



**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
FORM 1099 REPORT FROM DISTRICT UNION BANK AND OTHER COMMERCIAL BANK ACCOUNTS  
PAYER'S FEDERAL ID NUMBER: 95-2644299**

**JANUARY 1 THRU DECEMBER 31, 2008**

**CKID/BANK NO:** \_\_\_\_\_

**FUND NAME:** \_\_\_\_\_

**BANK NAME:** \_\_\_\_\_

**BANK ACCT NO:** \_\_\_\_\_

**CAMPUS/DEPT:** \_\_\_\_\_

**CUSTODIAN:** \_\_\_\_\_

**PHONE NO:** \_\_\_\_\_

CKID BANK NO	RCF REIMB NO (1)	CHECK NO	CK DATE (2) MM/DD/YY 00*/00*/00	PAYEE NAME (LAST NAME, FIRST NAME + MIDDLE INITIAL)	STREET ADDRESS (STREET ADDRESS INCLUDING APT OR STE NO, CITY, STATE + ZIP CODE) (DO NOT USE PO BOX)	TAXPAYER ID NO (FEIN:00-0000000) (SSN:00-00-00000)	AMOUNT PAID	MONTHLY OR REIMB. TOTAL	CF 1099 CODE	PARTICULARS/DESCRIPTION OF PAYMENT (THIS COLUMN IS NOW REQUIRED)	
				as an employee or an independent contractor). (Also check HRIS/Payroll to see if the payee has a concurrent employee assignment).	R7 - RCF Mid City Center R9 - RCF Cesar Chavez Center RM - RCF Military Miss RP - RCF NATIC Pensacola SH - Homes Savings of America SM - Mission Federal CU Savin T1 - City Fiduciary Trust Acc T5 - Miramar Fiduciary Trust WC - Workers Comp Union Accou WT - A/P Wire Transfer XF - Food Service Transfer Acc T7 - CE Fiduciary Fund (President's Discretionary Fund) C3 - RCF Miramar Cocurricular EX - CE Expendable	R8 - RCF West City Center RC - RCF NTTC Correy St RN - RCF NTC Mil Food Prg S2 - Student Representation M SI - Self Ins Flex Acct SU - Union Bank Savings T3 - Mesa Fiduciary Trust Acco T6 - ECC Fiduciary Trust Accou WF - Wells Fargo Savings Acco XB - Bookstore Transfer Accou XT - Union District Transfer			processed through the District Payroll Dept. (Coaches, officers & employees of student organizations, clerical staff, counselors, psychologists, etc.) Certain types of payees for services rendered have been determined to be regular District commercial vendors whose payments should be processed via District Purchase Orders. (Consult with District Purchasing Dept)		
				(1) For Revolving Cash Funds & Cocurricular RCFs only. Enter a numeric character for the Fiscal Year and Reimbursement Number. Example: For the 7th reimbursement in FY2001, enter 0107. For the 1st reimbursement in FY2002, Enter 0201.						<b>TAXPAYER ID NUMBER:</b> The default format for Taxpayer ID Number is the payee's social security number. Just type in the 9-digit number without the "dashes" for data entry. If the payee uses an FEIN, please reformat the data as 00*-0000000 using Custom formatting.	
				(2) Check Date Field is formatted as 00*/00*/00. Example: Enter January 1, 2001 as 010101 and it should come out as 01/01/01.						<b>1099 CODES (DATATEL Colleague-CF):</b> RNT - Rents ROY - Royalties OTI - Prizes & awards, (no service rendered) MED - Medical & healthcare payments (Doctors, clinics, hospitals, dentists, etc.) GPA - Attorney's fees - (Legal settlements - gross payment to attorneys & plaintiffs) NOC - Non-employee compensation (services) (Professional fees, stipends, allowances, repair services, any type of income for services rendered <b>NOT</b> as an employee).	
				<b><u>SORT ORDER &amp; SUBTOTALS for 1099LOG:</u></b> Revolving Cash Funds & Co-curricular RCFs: 1. By Reimb No. (Enter Subtotals for Reimb No.) 2. By Check Number  All Other Bank Accounts: 1. By Check Date (Enter Sub-totals by month) 2. By Check Number						<b>COLUMNS, ROWS &amp; MARGINS:</b> ROW WIDTH 12.75 TOP MARGIN 0.50 HEADER 0.20 LEFT 0.20 RIGHT 0.20 BOTTOM 0.50 FOOTER 0.20	
				<b><u>SORT ORDER &amp; SUBTOTALS for 1099SORT:</u></b> 1. By Payee Name (Enter Sub-totals) 2. By Check Number 3. By Check Date  The 1099SORT worksheet must be updated for each month or for each RCF reimbursement to determine if a Form W-9 is required from the payee; i.e., when the cumulative total payments to that payee reaches <u>\$600 or over</u> .						<b>COLUMN WIDTHS (SEE BELOW)</b>	
				<b><u>VERY VERY IMPORTANT:</u></b> PLEASE DO NOT CHANGE THE SIZE AND FORMAT OF THIS REPORT. USE ARIAL FONT SIZE 8 UPPER CASE ONLY.  ALL 1099 REPORTS ARE COMBINED INTO ONE LARGE EXCEL WORKSHEET AT THE END OF THE YEAR.							
				<b>PAGE SET UP: PRINT IN LANDSCAPE AND SCALE DOWN TO 70% OF ITS NORMAL SIZE.</b>							
3.29	5.00	5.43	7.00	23.00	51.00	3.0	11.29	8.57	8.57	3.86	50.00
A	B	C	D	E	F	G	H	I	J	K	L