

Financial Service Co-Op V: Process 1099s

Contract Description:

DESCRIPTION:

To perform business office functions according to the terms listed in the service options below:

Prepare, balance, process and upload 1099s to the Information Returns Intake System (IRIS) secure website

Region 15 will perform the business office procedures as outlined below in an accurate and timely manner as prescribed by the Texas Education Agency (TEA) regulations. Accounting records will be maintained at Region 15 and shall be accessible to the District administration at all times during regular business hours. The following services will be provided based on the District's needs:

REGION 15 RESPONSIBILITIES:

Region 15 will be responsible for the following duties based on information that the district has input during the school year:

- Utilize the Ascender Finance software system
- Prepare, process, review and balance 1099s in a timely manner
- Send 1099 reports to district for review and final approval by the Business Manager
- Once approved by district, Region 15 will complete the 1099 process and upload file to the IRIS secure website by the due date
- Upload final/approved 1099s onto the Region 15 secure FTP site