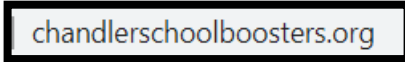


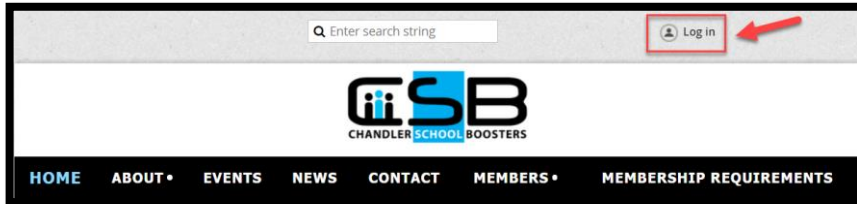
CSB Log In and Tax Information/Form 1099

CSB will be issuing 1099s to vendors for the following: rentals (bounce house, lights face painters, etc.), services (cleaning, clerical, 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.

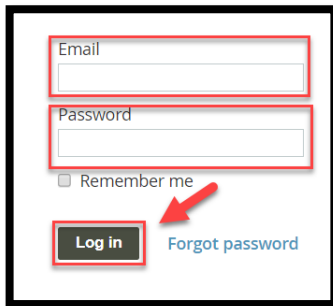
1. Go to Chandler School Booster website via the login: <http://chandlerschoolboosters.org/>



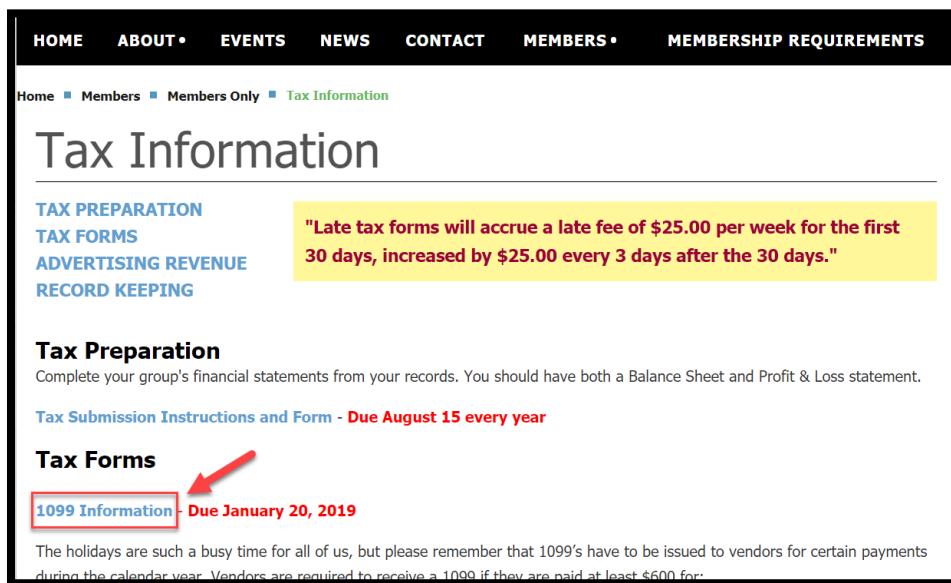
2. Once at the Landing Page, *CLICK* on **Log in** to access the login page.



3. Enter *E-mail Address and *Password, then *CLICK* **Log in**.



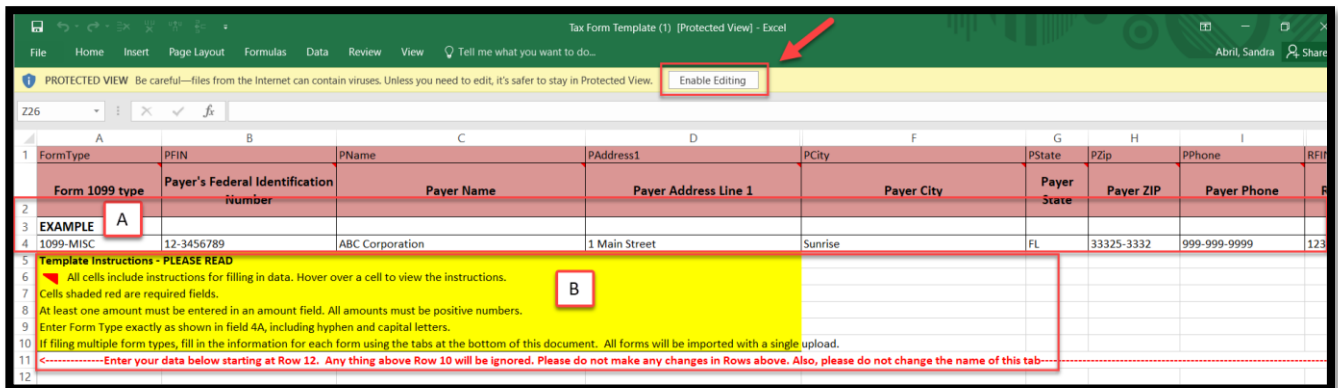
4. Once logged in, you will be redirected back to the Landing Page. Go to **Members>Members Only>Tax Information**
 - 1) *CLICK* on **1099 Information** to download the *Tax Form Template*



5. The *Tax Form 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-MISC**.
 - A. Row 4 is an **EXAMPLE** row-*Please follow the EXAMPLE information when entering the required data*
 - a. Columns
 - 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, face painters, etc.)** in **COLUMN Y**
 - i. **If no amount enter ZERO**
 - 6) Amount paid for **Services (cleaning, clerical, etc.) and Prizes & Awards** in **COLUMN AA**
 - i. **If no amount enter ZERO**