

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 12.17	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS: NONE	
CHAPTER: 12 CENTRAL BUSINESS OFFICE	SUBJECT: 1099 REPORTING	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:	 6/29/15	
APPROVED FOR PUBLIC RELEASE:		

- I. **AUTHORITY:** 29 *Del. C.* § 8903 (4)(5)(7)
- II. **PURPOSE:** To establish procedures for annual 1099 reporting.
- III. **APPLICABILITY:** All Department budget units.
- IV. **POLICY:** The Central Business Office (CBO) will maintain internal procedures to ensure that the Department complies with all requirements of the Division of Accounting (DOA) relative to annual 1099 reporting.
- V. **PROCEDURES:** The DOA distributes the process for the annual 1099 reporting each year to State agencies. DOA provides instructions, deadlines and required format for the submission of 1099 reportable payments. Using the provided guidance, CBO will develop the necessary procedures and internal Department deadlines, and distribute to budget units to ensure proper and timely completion of the annual 1099 report.

CBO reviews the 1099 reportable payments submitted by the budget units to ensure that information submitted is complete and accurate prior to submission to the DOA.