



Oregon

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Department of Administrative Services

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MEMORANDUM

To: Agency 1099-Misc Contacts

From: Terry Polston 1099-MISC Coordinator
Statewide Financial Management System (SFMS)

Date: November 2, 1011

Subject: **TIMELINE FOR 1099-MISC
PAYMENT YEAR 2011**

Please be aware that the DAFR7940 report processing schedule has been changed. This report will generate at month end close in November and January. The December report will generate on the last business day of the year. This change was requested to assist agencies with verifying payments issued during the calendar year.

OCTOBER 2011

- 10/21/11
 - Generate agency report DAFR7940

NOVEMBER 2011

- 11/18/11
 - Generate agency report DAFR7940

DECEMBER 2011

- 12/31/11
 - Generate agency report DAFR7940

JANUARY 2012

- 1/13/12/12
 - Generate agency report DAFR7940
 - final day for agency on-line corrections
- 1/17/12
 - Run report of employee vendors with reportable payments
 - Distribute one copy to agencies, keep one copy for files
 - 43M Screen populated for agency viewing
- 1/17-20/12
 - Agencies submit corrections to SFMS for manual input

November 3, 2011

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- Agencies submit changes for **cross-year** ACH and Cancel transactions
 - SFMS central inputs manual corrections
- 1/23/12
 - 1099-MISC forms mailed to vendors from the Print Plant

FEBRUARY 2012

- 2/1-29/12
 - SFMS 1099-MISC form correction entries process continue
- 2/08/12
 - Corrected 1099-MISC forms mailed to vendors from the Print Plant
- 2/29/12
 - Corrected 1099-MISC forms mailed to vendors from the Print Plant

MARCH 2012

- 3/1 - 31/12
 - SFMS 1099-MISC form correction entries process continues
- 3/21/12
 - Corrected 1099-MISC forms mailed to vendors from the Print Plant

APRIL 2012

- 4/3/12/12
 - Final date for agencies to send requests for corrected 1099-MISC forms
- 4/4/12
 - Corrected 1099-MISC forms mailed to vendors from the Print Plant
- 4/23/12
 - 1099-MISC filed with IRS