



2007 1099 REPORTING DEADLINES AND DATES TO REMEMBER

December 3, 2007 – Monday

❑ **Statewide 1099 Training Seminar**

Registration 1:00 – 1:15 pm, Training 1:15 – 4:30 pm

At 633 17th Street Between 17th and 18th Street, on California.
(Enter on California)

In the Labor and Employment 2nd floor conference room.

Access is ONLY through the north end of the Lobby of the building as you're heading to Starbucks. Right beside the Health Partners of Colorado office, there is a short hallway to the left leading to the elevator access to the 2nd floor.

December 5, 2007 - Wednesday

❑ **1099 Reports Review Workshop 9:30-11:30 am**

State Controller's Office, 633 17th Street – 15th Floor, Conference Room 15A

December 6, 2007 - Thursday

❑ **1099 Reports Review Workshop 1:30-3:30 pm**

State Controller's Office, 633 17th Street – 15th Floor, Conference Room 15A

December 7, 2007 - Friday

❑ **1099 Reports Review Workshop 1:30-3:30 pm**

State Controller's Office, 633 17th Street – 15th Floor, Conference Room 15A

December 24, 2007 - Monday

❑ **Agency deadline to send VEND changes** to SCO to guarantee the changes are included on the T9902 reports that print on 12/31/07

❑ **Agency deadline to send warrant cancellation and reissue requests** to SCO to guarantee that 1099 income for 2007 is credited and reported on the T9902 reports that print on 12/31/07

December 28, 2007 - Friday

❑ **Agency deadline to enter PV, JV transactions, and SCO deadline to enter CX transactions** to guarantee general ledger entries are picked up on Forms 1099. PV and JV Transactions must show as SCHED on SUSF on Friday 12/28/07 to affect 2007 income

December 31, 2007 - Monday

❑ **COFRS PV, JV and CX transactions** must show ACCPT status on SUSF (call SCO for immediate updates if necessary)

January 2, 2008 - Wednesday

❑ First day the COFRS 1099 Table is populated and available for changes

January 25, 2008 - Friday

❑ **Last day to change 99TX, 1099, VEND, AD99** [the forms are printed after the COFRS nightly cycle]

January 31, 2008 - Thursday

❑ Forms 1099 must be postmarked and mailed