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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 91 LCM-185

Date: October 11, 1991

Division: Administration

TO: Local District Commissioners

SUBJECT: Associated Name Fields

ATTACHMENTS: None

It has recently been brought to our attention that some districts are currently using the WMS associated name field to authorize certain vendor payments that would normally be authorized through WMS as indirect payments. This apparently is being done to avoid processing vouchers through the BICS Indirect Sub-System. The associated name field should only be used to authorize payments to individuals other than the case name. When actual vendor payments are authorized as an associated name, the system does not store enough information to include these expenditures within the IRS-1099 totals. Thus, vendors are receiving payments that should be reported to the IRS, but will not be included in the BICS tape.

We are advising any district using this procedure to stop immediately. All indirect rent, brokers fees, etc. payments should be authorized as intended by the system through indirect payment lines.

By circumventing the IRS 1099 reporting, districts are vulnerable to penalties and fines. Such penalties/fines would not be reimbursable by either the State or Federal government.

If further information or clarification is needed please call Roland Levie at 1-800-342-3715, ext. 4-7549 or Marvin Gold at (212) 804-1108.

Nelson M. Weinstock
Deputy Commissioner
for Administration