

**SUBJECT:** 1099 Processing for Calendar Year 2012

**POSTED:** January 9, 2013

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### **ANNOUNCEMENT**

The 1099 Processing User's Guide for Calendar Year 2012 is now available. Minimal changes apply to 1099 Processing for Calendar Year 2012, including some wording changes in the instructions on the 1099 form. Again this year, users have the option to mask the recipients TIN when printing the 1099 form.

### **SUPPORTING DOCUMENTATION**

The following materials for 1099 Processing are available on the GeorgiaFIRST website:

- **1099 Processing User's Guide** – This guide provides step-by-step instructions for 1099 processing. This version, dated 01/08/2013, has been updated for Calendar Year 2012 and is available on the Accounts Payable Documentation webpage at:  
[http://www.usg.edu/gafirst-fin/documents/1099\\_Processing\\_Users\\_Guide\\_for\\_CY\\_2012\\_final.pdf](http://www.usg.edu/gafirst-fin/documents/1099_Processing_Users_Guide_for_CY_2012_final.pdf)
- **Archived Wimba Session and PowerPoint Slides** – An archived Wimba session and PowerPoint slides originally recorded on December 15, 2010 is available for reference at:  
<http://www.usg.edu/gafirst-fin/training/archives>

### **MORE INFORMATION AND SUPPORT**

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)

### **ADDITIONAL RESOURCES**

For information about ITS maintenance schedules or Service Level Guidelines, please visit [http://www.usg.edu/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.