



## 1099 Processing Schedule for Calendar Year 2020

Deadline	Responsibility	Action
12/07/2020	SAO	Post updated 1099 Verification List to the SAO website.
01/04/2021	Agency	Verify the accuracy and completeness of agency address and phone number information. Click <a href="#">here</a> for the 1099 Agency Verification List. If additional edits are needed notify the SAO Customer Service Center at <a href="mailto:fscm@sao.ga.gov">fscm@sao.ga.gov</a>
01/07/2021	Agency	Verify information within the 1099 Detail and 1099 Summary reports so that the correct payment amount will be printed on the 1099-MISC and 1099-NEC forms.
01/08/2021	Agency	All 1099 adjustments in TeamWorks are due in order for the correct amounts to be reflected on the printed 1099-MISC and 1099-NEC forms.
01/08/2021	SAO	Disable 1099 Users Access at 6:00 PM
01/11/2021	SAO	All 1099-MISC and 1099-NEC forms will be finalized and printed.  After the 1099-MISC and 1099-NEC forms are printed for each agency, the final 1099 Detail and 1099 Summary reports will be run. The reports will be available in Report Manager.
01/12/2021	SAO	Restore 1099 Users Access at 6:00 AM
01/12/2021	SAO	All 1099-MISC and 1099-NEC forms will be distributed to each agency.  All forms will be distributed to each agency in the same manner as are system generated checks except for TCSG. The 1099 forms will be mailed to TCSG for all Technical Schools except Atlanta Technical College, which will be mailed directly from the Duluth Printing Facility.
01/28/2021	SAO	Disable 1099 Users Access at 6:00 PM.
01/29/2021	SAO	1099 file containing vendor information for Withholding Code 01 NEC is electronically transmitted to the IRS.
01/31/2021	Agency	All vendors should have received their 1099 forms by this date.
02/01/2021	SAO	Restore 1099 Users Access at 6:00 AM
03/12/2021	SAO	Disable 1099 Users Access at 6:00 PM
03/15/2021	SAO	1099 file containing vendor information for all other Withholding Codes is electronically transmitted to the IRS.
03/16/2021	SAO	Restore 1099 Users Access at 6:00 AM