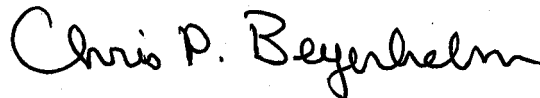


For: State and County Offices

**Processing Schedule for Calendar Year 2017 Year-end Reporting**

Approved by: Associate Administrator for Operations and Management



**1 County Office Processing for 2017 Year-end Reporting**

**A Background**

The following actions are required for calendar year 2017 yearend reporting:

- all calendar year 2017 reportable transactions **must** be transmitted to allow adequate time for preparing CCC-1099's.
- County Offices shall process calendar year 2017 transactions on schedule to meet the deadline for providing statements to vendors and producers to ensure that:
  - statements are provided to vendors and producers in a timely manner
  - deadlines are met.

**Note:** CCC-1099-G and/or CCC-1099-MISC will not be mailed to producers if the total of reportable payments for each tax ID number is less than **\$600**.

**B Purpose**

This notice provides instructions for County Offices to ensure that all calendar year 2017 transactions for 2017 year-end reporting have been recorded and corrected, if applicable.

**Note:** This notice does **not** apply to FLP.

<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2018 9-18-17	State Offices; State Offices relay to County Offices

## Notice FI-3333

### 1 County Office Processing for 2017 Year-end Reporting (Continued)

#### C Contact

State Offices with questions about this notice shall contact Jackie Pickens, FMD, Program Delivery Support Office, by either of the following:

- e-mail to [jackie.pickens@wdc.usda.gov](mailto:jackie.pickens@wdc.usda.gov)
- telephone at 615-277-2613.

#### D County Office Action

County Offices shall ensure that the following are completed.

- Calendar year 2017 payment transactions processed by **NPS** are certified and signed by 3 p.m. c.t. **December 27, 2017**.

**Note:** No additional NPS payment transactions shall be certified and signed before the first workday of calendar year 2018, January 2, 2018.

- Calendar year 2017 receivable and collection transactions processed by **NRRS** are recorded by COB **December 27, 2017**.
- Deposits processed in NRRS must be prepared and verified by COB **December 27, 2017**.
- Automated clearinghouse direct deposit exceptions for payments issued during calendar year 2017 are resolved by contacting the Kansas City FSC customer service line at 1-866-856-1448 for assistance.

**Note:** With the nationwide shutdown of AS400/System 36, no action is needed from the County Offices to generate, transmit or mail copies of the 1099-A file. IRS-1099-A's will be manually processed by FSC, PMO, PRFG according to Notice FI-3329.