

# QSS Customer Education



## Welcome to the QSS/OASIS W2/1099 Seminar

The **QSS/OASIS W2/1099** seminar will present the information required for W2 and 1099 reporting for tax year 2015.

### ***When is it?***

Tuesday, **December 8, 2015**, 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 2015 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 2015 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 December 1, 2015.**
- Include with the registration form a PO or check for **\$250** for each participant attending the seminar.

### ***Where's the seminar?***

Sacramento COE - 10474 Mather Boulevard - Mather, CA 95655  
Contact: **Marie Wagnon** -- **916.228.2343**

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

**Registration Form**  
**QSS/OASIS W2/1099 Seminar**  
**Tuesday, December 8, 2015 from 9:00 am to 4:00 pm**

Please register the following people from my organization for the **QSS/OASIS W2/1099** seminar at Sacramento COE, on **Tuesday, December 8, 2015** from **9:00 am to 4:00 pm**.

Organization Name \_\_\_\_\_

**Persons attending:** (Please list name and title for each person attending.)

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Contact Email Address \_\_\_\_\_  
(Provide the email address QSS will use to confirm the registration form and PO or check were received.)

**Required:** Purchase Order # \_\_\_\_\_ or Enclosed Check # \_\_\_\_\_

1. Three (3) persons per customer may register for this **QSS** seminar. If more than 3 want to participate, please list the additional names below. You will be notified on or after Wednesday, December 2, 2015, if any vacancies occur.
2. Cost is **\$250.00 per person** to attend.
3. You may substitute others in place of the listed individuals if a listed person is unable to attend. **No refunds** will be made for cancellations received **after Tuesday, December 1, 2015**.
4. Your purchase order number or check **must** accompany this registration form to reserve seats for the seminar. The **purchase order** or **check must be received by QSS on or before Tuesday, December 1, 2015**. Otherwise seats will be released.
5. If this seminar is cancelled due to low registration, **QSS** will notify registered participants on Wednesday, December 2, 2015.

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**, or **mail** your **completed registration** and **PO or check**. Please indicate the **name and date of the webinar on your check**, payable to **Quintessential School Systems** at the following address:

**Quintessential School Systems**  
**867 American Street, 2nd Floor**  
**San Carlos, CA 94070**

**Additional Person(s):** List the **name and title** of any additional person(s) you would like to attend the seminar, if seats are available. You will be notified by Wednesday, December 2, 2015.

Name and title: \_\_\_\_\_

Name and title: \_\_\_\_\_

**NOTE:** If you have particular topics or questions you want addressed at this seminar, please email them in advance to [don@qss.com](mailto:don@qss.com).