

Account Ability is Available

What You Should Know

Your agency's 1099-MISC tax returns have been mailed to your Recipients. If you have 1099-MISC corrections, the Account Ability system is available for you to use.

Cut-off is Friday, March 13, 2015 at 4:30PM.

Who is affected? Agencies that use DES Services to create and report 1099-MISC Forms to the Internal Revenue Service (IRS).

- How do I make corrections using Account Ability?
1. Agency **identifies and creates** a 'correction' spreadsheet including the records of any 1099-MISC requiring corrections.
 2. Agency goes into Account Ability and **DELETES** the incorrect 1099-MISC form (s).
 3. Agency **Map/Imports** the correction file (s) for any the Recipients needing new 1099-MISC.
 4. Agency **Prints** new 1099-MISC forms and **mails** to the Recipients.

Corrections must be done using the import process.

Who should I contact with questions?

<i>For questions on the ETS accounting systems, please contact:</i>	<i>For questions on accounting policies and procedures, please contact:</i>
ETS Solutions Center Phone: 360-407-9100 E-mail: SolutionsCenter@des.wa.gov	Your agency-assigned OFM consultant. Click on the link to find your agency consultant. http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp

Staying Informed

To get a copy of the most current systems documentation, please go to the following website: <http://www.des.wa.gov/services/IT/SystemSupport/guidance/Pages/financialSystemsDoc.aspx>

Subscribe to our distribution list to receive alerts and notifications: <http://listserv.wa.gov/archives/swfs.html>