

## **OFM & IRS Due Dates**

1. Throughout the calendar year, beginning April 1	Review and correct monthly 1099 records. Agencies can begin loading their 1099 data into Account Ability through the import process.
2. When access to new year Account Ability is available	Review 1099 Agency Profiles for accuracy before 1099's are printed (The 1099-MISC forms will only display the phone number, names and extensions will not be shown). Notify OFM of any discrepancy: Support@WaTech.wa.gov.
3. December 2019	Account Ability upgrades to 2019 IRS 1099-MISC forms.
4. Dec. 31, 2019	The tax year reporting cycle ends.
5. January 3, 2020	Due Date for Agencies to have all imports into Account Ability.
6. Jan. 4 - 8, 2020	WaTech uploads 1099-misc to Secure File Transfer (SFT) location and DES Print & mail the IRS 1099-MISC forms. <b>AGENCIES WILL NOT BE ABLE TO WORK IN ACCOUNT ABILITY UNTIL January 14, 2019.</b>
7. Jan. 9 - 10, 2020	OFM perform 1099-MISC TIN matching and notify Agencies with TIN mismatches.
8. Jan. 13 – 24, 2020	Agencies will have this time to make corrections to 1099-MISC's before submission to the IRS.
9. January 24, 2020	Agencies finalize all updates into Account Ability in preparation for IRS electronic filing.
10. January 25, 2020	OFM will prepare the IRS 1099-MISC forms for submission to the IRS through the electronic filing process. <b>AGENCIES WILL NOT BE ABLE TO WORK IN ACCOUNT ABILITY.</b>
11. Jan. 31, 2020	Due date for issuing 1099-MISC forms to recipients.
12. Jan. 31, 2020	Due date for filing electronically to the IRS.