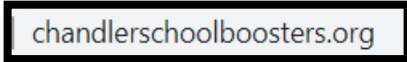


CSB Instructions for Form 1099 Template

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.

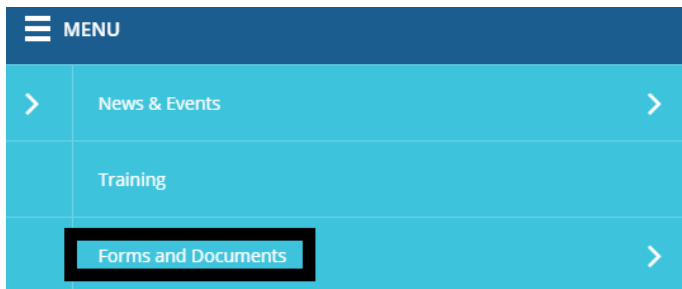
1. Go to Chandler School Booster website: chandlerschoolboosters.org



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. Choose Tax Information from the Forms and Documents sub-menu

Forms and Documents

General Forms

Tax Information

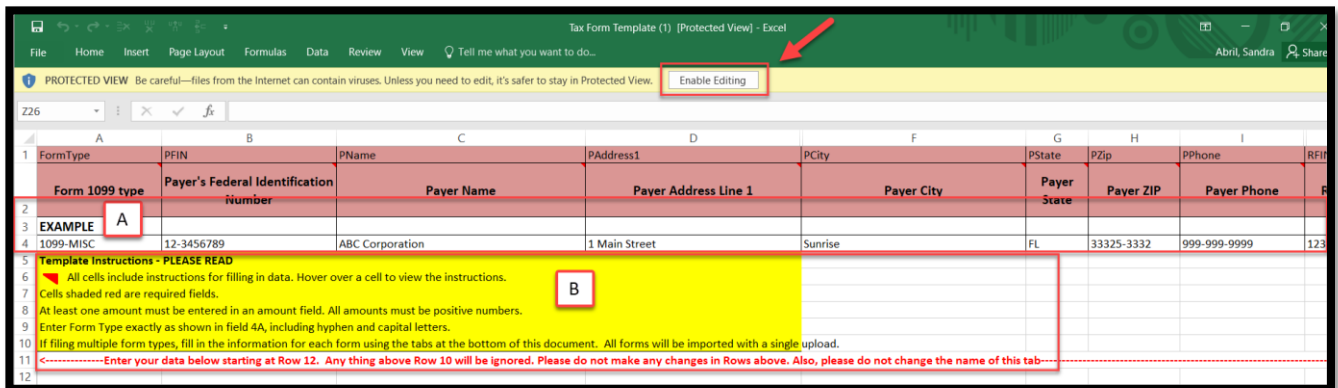
Centralized Accounting

CUSD Guidelines

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



6. Once the template opens up, click on Enable Editing to begin entering data into the tab **1099**.
- Row 4 is an EXAMPLE row-*Please follow the EXAMPLE information when entering the required data*
 - Instructions are highlighted in yellow- *Please read the instructions before entering the required data*
 - 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.
- Use the information in **Part I-Taxpayer Identification Number** for **COLUMN K**
 - Use the information in **LINE 1** for **COLUMNS L and M**
 - Use the information in **LINE 5** for **COLUMNS N and O**
 - Use the information in **LINE 6** for **COLUMNS P, Q, R and S**
 - Amount paid for **Rentals (bounce houses, lights, equipment, etc.)** in **COLUMN Y**; If no amount enter **\$0**
 - Amount paid for **Prizes & Awards** in **COLUMN AA**; If no amount enter **\$0**
 - Amount paid for **Services (face painting, choreographers, etc.)** in **COLUMN AB**; If no amount enter **\$0**
 - Enter a description of the expenditure in **COLUMN AC**
8. **IMPORTANT:** You must submit the W-9 forms for each vendor to the CSB with your completed template.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Use for Columns L and M

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions. Use for Columns N and O

Requester's name and address (optional)

6 City, state, and ZIP code Use for Columns P, Q and S

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN) Use for Column K

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
			-				-				
or											
Employer identification number											
		-									