

**1099 REVIEW CHECK-OFF LIST FOR 2021**  
**LEA/Charter has reviewed and verified the following:**

- \_\_\_ Vendors requiring a Form 1099 have been flagged for 1099 (see page 35)
- \_\_\_ Vendors whose Form W9 provided an SSN have been set up in Escape with their full name (see page 11-12, 33)
- \_\_\_ Vendors whose Form W9 provided a TIN have been set up in Escape with their business name (see pages 12, 33)
- \_\_\_ Vendors whose Form W9 provided a TIN and their full name have been set up in Escape with their DBA (see pages 12, 33, 37)
- \_\_\_ Independent Contractors have been set up in Escape with their SSN (see pages 13)
- \_\_\_ Vendors on ReqPay 1099 Reports marked “&” indicating that they are also an employee, have been verified (see pages 55-60):
  - The vendor meets the ABC Test (pages 5-8), *OR*
  - It was determined payments should have been processed through payroll and payroll history has been created
- \_\_\_ All Escape identified Problems have been resolved (see pages 38-44).  
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 (see page 9)
- \_\_\_ 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 (page 10)
- \_\_\_ Foreign Vendors are being furnished with Form 1042 by March 15 and all Federal deposits have been made (page 10)

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**District**

**CBO/Business Manager Signature**

**Date**