



Office of the State Controller

OFFICIAL MEMORANDUM

To: Chief Financial Officers
From: Anne Godwin, Deputy State Controller
Date: September 25, 2018
Subject: Annual 1099 Processing for the North Carolina Accounting System

The final 1099 processing for the North Carolina Accounting System (NCAS) begins in early December. **The deadline for submitting the 1099 IRS and NCDOR electronic files is January 31, 2019.** The Office of the State Controller will electronically file the IRS 1099 file and the NCDOR 1099-MISC file for all NCAS agencies the week of January 28, 2019.

Attached are the schedule and procedures for the NCAS 1099 processing. Please review the schedule for specific 1099 deadlines. New reports are available in XPTR to aid the agencies in 1099 verification titled **1099 Compare List** and **1099 Compare List Excel**. Additional information about these reports can be found in attachment 2.

Due to the centralization of the 1099 reporting process, it is critical that all reports and the NCAS 1099 data are reviewed by your agency for accuracy by the requested deadlines so that the central data file for OSC transmission to the IRS and NCDOR can be created.

If you have any questions or require assistance with NCAS 1099 activities, please contact OSC Support Services at (919) 707-0795 or osc.support.services@osc.nc.gov.

Thank you.

Attachments

NO. SAD 19-11