

Pre-Closing Procedures – USAS CYE 2020

The following pre-closing procedures can be completed any time prior to closing the calendar year.

1. Specify the **TIN Type** (SSN or EIN) for all 1099 vendors in **VENSCN**.
2. Check 1099 Data by running **VENSSN**.
 - a. Check that all vendors flagged to receive 1099's are accurate and have a social security tax ID number.
 - i. 1099-MISC Vendors only (Regardless of YTD Activity)
 - ii. 1099-MISC Vendors and YTD Activity meeting IRS requirement
 - b. Check those vendors not flagged as shown
 - i. NOT 1099-MISC Vendors and YTD Activity > \$599.99
3. *Verify* by running **F1099**, answering as follows:

YES to: Do you want to report vendors with no Identification number?

NO to: Do you want to create a tape submission file?

Examine the report in your PTR.

- a. Look for: *** ERROR *** MISSING OR INVALID TIN TYPE
- b. Look for vendors missing tax ID's.
- c. Make sure vendors have correct 1099 Type.

NOTE: School districts will generally indicate “Other Income” 1099 Type only for payments made to estates of deceased employees.

Other Income type examples:

amounts for prizes & awards NOT given to employees

[pmts to estates of deceased employees](#)

amts given to participants in medical research studies

termination pmts to former self-employed insurance sales people (training commissions)

damages for punitive damages (not pd thru attorney)