QSS Customer Education

Welcome to the
QSS/OASIS W2/1099 Seminar

The **QSS/OASIS W2/1099** seminar will present the information required for W2 and 1099 reporting for tax year 2014.

When is it?

Thursday, **December 4, 2014**, from **9:00 am** to **4:00 pm** (Pacific)

Who might be interested?

Accounts Payable staff, Payroll staff, Chief Business officials, and Technical Support staff

Why attend?

The **QSS/OASIS W2/1099** seminar covers:

The **morning session** (9:00 am - 12:30 pm) of the QSS/OASIS W2/1099 seminar covers:
- A review of tax year 2014 changes in W2 reporting requirements
- Maintaining program options and control files for W2 processing
- Preparing employee pay history records for W2 reporting
- Updating employee W2 data from APY payment transactions
- Extracting and merging all employee W2-related information
- Managing manual updates to employee W2 data
- Producing W2 forms and electronic submission files

The **afternoon session** (1:30 pm - 4:00 pm) of the QSS/OASIS W2/1099 seminar covers**:**
- A review of tax year 2014 changes in 1099 reporting requirements
- Maintaining control files for 1099 processing
- Analyzing vendor payments for 1099 inclusion or exclusion
- Managing manual updates to 1099 vendor data
- Extracting, merging, and filtering vendor and transactions for 1099 reporting
- Producing 1099 forms and electronic submission files

What does it cost to attend?

- **$250** for each participant attending the seminar.

How to register?

- Complete the registration form included with this flyer and return it to *QSS* <u>no later than November 27, 2014</u>.
- Include with the registration form a PO or check for **$250** for each participant attending the seminar.

Where's the seminar?

Sacramento COE - 10474 Mather Boulevard - Mather, CA 95655
Contact: **Marie Wagnon -- 916.228.2343**

Please complete the registration form included with this flyer.