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**Riverside County
Board of Education**

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DATE: November 4, 2009

TO: Accounting Managers
K-12 School Districts, Community Colleges,
RSCS, SRA, RCOE

FROM: Lisa Coleman, Coordinator
District Fiscal Services
Division of Administration and Business Services
(951) 826-2341 / FAX [951] 826-4457

SUBJECT: 1099 Report Concepts Workshop

ACTION: **Complete On-line Registration before November 20, 2009**

District Fiscal Services will be hosting its annual 1099 Reporting Concepts Workshop.

There are two dates and locations being offered:

December 3, 2009

Riverside County Office of Education
Indio Conference Center
47-336 Oasis Street Indio, CA 92201
9:00 a.m. – 12:00 p.m.

December 10, 2009

Riverside County Office of Education
Riverside Office- Conference Office
3958 Twelfth Street, Riverside, CA 92502
9:00 a.m. – 12:00 p.m.

The purpose of the 1099 Workshop is to review the 1099 year-end processes and procedures. Some of the topics that will be discussed are the 1099 Processing Calendar, IRS guidelines, using Galaxy for accurate 1099 reporting, vendor file maintenance and independent contractor reporting.

We have implemented online registration for all of our workshops. Please refer to the following website for more information and to register for the workshop:

http://rcoe.k12oms.org/index.php?curr_month=12&curr_year=2009

Registration will close on **November 20, 2009**. Only registrations submitted online through our website will be accepted.

If you have any questions, please contact your designated fiscal services coordinator.

LC/mh

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