



# State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

December 11, 2001

**MEMORANDUM NO. 02-0013**

**TO:** Chief Financial Officers/Accounts Payable Personnel  
NCAS Agencies

**FROM:** Zeke Partin, Assistant State Controller  
Office of the State Controller

**SUBJECT:** 2001 Time Schedule for 1099 Processing

Attached is the time schedule and contact list for this year's 1099 processing activities. All information should have been recorded throughout the 2001 year by flagging invoices with the 1099 codes and reviewing the monthly 1099 reports. The end-of-year tasks should primarily consist of final review of reports for errors and accuracy of data. To aid in this review process, the Office of the State Controller (OSC) will begin producing the 1099 reports on a weekly basis starting December 17, 2001. Due to the centralization of these functions, it is critical that all reports are reviewed for accuracy by the requested deadlines so that the central data files can be created.

The process for reporting state and federal withholding remains the same as last year. Refer to the following link on the SIG for detailed procedures on 1099 withholding:  
[http://www.osc.state.nc.us/sigdocs/sig\\_docs/sigStepbySteps.html](http://www.osc.state.nc.us/sigdocs/sig_docs/sigStepbySteps.html) NC1099PS forms can be obtained from the Department of Revenue or by contacting Randy Thomas at the OSC, (919) 981-5488.

As indicated in the 1099-processing schedule, the OSC will begin printing 1099's on January 15, 2002. To ensure accurate and prompt delivery, all 1099's will be printed and held at the OSC until an agency representative picks them up during the week of January 21, 2002. **The 1099's will be printed on laser paper, to ensure each copy will be legible for the recipient and the agency. Each agency will be responsible for inserting and mailing their 1099's.** Envelopes will be provided by the OSC and should be picked up with the 1099 forms.

In March, the OSC will be the only transmitter for filing with the IRS, sending one file with all the NCAS agencies' data using an OSC Transmitter Control Code (TCC). Each agency will be reported under its own Federal ID number and is responsible for its data, but will no longer be responsible for mailing in magnetic tapes or paper forms. This year the OSC will be filing with the IRS electronically, pending a successful electronic filing test with the IRS. Filing electronically will provide an additional month for 1099 corrections. **There should be no direct reporting of NCAS data by the agency to the IRS.** As in the past, all 1099 information that is not on the NCAS will still be the responsibility of the agency.

Should your agency need 1099 forms for non-NCAS systems, it is your agency's responsibility to obtain its own forms unless prior arrangements have been made with the OSC to place the order. For agencies ordering forms for their own use, the 2001 state contract for 1099 forms is with Safeguard in Wilmington, NC. James Crenshaw, the contact person, can be reached at (800) 438-5507 or at Fax (910) 392-6648.

The following time schedule has been established to process 2001 calendar year 1099 information.

<b>2001 - 1099 PROCESSING SCHEDULE</b>	
December 14-December 31, 2001	"Zero-dollar checks" will run for all paying entities.
December 17, 2001	OSC begins running 1099 reports weekly. Ensure OSC Transmittal Control Code is received and file a test file with IRS.
December 31, 2001	The 2001-tax year reporting cycle ends.
January 11, 2002	This is the last day to make changes to 1099 data on NCAS.
January 15, 2002	OSC will print 1099 forms.
January 15- March 15, 2002	Agency can produce manual 1099 corrections and update NCAS for IRS electronic filing.
January 21-31, 2002	Agencies can pick up 1099 forms from OSC. OSC will call 1099 contact when forms are ready.
January 21-31, 2002	Agencies will review 1099 forms.
January 31, 2002	This is the due date for issuing 1099 forms to recipients.
March 18, 2002	OSC will produce 1099 electronic file for filing with IRS.
March 18 and forward, 2002	Agency will produce manual 1099 corrections and manually report these to IRS.
April 1, 2002	This is the due date for OSC filing electronically to IRS.

**Please verify the following list to make sure the 1099 contact information for your agency is correct. The phone number will be used to print on the 1099.** This is a 10 digit field, 3 digit area code and the 7 digit number, (XXX) XXX-XXXX. The names and extensions will not show on the 1099.

Please call the **OSC NCAS Client Support Services** at **(919) 875-HELP** if you have any questions, concerns, or require assistance with NCAS 1099 activities.

ZP/ml

Financial Systems Division • Zeke Partin, CPA, Assistant State Controller

MAILING ADDRESS  
1410 Mail Service Center  
Raleigh, NC 27699-1410

Telephone: (919) 981-5420  
Fax Number: (919) 981-5561  
State Courier: 56-50-10

LOCATION  
3512 Bush Street  
Raleigh, NC

Website: [www.osc.state.nc.us/OSC/](http://www.osc.state.nc.us/OSC/)

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Pay Entities	Agency	Tax ID #	Contact Name-1997	Phone #
<b>P REGION</b>				
A9 PE, PN, PT	Board of Electrolysis	56-1761135	Diane Van Dyke	336-373-1212
B0 PE, PN,PT	Board of Barber Examiners	56-1763216	Kelly Braam	715-4666
B1 PE, PN, PT	State Board of Cosmetic Arts	56-1612969	Carolyn Woolard	733-4117
B2 PE, PN, PT	State Board of Opticians	56-1544811	Carolyn Allen	733-9321
B3 PE, PN, PT	State Board of Psychologists	56-1128241	Debbie Hartley	828-262-2258
B4 PE, PN, PT	Nursing Home Administrators	56-1448653	Jane Baker	919-571-4164
B5 PE, PN, PT	Auctioneer Licensing Board	56-1823908	Teresa Watson	981-5066
02 PA, PE, PN, PT	Administrative Office of the Courts	56-0847358	Virginia Dean	662-3092
03 PE, PN, PT	Governor's Office	56-1310675	Becky Medlin	733-7061
05 PE, PN, PT	Secretary of State	56-1611340	Bettie Pulley	733-4132
06 PE, PT	Office of the State Auditor	56-1350827	Cindy Gilliam	733-3217
08 CN, PE, PM, PT, WC	Dept of Public Instruction	56-1492826	Tina Pickett	807-3650
09 PA, PE, PI, PN, PT	Dept of Justice	56-1161525	Gwen Earp	716-6420
14 PE, PP, PT	Office of the State Controller	56-1611588	Judi Santoliquido	871-6481
16 CN, PC, PD, PE, PI, PN, PT	DEHNR	56-6000372	Jean Stone	733-1702
17 PE, PN, PT	Wildlife	73-6502734	Mindy Callaway	733-4566
18 PE, PN, PT	Dept of Juvenile Justice & Delinquency Prevention	56-2134265	Lisa Holland	733-3388X295
42 PE, PG, PM, PT, TR, WC	Dept of Corrections	56-6017634	Karlene Perry	716-3300
47 PE, PN, PT	Crime Control and Public Safety	56-6000004	Donna Cox	733-2193
60 PE, PN, PT	Board of Elections	56-1935214	Gary Bartlett	733-7173
70 PEN, PN, PT	Rules review Commission	56-1634639	Glenda Gruber	733-2721
<b>NC23 REGION</b>				
01 PE, PN, PT	General Assembly	56-6003239	Carol Starr	733-7500
04 PE, PT	Lieutenant Governor's Office	56-1648081	Samuel Jacobs	733-2650
07 PE, PT	State Treasurer	56-1545517	Jean Spencer	508-5962
1A PE, PN, PT	State Fair	56-6000732	Bill Enloe	733-2113
10 PE, PN, PT	Agriculture	56-6000732	Bill Enloe	733-2113
11 PE, PN, PT	Dept of Labor	56-1611252	Margaret Pate	733-7426
12 PE, PN, PR, PT, PW	Dept of Insurance	56-1401519	Tammie Hicks/Joan Watson	733-3352
13 HO, PE, PH, PN, PT	Dept of Administration	56-1130957	Samuel Jacobs	733-2650
2A PE, PM, PT	Disability determination services	56-1443653	Janet Pearce	715-9041 x 322
2B CN, PC, PD, PE, PI, PM, PN, PT	Division of Health Services	56-2033116	Jeanette Hill	715-5843 x 351
20 PE, PN, PT	DHR-Central	56-1636462	Celia Pait	715-9058 x 339
21 PE, PN, PT	Division of Aging	56-1669820	Janet Pearce	715-9041 x 322
22 PE, PN, PT	Division of Child Development	56-1828230	Janet Pearce	715-9041 x 322
23 PE, PN, PT	Services for the Deaf	56-1614102	Celia Pait	715-9058 x 339
24 PD, PE, PM, PN, PT, PW	Division of Social Services	56-1376506	Felicia Williams	715-8985 x 236
25 PE, PM, PT	Division of Medical Assistance	56-1250855	Felicia Williams	715-8985 x 236
26PC, PE, PG, PS, PT	Division of Blind Services	56-1232012	Felicia Williams	715-8985 x 236
27 PE, PN, PT	Division of Facility Services	56-1618223	Janet Pearce	715-9041 x 322
28 PD, PE, PM, PN, PT, PW	Division of Vocational Rehab	56-1445465	Celia Pait	715-9058 x 339
29 PE, PN, PT	Division of Youth Services	56-1622586	Janet Pearce	715-9041 x 322
3A PC, PE, PT	ARC-Black Mountain	56-1541747	Jeanette Hill	715-5843 x351
3B PC, PE, PT	ARC-Butner	56-1541747	Jeanette Hill	715-5843 X351
3C PC, PE, PT	ARC-Greenville	56-1541747	Jeanette Hill	715-5843 X351
3D PC, PE, PT	NC Special Care Center	56-1541747	Jeanette Hill	715-5843 X351
30 PE, PT	DHR-mental health	56-1541747	Jeanette Hill	715-5843 X351
31 PC, PE, PN, PT	Black Mountain Center	56-1541747	Jeanette Hill	715-5843 X351
32 PC, PE, PN, PT	Western Carolina Center	56-1541747	Jeanette Hill	715-5843 X351
33 PC, PE, PT	O'Berry Center	56-1541747	Jeanette Hill	715-5843 X351
34 PC, PE, PT	Murdoch Center	56-1541747	Jeanette Hill	715-5843 X351
35 PC, PE, PN, PT	Caswell Center	56-1541747	Jeanette Hill	715-5843 X351
36 PC, PE, PT	Dorothea Dix	56-1541747	Jeanette Hill	715-5843 X351
37 PC, PE, PT	Broughton Hospital	56-1541747	Jeanette Hill	715-5843 X351

38 PC, PE, PT	Cherry Hospital	56-1541747	Jeanette Hill	715-5843 X351
39 PC, PE, PT, PW	John Umstead Hospital	56-1541747	Jeanette Hill	715-5843 X351
41 PE, PP, PT	State Information Processing Serv	56-2032825	Minnie Hibbit	981-5333
43 PE, PN, PT	Dept of Commerce	56-1611847	Connie Johnson	715-5605
45 PE, PN, PT	Dept of Revenue	56-1611838	Van Lindley	733-7346
46 PE, PN, PT	Dept of Cultural Resources	56-6062189	Charlene Sutton	733-7847
50 PE, PN, PT	Dept of Community Colleges	56-1288079	Alice Smith	733-7051 x 205
6A PE, PT	Major Medical	56-1444693	Danielle Lowden	881-2300
67 PE, PN, PT	Office of Admin Hearings	56-1527030	Camille Winston	733-2691
87 PE, PN, PT	School of Science & Math	56-1425643	Mary Thompson	286-3366