

PCPN# FY04-17 - Purchase Card Program - 1099 Reminder Update

All,

Here is an update on the 1099 reporting from DFAS:

We have an Interim Approval to Operate which takes care of any NMCI issue you may have. Right now we are off-line for mandatory security upgrades and IRS 1099-Misc processing. We will be up in February. In the meantime, please report your 2003 data via the attached spreadsheet. Thank you.

PLEASE REMEMBER: LAST DATE TO HAVE SPREADSHEETS IN TO OUR OFFICE IS DECEMBER 31, 2003 - NO EXCEPTION!!!

Checkwriter and APC:

Attached are the worksheets for reporting your convenience check data to us, and the instructions for properly completing the worksheet.

There are a couple of requirements in order for us to process this data. All data for the year must be to us no later than December 31, 2003. All worksheet data must be complete - anything missing and we will not process it nor will we call the APC or Checkwriter and ask for the information. Most frequent data that is missing is the Tax Identification Number (TIN). The TIN consists of either the Employee Identification Number (EIN), which is 9 digits and is formatted as XX-XXXXXXX; or the Social Security Number (SSN), which is 9 digits and is formatted as XXX-XX-XXXX. If you do not have it, then please obtain it from the person to whom you wrote the check. If the vendor or merchant doesn't know what the number is, let them know it is the number they use when they report their W2 data to the IRS.

If you were able to access the system and entered checks - do not enter this data on the worksheet - only enter new check data that you have been unable to previously report.

If we do not receive your check data by December 31, 2003, then it is your responsibility to issue the IRS forms 1099-MISC. Please ensure you are not late with the data. It is quite involved to do this processing on your own and we feel certain you do not wish to do it.

If you have any questions, please let us know.

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