

WaTech TRAINING - IRS 1099-MISC Reporting

10 - WaTech and IRS Due Dates for reporting year 2016

WATECH and IRS Due Dates

1. Throughout the calendar year, beginning April 1	Review and correct monthly 1099 records. Agencies can begin loading their 1099 data into Account Ability through the import process.
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 (SolutionsCenter@WaTech.wa.gov) of any discrepancy
3. December 2016	Account Ability upgrades to 2016 IRS 1099-MISC forms
4. December 31, 2016	The 2016 tax year reporting cycle ends
5. January 6, 2017	Agencies finalize all imports into Account Ability
6. January 9 - 11, 2017	WaTech will request DES to begin the Printing & mailing of the IRS 1099-MISC forms. AGENCIES WILL NOT BE ALLOWED TO WORK IN ACCOUNT ABILITY UNTIL January 16, 2017.
7. January 12 - 13, 2017	WATECH will get the IRS 1099-MISC file ready for submission of TIN matching to the IRS.
8. January 16 – January 27, 2017	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.
9. January 27, 2017	Agencies finalize all updates into Account Ability in preparation for IRS electronic filing.
10. January 30, 2017	WATECH will prepare the IRS 1099-MISC form for submission to the IRS through the electronic filing process. AGENCIES WILL NOT BE ALLOWED TO WORK IN ACCOUNT ABILITY.
11. January 31	This is the due date for issuing 1099-MISC forms to recipients
12. January 31	This is the due date for filing electronically to the IRS