



## W2/1099 for Tax Year 2017 – sponsored by Harris School Solutions

### QSS/OASIS Customer Education

#### Summary

The W2/1099 for Tax Year 2017 seminar will present the information required for W2 and 1099 reporting for tax year 2017:

- Producing W2 & 1099 forms and electronic submission files
- Reviewing tax year 2017 changes in W2 & 1099 reporting requirements
- Maintaining W2 program options and W2 & 1099 control files
- Preparing employee pay history records for W2 reporting
- Updating employee W2 data from APY payment transactions
- Analyzing vendor payments for 1099 inclusion or exclusion
- Extracting and merging all employee W2-related information
- Extracting, merging, and filtering vendor transactions for 1099 reporting
- Managing manual updates to employee W2 data and 1099 vendor data

#### When and Where

- Wednesday, November 29, 2017 from 9:00am to 4:00pm (Pacific). Presenter: Don Hemwall.
  - Morning (9:00am-12:30pm) - W2 Reporting; Afternoon (1:30pm-4:00pm) - 1099 Reporting
- **Sacramento County Office of Education, Conference Center Room W, 3661 Whitehead Street, Suite 100, Mather, CA 95655.**
- Contact Marie Wagon at 916-228-2343 with questions about the Sacramento, CA area.

#### Intended Audience

Accounts Payable staff; Payroll staff; Chief Business Officials; Technical Support staff; other staff involved in the preparation and production of W2's and 1099's for tax year 2017.

#### Cost

- **\$250** per participant

#### Registration and Payment

- Complete the registration form included with this flyer and **email** it on or before the registration deadline (**Wednesday, November 24, 2017**) to: [MSmith5@HarrisComputer.com](mailto:MSmith5@HarrisComputer.com). Registrations accepted on a first-come, first served basis. **COE's should use one form for all registrants under their jurisdiction.** Last-minute substitutions permitted. **No refunds made for cancellations.**
- Refer to the enclosed Registration form for payment instructions.
  - **Email** a Purchase Order made out to Harris School Solutions, 2540 Warren Drive, Suite A, Rocklin, CA 95677) to [MSmith5@HarrisComputer.com](mailto:MSmith5@HarrisComputer.com) **\*OR\*** **mail one check** (payable to **Harris School Solutions**) to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484.**
  - **Before mailing, write the name and date of the seminar on your check, and e-mail scanned copies of the check and registration form to: MSmith5@HarrisComputer.com.**

For more information

[MSmith5@HarrisComputer.com](mailto:MSmith5@HarrisComputer.com) | 1.520.917.1394, x61370

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# Registration Form – W2/1099 for Tax Year 2017 Seminar

QSS/OASIS Customer Education

Register the following people for the **W2/1099 for Tax Year 2017** seminar at **Sacramento County Office of Education** on **Wednesday, November 29, 2017** from **9:00 am to 4:00 pm**. COE's should use one form for all registrants under their jurisdiction.

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone w/Ext.: ( \_\_\_\_\_ ) \_\_\_\_\_ Contact Email: \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Standby Registrations:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

- Purchase Order No. \_\_\_\_\_ **\*OR\*** Check No. \_\_\_\_\_ must be supplied by the registration deadline (**Wednesday, November 24, 2017**) to reserve seats.
- Registrations are initially limited to 3 participants per customer. Standby registrations taken on a space-available basis. Include registration fees for standby registrants in your PO or check.
- Complete this registration form and **email** it on or before the registration deadline (**Wednesday, November 24, 2017**) to: [MSmith5@HarrisComputer.com](mailto:MSmith5@HarrisComputer.com). Registrations accepted on a first-come, first served basis. Last-minute substitutions permitted. **No refunds made for cancellations.**
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- If you have any registration questions, please contact Mike Smith at [MSmith5@HarrisComputer.com](mailto:MSmith5@HarrisComputer.com).

If you have specific topics or questions you want addressed at this seminar, email them in advance to Don Hemwall at [DHemwall@HarrisComputer.com](mailto:DHemwall@HarrisComputer.com).

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