

September 8, 2011

QSS/OASIS Annual W2/1099 Workshop

To: Information Systems Department
Payroll Department
Accounts Payable Department
(Please copy and distribute this notice as appropriate)

From: *Quintessential School Systems*

On **Friday, December 9, 2011**, from 9:00 a.m. to 4:00 p.m., **QSS** will present its annual one-day **QSS/OASIS W2/1099 Workshop** at the offices of Sacramento County Office of Education in Sacramento, California. This seminar will incorporate the latest version of QSS Control Center (QCC), the graphical user interface (GUI) version QSS/OASIS.

The morning session from 9:00 AM until 12:30 PM will address the following topics:

- Recent changes in W2 reporting requirements
- How to set program options and control files for W2 processing
- How to prepare and audit employee pay history records for W2 reporting
- How to include items paid through APY on employee W2's
- How to extract and merge all employee W2-related information
- How to make last minute changes to employee W2's
- How to produce the W2 forms and submission files

The afternoon session from 1:30 until 4:00 PM will address the following topics:

- Recent changes in 1099 reporting requirements
- How to set control files for 1099 processing
- How to analyze vendor payments for 1099 inclusion or exclusion
- How to make 1099-related changes to vendor payment records
- How to extract, merge, and filter all 1099-related information
- How to produce the 1099 forms and submission files

If you wish to participate in this seminar, please respond with a completed registration form (printed on the reverse side of this page) **and purchase order (\$250 per person) no later than Thursday, November 17, 2011**. Thank you.

→ See <http://www.scoe.net/about/maps/index.html> for a map to Sacramento COE

QSS W2/1099 Annual Workshop — Registration Form

Please pre-register the following individuals from my organization for the **QSS W2/1099 Annual Workshop** to be held at the offices of Sacramento COE, on **Friday, December 9, 2011** from 9:00 a.m. to 4:00 p.m.

Organization Name: _____

Your Name: _____

Telephone #: _____ Purchase Order #: _____ **(REQUIRED)**

E-mail address: _____ **(required for registration confirmation, which will be sent upon receipt of this form and your approved purchase order)**

QSS W2/1099 Annual Workshop — Friday, December 9, 2011

Individuals attending: _____
(Please list name and title for each person) _____

1. Three individuals per customer may pre-register for this seminar. If you have more than three people who would like to participate, please list their names below. You will be notified on or after Friday, November 18, 2011 if there are any vacancies.
2. Cost is **\$250.00 per individual** attending the seminar.
3. You may substitute staff if any of the individuals listed here cannot attend. No refunds will be made for cancellations received after Thursday, November 17, 2011.
4. Your purchase order number **must** accompany this registration form to reserve your seats for this seminar. The purchase order must be received by QSS by Thursday, November 17, 2011 or your seats will be released.
5. If this seminar is cancelled due to low registration, **QSS** will notify pre-registered participants on Friday, November 18, 2011. **QSS** recommends that you not make non-refundable travel arrangements for this seminar prior to that date. You may check the status of any seminar at any time at:
http://www.qss.com/index.php?option=com_content&view=article&id=69&Itemid=1.
6. 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**.

Additional individuals who would like to attend this seminar if there are still seats available on or after Friday, November 18, 2011 (please list name and title for each person):

NOTE: If you have any particular topics or questions you would like the QSS presenter to address during this seminar, please e-mail them in advance to Don@QSS.com.
