



Santa Clara County Office of Education

Charles Weis, Ph.D.  
County Superintendent of Schools

# Informational Bulletin

*For Santa Clara County Districts*

## District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-038

Date: September 1, 2011

To: District Chief Business Officers  
District Fiscal Directors

From: Nimrat Johal

Re: Tax Identification Number

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We received notice from the Internal Revenue Service (IRS) advising us that there were errors on the Form 1099 submissions made by several districts within Santa Clara county. The notice was issued to the Santa Clara County Office of Education under the payroll tax identification number (TIN) that is used to file all payroll data and taxes on a consolidated basis for all districts within the county. This TIN should not be used for Form 1099 submissions. Instead, these submissions must be made using each district's individual TIN. In order to ensure that the Form 1099 submissions are processed correctly for the 2011 calendar year, we are asking each district to submit to their respective Advisors, a letter (on district letterhead) providing the district's TIN. The letters must be received by the Advisors no later than September 30, 2011. Thank you for your assistance in helping us correct this issue.

*Approved for distribution by Kenneth Shelton, Chief Business Officer.*