

# WaTech TRAINING - IRS 1099-MISC Reporting

## 10 - WaTech and IRS Due Dates for reporting year 2015

### WATECH and IRS Due Dates

1. Throughout the calendar year	Review and correct monthly 1099 records
2. When access to Account Ability is available	Review 1099 Agency Profiles for accuracy before 1099's are printed (only the phone number will be printed on the 1099, names and extensions will not be shown).  Notify WATECH ( <a href="mailto:SolutionsCenter@WaTech.wa.gov">SolutionsCenter@WaTech.wa.gov</a> ) of any discrepancy
<b>3. December 2015</b>	<b>Account Ability upgrades to 2015 IRS 1099-MISC forms</b>
4. December 31, 2015	The 2015 tax year reporting cycle ends
5. January 1 – January 20, 2016	Agencies can begin loading their 1099 data into Account Ability through the import process.
<b>6. January 20, 2016</b>	<b>Agencies finalize all imports into Account Ability</b>
<b>7. January 20 - 31, 2016</b>	WaTech will request DES to begin the Printing & mailing of the IRS 1099-MISC forms. <b>AGENCIES WILL NOT BE ALLOWED TO WORK IN ACCOUNT ABILITY UNTIL FEBRUARY 1, 2016.</b>
8. January 31	This is the due date for issuing 1099-MISC forms to recipients
9. February 2 – March 11, 2016	Agencies will have this time to make corrections to 1099-MISC's before submission to the IRS. Correction must be done using the import process.
10. February 8 – 12, 2016	WATECH will get the IRS 1099-MISC file ready for submission of TIN matching to the IRS.
<b>11. March 11, 2016</b>	<b>Agencies finalize all updates into Account Ability in preparation for IRS electronic filing.</b>
<b>12. March 14, 2016</b>	WATECH will prepare the IRS 1099-MISC form for submission to the IRS through the electronic filing process. <b>AGENCIES WILL NOT BE ALLOWED TO WORK IN ACCOUNT ABILITY.</b>
13. March 31	This is the due date for filing electronically to the IRS