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** **no later than November 27, 2014**.
- 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.

Registration Form
QSS/OASIS W2/1099 Seminar
Thursday, December 4, 2014 from 9:00 am to 4:00 pm

Please register the following people from my organization for the **QSS/OASIS W2/1099** seminar at Sacramento COE, on **Thursday, December 4, 2014** from **9:00 am** to **4:00 pm**.

Organization Name _____

Persons attending: (Please list name and title for each person attending.)

_____Title_____

_____Title_____

_____Title_____

Contact Name _____Telephone # _____

Contact Email Address _____
 (Provide the email address *QSS* will use to confirm the registration form and PO or check were received.)

Required: Purchase Order # _____   or   Enclosed Check # _____

1. Three (3) persons per customer may register for this **QSS** seminar. If more than 3 want to participate, please list the additional names below. You will be notified on or after Friday, November 28, 2014, if any vacancies occur.
2. Cost is **$250.00 per person** to attend.
3. You may substitute others in place of the listed individuals if a listed person is unable to attend. **No refunds** will be made for cancellations received **after Thursday, November 27, 2014**.
4. Your purchase order number or check **must** accompany this registration form to reserve seats for the seminar. The **purchase order** or **check** **must** **be received** by **QSS on or before Thursday, November 27, 2014**. Otherwise seats will be released.
5. If this seminar is cancelled due to low registration, **QSS** will notify registered participants on Friday, November 28, 2014.

If you have any questions, contact **Yolanda De La Paz** at **650.598.9500, ext. 600**.

Please **fax** your **completed registration form** to *QSS* at **888.601.3786**, or **mail** your **completed registration** and **PO or check**. Please indicate the **name and date of the webinar on your check**, payable to **Quintessential School Systems** at the following address:

Quintessential School Systems
867 American Street, 2nd Floor
San Carlos, CA 94070

Additional Person(s): List the **name and title** of any additional person(s) you would like to attend the seminar, if seats are available. You will be notified by Friday, November 28, 2014.

Name and title: Name and title:

_____   _____

NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to don@qss.com.