



## 1099-MISC Processing Schedule for Calendar 2015

Deadline	Responsibility	Action
12/14/2015	SAO	Post updated 1099 Verification List to the SAO website.
01/04/2016	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> .
01/07/2016	Agency	Verify information within the 1099 Detail and 1099 Summary reports so that the correct payment amount will be printed on the 1099-MISC forms.
01/08/2016	Agency	All 1099 adjustments in TeamWorks are due today in order for the correct amounts to be reflected on the printed 1099-MISC forms.
01/08/2016	SAO	Disable 1099 Users Access at 6:00 PM
01/11/2016	SAO	All 1099-MISC forms 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.
01/12/2016	SAO	Restore 1099 Users Access at 6:00 AM
01/12/2016	SAO	All 1099-MISC forms will be distributed to each agency.  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 Georgia Piedmont Technical College and Atlanta Technical College, which will be mailed directly from the Lakeside Printing Facility.
01/31/2016	Agency	All vendors should have received their 1099-MISC forms by this date.
03/14/2016	SAO	Disable 1099 Users Access at 6:00 PM
03/15/2016	SAO	1099-MISC file is electronically transmitted to the IRS.
03/16/2016	SAO	Restore 1099 Users Access at 6:00 AM