

Use Case ID	UC-LOC015
Module	Locations - Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.
Sub Module	
Summary	Create 1099 File for Location Payments
Description	System shall allow user to create 1099 file for Location related Recipients in .xls file format required by L.A. County Auditor Controller for IRS.
Precondition	<ul style="list-style-type: none"> • User has required Security Level in Locations module. • Registrar -Recorder has issued payments to recipients. • User has entered social security number or vendor number for payees in system
Expected Result	Create a file using system from Location module who were issued payments for more than \$600.00 total. The payments issued should be from January 1 to December 31 of the same year.
Detailed Process Flow	<ol style="list-style-type: none"> 1. User shall generate "1099 Report" from the Locations module. <ol style="list-style-type: none"> a. System shall provide parameter of "YEAR" 2. User shall enter a four-digit year. <ol style="list-style-type: none"> a. System shall use the year parameter and generate an excel file or report. 3. System shall provide two options generating reports: excel or detail report (pdf format) 4. User shall review the file/report. 5. User shall select export file or print report. 6. System shall send the excel file to the Auditor Controller. 7. System shall use the 1099 Detail report for reference when workers dispute the reported amounts paid.
Alternate Flow	
Parent	
Requirements	<p>UC-LOC015-01 - System shall provide the users an option to generate 1099 file (xls) within the Locations Module. Report shall include Payee, address, SSN and/ or Vendor ID, total amount for the year.</p> <p>UC-LOC015-02 - System shall provide the users an option to generate 1099 detail report, containing each records' warrant number, date issued, amount issued, payee name, payee address, SSN and or Vendor ID, election id.</p> <p>UC-LOC015-03 - System shall have the ability to generate 1099 file or Report using parameter of a four-digit "YEAR".</p>
Requirement ID	
Risk	
Actors	[List of Risk IDs] This is an IRS requirement. A very stiff penalty is imposed to Registrar-Recorder for each facility owner that is not reported.
Documents	[Actors that use Use Case]
Author	[List of documentation name, Link or location]
Signoff	Carolynn Vu-Tran Revised 04/17/21
Date	Election operations management
Use Case ID	[Date Signed off as Complete]
Use Case ID	