

# QSS Customer Education



## Welcome to the **QSS-sponsored** QSS/OASIS W2/1099 Seminar

The **QSS/OASIS W2/1099** seminar will present the information required for W2 and 1099 reporting for tax year 2016.

### **When is it?**

Tuesday, **December 6, 2016**, 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 2016 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 2016 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 29, 2016.**
- Include with the registration form a PO or check for **\$250** for each participant attending the seminar.

**Where's the seminar? Sacramento COE**

**New SCOE Conference Center Room Y**

**3661 Whitehead Street, Suite 100**

**Mather, CA 95655**

Contact: **Marie Wagon -- 916.228.2343**

**Please complete the registration form included with this flyer.**