

CY2013 Client Profile available in Account Ability

What You Should Know

The **Calendar Year (CY) 2013 Client Profiles** are now available in Account Ability for your import of CY2013's 1099-MISC data

Who is affected?

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

2012 Client

Your **CY2012** Client profile is still available to print your CY2012 1099-MISC Form; however it will be locked from further editing.

New 2013 Client

A new **CY2013** Client profile has been created in Account Ability. You can start importing your CY2013 data immediately.

The CY2013 client ID is 8-characters, leading with your agency four-digit code and end with "2013" to designate the current 1099 calendar year reporting.

For example, 17902013.

"1790" represent the four-digit agency code for DES

"2013" represent the calendar year 2013 1099-MISC reporting year.

Please pay attention on which Client ID you are logged in, as the Year designation will show "2012" for both clients. We will get the new 2013 software in December and at which time; your year designation will show "2013" for the #####2013 client profile.

You will use the same password to the 1099-MISC form in the CY2013 Client profile.

How to Gain Access to 1099 Data Download?

To gain access to the 1099 secure universe and data extracts, please visit the following web site to obtain information on how to gain access.

<http://www.des.wa.gov/services/IT/SystemSupport/Accounting/1099Reporting/Pages/Access-to-1099-Download.aspx>

Training?

If you are interested in the “DES – IRS 1099-MISC Reporting” training, please register via the [Washington State Learning Management System](#).

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>
<p>ETS Solutions Center</p> <p>Phone: 360-407-9100</p> <p>E-mail: SolutionsCenter@des.wa.gov</p>	<p>Your agency-assigned OFM consultant. Click on the link to find your agency consultant.</p> <p>http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp</p>

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>