="list-style-type: none"> <li>All vendors should have received their 1099-MISC forms by this date.</li> </ul>
03/15/2013	SAO	<ul style="list-style-type: none"> <li>1099-MISC file is electronically transmitted to the IRS.</li> </ul>