



Accounts Payable/Disbursements Preparing for Year-End and 2012 Webinar

Segment 1: Year-End Preparation

- Accounts Payable year-end checklist
- Soliciting Taxpayer Identification Numbers
- Taxpayer Identification Numbers
 - Using social security numbers for vendors
 - Using Employer Identification Numbers for vendors
- Form W-9 and substitutes
 - IRS issues revised Form W-9
 - Electronic
 - Paper
- Verifying Taxpayer Identification Numbers (IRS TIN Matching System)
 - Enrollment in IRS' Tax Professional website
- Missing TINs
 - IRS 1099 matching process
- Backup withholding
- B-Notice processing
- Form 1099-MISC due dates
 - Payee copies – January 31 or February 15
 - Paper copies to the IRS – February 28
 - Electronic copies to the IRS – March 31
- Providing payees with electronic Forms 1099
- Electronic filing of Forms 1099
- IRS's changes to electronic reporting specifications
- Reconciliations
 - Bank
 - General ledger
 - Worksheets
- Duplicate Form 1099 requests