



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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March 24, 2004

MEMORANDUM OSRAP 04-26

To: Fiscal Officers
All ISIS Agencies

From: Afranie Adomako, CPA
Director

Subject: Calendar Year 2003 1099 Corrections due by March 30, 2004

OSRAP Memo 04-20 dated December 18, 2003 instructed agencies to verify the data to be reported in the 1099 forms for calendar year 2003. The data is in the ISIS 4G01 (1099 Turnaround Report) and the ISIS 4G02 (1099 Adjusting Transactions by Vendor Report) reports dated January 8, 2004. The 1099 tables were closed on January 16, 2004 and the 1099's were issued January 19, 2004.

Based on their review of the 4G01 and 4G02 reports, some agencies have submitted corrections to OSRAP since January 16, 2004 and we have reprocessed those 1099s.

This is a reminder to agencies to ensure the 4G01 and 4G02 reports are correct. The reports are available in the "Current Reports" section in BUNDL. OSRAP's final transmission of 1099's to the IRS for calendar year 2003 will be on March 31, 2004. Any corrections after that date will have to be filed as amendments and may be subject to penalties.

1099 corrections sent to OSRAP through March 22, 2004 do not have to be sent to us again.

Please e-mail any remaining corrections to James Lodge at James.Lodge@la.gov by the close of business March 30, 2004.

If you have any questions concerning this memorandum, please call the OSRAP Help Desk at (225) 342-1097. Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/index.htm>.

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