

2010 Calendar Year for 1099-MISC Processing Schedule

1099-MISC PROCESSING SCHEDULE FOR CALENDAR YEAR 2010		
Date	Responsibility	Action
Current - January 13, 2011	Agency	<ul style="list-style-type: none"> • Verify that the 1099 vendors have been properly identified in PeopleSoft. • Information within the 1099 Detail and 1099 Summary reports should be verified so that the correct payment amount will be printed on the 1099-MISC forms. • January 13, 2011 is the final day to apply adjustments to 1099 vendor payments for inclusion in 2010 reporting before the 1099-MISC forms are printed.
Current - January 7, 2011	Agency	Verify the accuracy and completeness of agency address and phone number information.
Current - January 7, 2011	Agency	Notify the SAO Customer Service Center at acctspay@sao.ga.gov for edits needed to the 1099 Verification List.
January 11, 2011	SAO	Post updated 1099 Verification List to the SAO website.
January 12, 2011	Agency	Confirm updated 1099 Verification List via the SAO website at http://sao.georgia.gov/00/channel_createdate/0,2095,39779022_42933036,00.html .
January 13, 2011	Agency	All 1099 adjustments should be completed in PeopleSoft in order to be reflected on the printed 1099-MISC forms.
January 14, 2011	SAO	<ul style="list-style-type: none"> • 1099-MISC forms for calendar year 2010 will be finalized and printed. • 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.
January 18, 2011	SAO	1099-MISC forms will be distributed to each agency
January 31, 2011	Agency	Final date by which the 1099-MISC forms are to be received by the vendors.
March 15, 2011	SAO	1099-MISC file is electronically transmitted to the IRS.