



COMMONWEALTH of VIRGINIA

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COMPTROLLER

Office of the Comptroller

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March 10, 2010

MEMORANDUM

TO: Fiscal Officers of State Agencies and Institutions
Attention: Supervisors of Accounts Payable, Student Aid Accounting, Student Affairs, and Student Financial Services

FROM: Robert D. Eddleton, Assistant Director, Financial Reporting

SUBJECT: Calendar Year/Tax Year 2009 Information Returns Compliance Survey

This memorandum solicits your support in completing the attached survey. Please forward to the persons responsible for the preparation of IRS Forms 1099, W-2G (not W-2), 1042-S and the 1098-T. Please complete the attached electronic survey and return it as an e-mail attachment to 1099@doa.virginia.gov by Tuesday, March 30, 2010. Also see the instructions for completion of the survey. Please note that the survey includes a new worksheet, Part 6 - Additional Questions. The results of the Part 6 questions will be used to facilitate the development of new statewide vendor identification and registration standards.

Survey results will be compared with the results from last year, and used to identify statewide compliance issues. A summary of the results will be published in the March 31, 2010 edition of the **Comptroller's Report on Statewide Financial Management and Compliance** (*the Quarterly Report*).

Please respond timely and provide all necessary information or your agency may be cited for the missing information in *the Quarterly Report*. If you have questions, or need additional time to complete the survey, please contact Nick Whitby at (804) 371-7808.

RDE/nw
Attachments