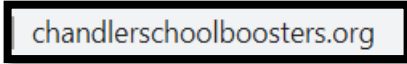


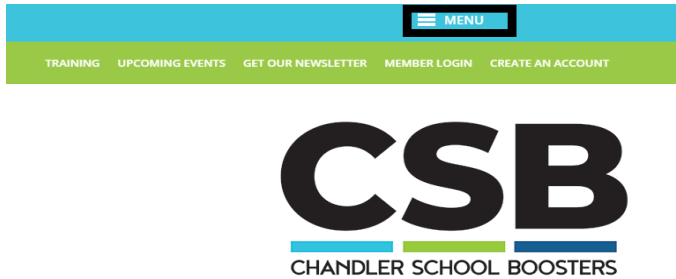
CSB Instructions for Form 1099 Template

CSB will be issuing 1099s to vendors for the following: rentals (bounce house, lights, equipment, etc.), services (face painting, choreography, etc.) and prizes and awards. Please provide this information regardless of the total amount spent on each vendor. The information is required for aggregate calculations by CSB Administration.

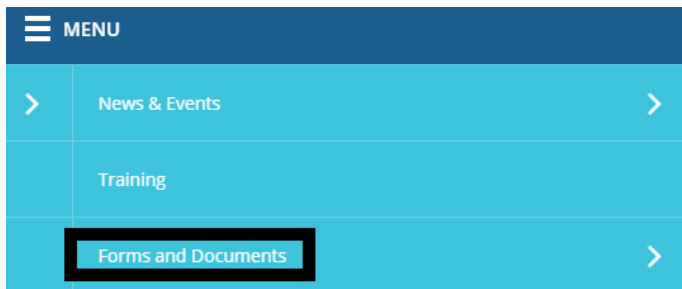
1. Go to Chandler School Booster website: chandlerschoolboosters.org



2. Once at the home page, click on **MENU** at the top of the page to access the menu options



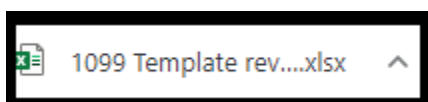
3. On the Menu screen, select **Forms and Documents**



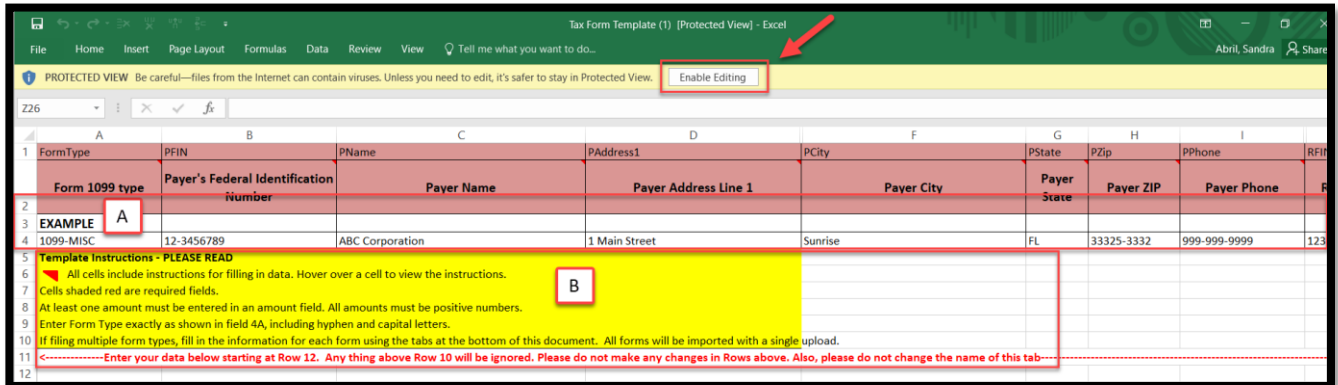
4. On the left side of the screen, select **1099 Instructions** to view or download instructions for completing the 1099 template. Select **1099 Template** to download the template and begin entering the required information.



5. The **1099 Template** will appear in the lower left corner of the screen. Double click to open the template.



6. Once the template opens up, click on Enable Editing to begin entering data into the tab **1099**.
 - A. Row 4 is an EXAMPLE row-*Please follow the EXAMPLE information when entering the required data*
 - B. Instructions are highlighted in yellow- *Please read the instructions before entering the required data*
 - C. **IMPORTANT INFORMATION-** *Columns A thru H will be AUTOFILLED by CSB Administrator.*



7. Use IRS Form W-9 obtained from the vendor/recipient to enter the required data into the spreadsheet.
 - 1) Use the information in **Part I-Taxpayer Identification Number** for **COLUMN K**
 - 2) Use the information in **LINE 1** for **COLUMNS L and M**
 - 3) Use the information in **LINE 5** for **COLUMNS N and O**
 - 4) Use the information in **LINE 6** for **COLUMNS P, Q, R and S**
 - 5) Amount paid for **Rentals (bounce houses, lights, equipment, etc.)** in **COLUMN Y**; if no amount enter \$0
 - 6) Amount paid for **Prizes & Awards** in **COLUMN AA**; if no amount enter \$0
 - 7) Amount paid for **Services (face painting, choreographers, etc.)** in **COLUMN AB**; if no amount enter \$0
 - 8) Enter a description of the expenditure in **COLUMN AC**