QUESTIONS AND ANSWERS
TRANSITION FROM 1099TRP TO 1099PRO

Due to the transition from 1099TRP to 1099PRO all convenience checks will need to be submitted on a convenience check spreadsheet and submitted via email to the DFAS Tax Office @ dfas.cco-checks@mail.mil

Question:
When do we submit the convenience check spreadsheets to the DFAS Tax Office?
Answer:
The spreadsheet must be submitted the first business day of each month for the prior month. Example: Email to dfas.cco-checks@mail.mil your February check data via spreadsheet to the Tax Office on March 1.

Question:
Does this new process require each check to be manually documented on the 1099PRO spreadsheet and submitted to DFAS?
Answer:
Yes, just like you manually added the information in 1099TRP, you will manually add the information on the spreadsheet and email it to the DFAS Tax Office.

Question:
Who will complete and provide the spreadsheets to the DFAS Tax Office?
Answer:
The Agency Program Coordinator will determine who is responsible for completing and submitting the government convenience check data to the DFAS Tax Office.

Question:
Why is the spreadsheet so extensive?
Answer:
The vendor and check information are the same information you inputted into 1099TRP, just in spreadsheet form. The submitter information allows creation of a department to identify the check data.

Question:
What happens to the 2019 check data already reported in 1099TRP?
Answer:
The Tax Office will have the data moved to 1099PRO. Do not add this data to the spreadsheet.

Question:
With the new 1099PRO, do I add new checks I write now or do I have to go back to the beginning of the year and enter all the checks I've written.

Answer:
If the check data was reported in 1099TRP since January 1, 2019, then the data will move from 1099TRP to 1099 PRO. If the check data was not reported in 1099TRP, you must report the data on the spreadsheet starting January 1, 2019.

Question: Do I put non-reportable checks I would not normally input into 1099TRP on the spreadsheet?
Answer: No, you will still follow the same guidelines as before. If the check is not reportable (i.e. to a government agency, for products only, etc.) you will not input the information on the spreadsheet. You will need to keep a record of not reportable and reportable information for audit purposes.

Question:
If we have not written any checks for 2019, is there anything we need to do with the spreadsheet?

Answer: Initially, if you have not written any checks, you will complete and submit the portion of the spreadsheet with whom is to report the check data so we may create a department code for future use**.** Additionally, please send an email to dfas.cco-checks@mail.mil the first business day of each month stating you have no data to report.

Question:
How does the DFAS Tax Office identify the email as a monthly spreadsheet?
Answer:
Input the email subject as: Transition to 1099PRO

Question:
Does the dfas.cco-checks@mail.mil box accept encrypted mail?
Answer:
Currently, the email box does not accept encrypted email. However, this will soon be rectified. In the meantime, you are welcome to omit the SSN and Individual's name from the spreadsheet, then telephone Machê Bellinger or Sandy Major, DFAS Tax Office, with the information after you submit the spreadsheet.

Question:
Once the transition is complete, will we have access to 1099PRO? Or is using the spreadsheet indefinite?
Answer:
We are currently discussing the way forward. We must wait until the transition is complete before we revisit access to 1099PRO. We must determine the feasibility of accepting the spreadsheets as opposed to having APCs and Check Holders report the data into the application themselves.

Question:
Do I still need to provide you with my 1099TRP Rules of Behavior, DD2875 and DD2869 for the new system?

Answer:
At this time, access forms to 1099PRO are not required. We are currently transitioning the 1099PRO application's environment. After the transition is complete, we will revisit how the accesses will be handled.

Question:
How would I gain access to the new 1099PRO system?
Answer:
Currently, we are not processing access to the 1099PRO application. However, when we receive the first monthly spreadsheet from you or your representative, we create a department for you as a reference point. We will provide the department information to you. This department will be used to identify the check data you provide.

Question:
Do we need to hold off on setting up new check writers as well as making changes to existing accounts in 1099TRP?
Answer:
We will no longer accept access forms for the 1099TRP, nor is it necessary to change existing 1099TRP accounts.