

## OFM & IRS Due Dates

1. Beginning April 1, throughout the calendar year.	Account Ability is open. Agencies can begin loading their 1099 data into Account Ability through the import process and review and correct <b>1099-NEC &amp; 1099-MISC</b> records monthly.
2. When access to new year Account Ability is available	Review current reporting year 1099 forms for accuracy before 1099's are printed (The <b>1099-NEC &amp; 1099-MISC</b> forms display the contact name and phone number). Notify OFM of any discrepancy: <a href="mailto:HereToHelp@OFM.Wa.Gov">HereToHelp@OFM.Wa.Gov</a> .
3. December 2020	Current Reporting Year IRS <b>1099-NEC &amp; 1099-MISC</b> forms are available in Account Ability.
4. Dec. 31, 2020	The tax year reporting cycle ends.
5. January 8, 2021	Due Date for Agencies to have all <b>1099-NEC &amp; 1099-MISC</b> imports into Account Ability.
6. Jan. 9 - 11, 2021	OFM uploads <b>1099-NEC &amp; 1099-MISC</b> forms to Secure File Transfer (SFT) location. DES Prints & mails the IRS <b>1099-NEC &amp; 1099-MISC</b> forms to recipients, by 1/15/21. <b>AGENCIES WILL NOT BE ABLE TO WORK IN ACCOUNT ABILITY.</b>
7. Jan. 11 - 13, 2021	OFM performs <b>1099 NEC &amp; 1099 MISC</b> TIN matching and notifies Agencies with TIN mismatches.
8. Jan. 14 – 25, 2021	Account Ability re-opens and agencies have this time to make adjustments to <b>1099-NEC</b> form before electronic filing to the IRS. (Note: <b>1099-MISC</b> can also be accessed but are <b>not</b> the priority during this time.)
9. January 25, 2021	Due date for agencies to finalize all updates into Account Ability in preparation for IRS electronic filing for <b>1099-NEC</b> forms.
10. January 26, 2021	OFM will prepare the IRS <b>1099-NEC</b> forms for submission to the IRS through the electronic filing process. <b>AGENCIES WILL NOT BE ABLE TO WORK IN ACCOUNT ABILITY.</b>
11. Jan. 31, 2021	Due date for mailing <b>1099-NEC &amp; 1099-MISC</b> forms to recipients.
12. Jan. 31, 2021	Due date for e-filing <b>1099-NEC</b>
13. Feb. 2 - Mar. 23, 2021	Account Ability re-opens and agencies have this time to make adjustments in Account Ability in preparation for IRS electronic filing for <b>1099-MISC</b> forms.
14. Mar. 23, 2021	Due date for agencies to finalize all updates into Account Ability in preparation for IRS electronic filing for <b>1099-MISC</b> .
15. Mar. 24, 2021	OFM will prepare the IRS <b>1099-MISC</b> forms for submission to the IRS through the electronic filing process. <b>AGENCIES WILL NOT BE ABLE TO WORK IN ACCOUNT ABILITY.</b>
16. Mar. 31, 2021	Due date for e-filing <b>1099-MISC</b>