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January 15, 2016

MEMORANDUM FOR ALL FAMILY SUPPORT DIVISION STAFF AND CHILDREN'S DIVISION STAFF

FROM: TIM DECKER, DIRECTOR, CHILDREN'S DIVISION

SUBJECT: CHILD CARE PROVIDER IRS 1099-MISC FORMS

IRS 1099-MISC forms will be mailed to child care providers in January 2016. Child care providers should receive their IRS 1099-MISC form by January 31, 2016. If a child care provider contacts staff regarding the IRS 1099-MISC form, please refer them to the appropriate unit as indicated below.

If the child care provider is calling about an incorrect dollar amount on their IRS-1099 MISC form, they should contact the Child Care Payment Unit at **573-522-1385** for instructions on how to dispute the amount shown on their IRS-1099 MISC. The child care provider must submit a written statement regarding the incorrect income amount on their IRS-1099 MISC form to:

Child Care Payment Unit
P.O. Box 1643
Jefferson City, MO 65102

If a child care provider calls regarding an incorrect Social Security Number or Tax ID number, an incorrect name or they did not receive an IRS-1099 MISC form, they should be directed to contact the Child Care Provider Registration Unit (CCPRU) at **573-526-3011** or to submit their change request in writing to:

Children's Division/Early Childhood/CCPRU
Attn: 1099 Correction
P.O. Box 88
Jefferson City, MO 65103-0088

RELAY MISSOURI
FOR HEARING AND SPEECH IMPAIRED
1-800-735-2466 VOICE • 1-800-735-2966 TEXT PHONE

If the local DSS office receives hard copy documentation with information and/or questions regarding child care provider 1099s, forward the documents to the CCPRU.

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