

Instructions for Completing DOA Information Returns Compliance Survey for CY 2016

Completing Parts 1 and 2

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

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Completing Part 3 – 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.
 6. There are variance columns to the right of the "filing method" column that auto-populate to show the differences between the current year's and prior year's amounts by Form Type. Please review the variance information to assist you in determining the validity of the current year's submissions.
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