

# Instructions for Completing DOA Information Returns Compliance Survey for CY 2012

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**Purpose** This survey is used to accumulate the IRS Information Return data for inclusion in the Comptroller's Report on Statewide Financial Management and Compliance (Quarterly Report) for March 31, 2013.

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**Applicable Agencies/  
Institutions** All agencies/institutions that are required to process IRS Information Returns.

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**Due Date** **March 21, 2013**

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**Questions?** Please direct all questions regarding this attachment to:

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P. O. Box 1971  
Richmond, VA 23218-1971  
E-Mail Address: [penny.williams@doa.virginia.gov](mailto:penny.williams@doa.virginia.gov)

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**Submission requirements** Contact DOA if the agency has any problems with the electronic survey file. The 2012 survey file is an Excel file named SVY1099 2012.xls.

**After downloading the SVY10992012 file, rename the Excel file using the agency number followed by SVY10992012.** For example, Agency 151 should rename its 2012 Survey file as 151SVY10992012.xls. This facilitates prompt filing of the surveys as they are submitted to DOA.

**Submit the completed Excel workbook electronically to**  
[1099@doa.virginia.gov](mailto:1099@doa.virginia.gov).

### **Do not submit paper copies of the Excel workbook.**

The SVY1099 2012 workbook contains 5 individual spreadsheets. These are:

- **PART 1 – GENERAL,**
  - **PART 2 – ARS,**
  - **PART 3 – FINDS,**
  - **PART 4 – TRAINING, and**
  - **PART 5 – FORM TYPES FILED**
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## Completing Parts 1 through 4

**General note for all tabs:** Information may only be keyed in the yellow highlighted cells: Use the drop-down menu items whenever available.

First, complete the agency and contact information at the top of the **Part 1 – General** tab. This information is linked to the other tabs and will automatically populate the appropriate fields in the other tabs.

Click on the drop-down arrow in the “Control Agency” column on each individual tab. Scroll to the appropriate agency number and click on it. Most agencies and control agencies are the same; however, there are some agencies (e.g., Behavioral Health and Developmental Services, Corrections) that control numerous other agencies. Performing this step will allow only the applicable agency or agencies to display. All other agencies will be hidden by Excel. Leave the applicable control agency displayed on each tab - do not return the list to show all agencies.

Use the drop-down boxes to answer Yes, or No to each question. If directed to do so, complete the information required at the bottom of each column. If it is necessary to key more than one agency within a yellow box, be sure to enter a space BETWEEN each agency number so the information wraps within the box.

**Note 1: Part 2 – ARS** should be completed ONLY by those agencies / institutions that participate in DOA's 1099 Adjustment and Reporting System (ARS). The ARS is described in CAPP Topic No. 70805.

**Note 2: Part 4 – Training** - Insert the estimated number of employees who have taken the electronic training course in the Knowledge Center (KC). List the topics that you would like to see covered or emphasized in future electronic training sessions.

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## Completing Part 5 – Form Types Filed

Follow the steps below to complete this worksheet.

1. Use the dropdown list to select the Form Type(s) reported. DO NOT INCLUDE W-2's. Scroll down the drop-down list to view the appropriate Forms, such as the 1098-T, the 1099's R, INT, MISC and the 1099-Q.
  2. Key in the contact person's name and telephone number.
  3. Key in the number of returns filed for each Form Type reported.
  4. Key in the total dollar amount for each Form Type reported. NOTE: For Form Type 1098-T, you may report either the amounts received or the amounts billed.
  5. Use the dropdown list to select the filing method used to transmit the forms to the IRS.
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