

1099 REVIEW CHECKLIST FOR 2022

LEA/Charter has reviewed and verified the following:

- ___ Vendors requiring a Form 1099 have been flagged for 1099
- ___ Vendors whose Form W9 provided an SSN have been set up in Escape with their full name
- ___ Vendors whose Form W9 provided a TIN have been set up in Escape with their business name
- ___ Vendors whose Form W9 provided a TIN and their full name have been set up in Escape with their DBA
- ___ Independent Contractors have been set up in Escape with their SSN
- ___ Vendors marked “&” indicating that they are also an employee, have been Verified:
 - The vendor meets the ABC Test **OR**
 - It was determined payments should have been processed through payroll and payroll history has been created
- ___ All Escape identified Problems have been resolved
Listed below are a few:
 - Missing Tax ID
 - Incomplete address
 - Negative amounts
 - SSN or TIN invalid format
- ___ STRS retiree payments have been reported to SCOE, STRS Retirement Analyst, Alli Britton
- ___ Vendors who had a change in reporting status or ownership have been set up correctly in Escape for 1099 reporting
- ___ Foreign and Out-of-State Vendors whose payments total \$1,500 or more, are being furnished with Form 592-B; Form 592 has been filed quarterly and payments sent to the Franchise Tax Board
- ___ Foreign Vendors are being furnished with Form 1042 by March 15 and all Federal deposits have been made

District

CBO/Business Manager Signature

Date