

For: State and County Offices

Correcting 1999 IRS 1099-A's

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

County Offices have experienced incorrect amounts being reported on producers' 1999 IRS 1099-A's. These errors were caused by an incorrect date format in APSS files. As a result, any settlements or forfeitures for which a "correction" was processed through APSS:

- reported incorrect information on 1999 IRS 1099-A's
- must be corrected.

B

Purpose

This notice provides County Offices with procedures for correcting 1999 IRS 1099-A's that reported incorrect information to producers who had settlements or forfeitures.

The action required in this notice must be completed by April 28, 2000.

<p>Disposal Date</p> <p>September 1, 2000</p>	<p>Distribution</p> <p>State Offices; States Offices relay to County Offices</p>
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2 KCMO Action

A

Automated Problem Identification Process

County Release No. 431 contains an automated “LASTJOB” procedure to identify incorrectly formatted dates on:

- settlements
- forfeitures.

If a date format is found to be incorrect on a settlement or forfeiture that:

- **did not** have a “correction”, the date will be automatically reformatted to prevent date match failure on any future corrections
- **did** have a “correction” processed, the system will:
 - delete the record
 - print:
 - Corrected IRS History Date Records Report (Report PXA178-R001)
 - a report listing the:
 - crop year
 - loan number
 - producer name.

Important: After County Release No. 431 has been installed and Report PXA178-R001 has been printed, **back up APSS files** according to paragraph 4.

3 County Office Action

A

Beginning Corrective Action

County Offices shall review **Report PXA178-R001**. All settlements and forfeitures listed on Report PXA178-R001 **must be corrected (deleted)** using APSS Menu PCA005, Option 7, “Correct a Loan/LDP”.

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3 County Office Action (Continued)

B

Re-entering Forfeitures

On Report PXA178-R001, after a listed forfeiture has been deleted:

- **change** the APSS **session date** to the date the loan forfeiture was **originally processed**, by completing the following steps on:
 - Menu PCA005:
 - at the command line enter “DATE MM-DD-YY” and PRESS “Enter”

Example: “DATE 09-15-99”.
 - ENTER “6”, “Forfeit a Loan” and PRESS “Enter”
 - Screen PCA11000, verify at the top that the session date has been changed
- **re-enter** the forfeiture.

Only 1 transaction can be processed with the “changed” session date. When the user returns to Menu PCA005, the session date automatically returns to the current date.

C

Re-entering Settlements

On Report PXA178-R001, after a settlement listed has been deleted:

- **do not** change the session date
 - **re-enter** the settlement.
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D

Updated Record

After completing the actions according to either subparagraph B or C, an updated 1999 1099-A file will be sent to IRS reflecting the producer’s corrected settlement or forfeiture.

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4 Important File Backups

A Processing Backups

Two APSS file backups are required to ensure the integrity of corrections made according to this notice. Immediately process the file backups after:

- County Release No. 431 has been installed
- the delete and re-entry process has been completed according to paragraph 3.

Process these backups by completing the following steps on:

- Menu PCA005:
 - ENTER “11”, “Perform System Control Functions”
 - PRESS “Enter”
 - Menu PKA000:
 - ENTER “3”, “KCMO/SUAB Instructed File Save”
 - PRESS “Enter”
 - Screen PKA30000, in the “crop year” field, ENTER “99”.
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B Backups

County Offices shall:

- **not** mail these backups to Kansas City
- **maintain** these backups according to 14-PS, subparagraph 1331 C
- **use** the file backup that was processed after all corrections have been completed according to this notice, to restore history files when correcting future 1999 settlements or forfeitures.

Note: If APSS file backups made before this notice are used to restore files for future corrections, those files will contain an incorrect date format and cause additional 1999 1099-A errors.
