

AP INFORMER

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SPECIAL POINTS OF INTEREST:

- 1st affiliated chapter of the American Accounts Payable Association
- Stay up to date by visiting our website: www.wmac-aapa.org
- We are here for you! Be sure you share any ideas you may have on how to make the chapter better.

WHAT IS THE WMAC-AAPA AND THE AAPA?

The Washington Metropolitan Area Chapter of the American Accounts Payable Association (WMAC-AAPA) is the first affiliated local chapter of the AAPA and is your local voice on AP issues.

Benefits of WMAC-AAPA Membership:

Quarterly Meetings and Seminars on AP related topics, Networking with other AP Professionals, Compliance Updates, Career Center/Job Board, Newsletter, Website with useful AP links (www.wmac-aapa.org)

Our national organization is the American

Accounts Payable Association (AAPA). It is the professional society for Accounts Payable management. Founded in 2008, it is managed by a professional staff under the direction of the Executive Director.

AAPA pursues the following objectives:

1. To increase the Accounts Payable professional's skill level through education and mutual support.
2. To obtain recognition for Accounts Payable work as practiced in today's business and legislative environments and as a professional discipline.

3. To represent the AP professional on the federal, state and local level.
4. To provide public service education on AP and employment issues.

The following are benefits of the National AAPA: Members only website resources, AP Journal Online, Compliance Updates, AP Answers, Career Center, Professional Networking, Discounted AP Education and Training.

For additional information on the AAPA go to: www.AmericanAP.org.

PRESIDENT'S LETTER BY: DANIEL DYCUS, CPP

Welcome to the WMAC-AAPA! This is the first newsletter published since we have started this journey. Over the last 10 months, our formation team has been working hard to get this chapter off the ground. The WMAC-AAPA was affiliated with AAPA on

May 14, 2009 and we were the first local chapter of the American Accounts Payable Association. Our first official chapter meeting is to be held in late November/early December 2009. To stay up to date on what we are currently doing, visit

our website at www.wmac-aapa.org. Also, if you have any suggestions, do not hesitate to contact us... WE are here for YOU!!!

MEMBERSHIP NEWS

It's time to "fall" on board with the newly formed Washington Metropolitan Area Chapter of the American Accounts Payable Association. At our first social on October 29th, you have the opportunity to become a charter member of this growing organization.

As a member of WMAC-AAPA, you will be given the opportunities to be an integral part of a professional team that is focused on improving standards within accounts payable. We strive to increase members' skill level through

education and mutual support. By doing so, you will become a more valuable part of your Company's financial team.

We will have regular meetings that provide informative guest speakers, great networking opportunities, and community outreach activities.

This is your opportunity to be part of an organization that will help you grow your professional knowledge and future opportunities.

Please contact Mary Davis or Evelyn Adkins.

For more information visit www.wmac-aapa.org.



BOARD OF DIRECTORS & COMMITTEE CHAIRS

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Daniel Dycus, CPP
Intelsat Corporation

President –Elect

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Evelyn Adkins

**Meeting Planning /
Coordination**

Debbie Hartsek

Newsletter

Daniel Dycus, CPP

Webmaster

Daniel Dycus, CPP

We are looking for more volunteers to assist in the growth of the chapter. If you are interested in sharing your talent with us, contact any of the Board or Committee members.

"We are looking for more volunteers to assist in the growth of the chapter."

CHAPTER SPONSOR—ACCOUNTANTS INTERNATIONAL

Accountants International has over 60 years of industry experience and forms a nationwide network of over 55 offices. We are a leading provider of accounting and finance staffing and partner with a wide range of clients with diverse needs. As part

of Randstad Professionals, Accountants International offers clients and candidates the benefits of a local focus enhanced by a global presence.

To find out more about Accountants International, the services we provide or the specific

opportunities available in your area, please visit our website at: www.accountantsintl.com or call 1-800-430-3111 for the office nearest you.



2009 AAPA MAN AND WOMAN OF THE YEAR

Phillip Cavoretto, MBA, CPP, and Temple Liebmann, CPP, have not only been instrumental for years in elevating APA's status and visibility amount our nation's payroll professionals, but have also done the same for the burgeoning AAPA in relation to our nation's AP professionals.

Cavoretto and Liebmann were awarded with the first Accounts Payable Man and

Woman of the Year, respectively. This brand new honor is bestowed on AP professionals who demonstrate a combination of character, professionalism, and action both on the job and in their contribution to the AAPA and APA.

Cavoretto, who is the Director of Disbursements for BJC Healthcare, expressed his sense of honor and appreciation.

Liebmann thanked the AAPA and expressed her surprise at receiving the award. Liebmann, is a Corporate Accounting Manager for Collision Centers of America.



2009 AAPA EDUCATION GRANT WINNER

Jamie Humbarger, APS, CPP, received a paid trip to the 27th Annual Congress and a complete library of current AAPA webinars and publications for one year, thanks to her being the first 2009 CyberShift Accounts Payable Education Grant recipient.

But the Purdue Research Foundation, for which Humbarger is a Staff Accountant, will also reap some

benefits. She said she plans to share her knowledge with her colleagues.

Humbarger is a valued member of AAPA and APA and has worked with both associations in myriad ways.

"Being able to attend Congress gives me the opportunity to learn more about items such as the top AP technologies, how to build

strong internal controls, sales and use tax compliance, as well as other major topics."

All AAPA members are encouraged to apply for the 2010 Accounts Payable Education Grant. Visit www.AmericanAP.org for more information.



AAPA & CYBERSHIFT EDUCATION GRANT

CyberShift and AAPA honor Accounts Payable Professionals for their commitment to educational and professional growth.

One deserving AAPA member will receive a free trip to AAPA's Annual Congress including one full Congress registration, travel/airfare and hotel. Additionally, all

AAPA training resources including webinars and publications will be provided at no cost through the CyberShift Accounts Payable Education Grant.

As more information is posted on the 2010 education grant, our website will be updated to reflect the deadlines etc. Additionally,

more information can be found on the AAPA website at www.americanap.org.



Apply for the
2010 CyberShift
Accounts
Payable Grant

We are on the web:

WWW.WMAC-AAPA.ORG

WMA-AAPA

c/o Amanda Patton

Treasurer

5804 Annapolis Road, #412

Bladensburg, MD 20710

Phone: 202.944.7692

E-mail: information@wmac-aapa.org



YOUR
SOURCE
FOR AP
INFORMATION

Chapter History

The Washington Metropolitan Area Chapter of the American Accounts Payable Association (WMAC-AAPA) started formation in January 2009 and had its first formation meeting on May 13, 2009 and affiliated with the AAPA on May 14, 2009. The WMAC-AAPA was the first local chapter of the AAPA.

How to Join the WMAC-AAPA

Go to www.wmac-aapa.org, click on Membership.

Complete the membership application and mail to the address on the form.

YEAR END— ARE YOU READY? 1099 COMPLIANCE AND REPORTING

BY: LATANYA CHERRY

Current tax law requires businesses to request a W-9 form bearing the payee's name, tax identification number (TIN) and entity type for all of its non-employee vendors.

AP is not required to withhold federal income taxes from payments to vendors, but AP must prepare forms 1099-MISC annually for vendors who receive payments over \$600.

Each year, vendors must receive their forms by January 31 and the IRS must receive its copy of the forms by February 28.

Any discrepancies between the information filed by the organization and IRS records are compiled on Form CP-2100 or CP-2100A (Notice of Possible Payee Name/TIN Discrepancy) also known as a B-Notice. Failure by AP to follow up in accordance with IRS Publication 1281, "Backup Withholding on Missing and Incorrect Name/TINS" can result in fines of \$50 per occurrence up to \$250,000 per year plus any backup withholding due.

An under-used but effective way to decrease TIN mismatches is the IRS's free TIN Matching Program. The TIN Matching Programs provides the filer the ability to submit payee data (Name and TIN) to the IRS. The IRS will run the payee data through its program to determine whether the information the filer submitted matches the information IRS has on file for the payee.

In order to use the program, filers must complete the eServices registration application. This application requires the registrant to submit personal information. While the IRS realizes that registrants are utilizing the TIN Matching Program on behalf of their employers, registrants must negotiate the eServices "gateway" prior to gaining access to the TIN Matching Program. Once registration is complete, the registrant's personal information is not retrievable by other users of the program.

Principals unwilling to complete the initial registration process may delegate the registration authority to another within the organization who is willing to do it. As an internal company governance matter, organizations are not required to obtain IRS approval for this delegation. A simple "memo to file" documenting the delegation is recommended.

AP registrants can log on to the IRS Web site and submit up to 25 name/TIN pairs for validation. The results return instantly to the requestor's web browser. For more than 25 name/TIN pairs a .txt file can be sent to the IRS with a longer response time. As a best practice, save all information displayed for your records.

More information is available at www.irs.gov. Some additional information that is helpful is publication 1220—Specifications for filing forms and 1281—Back up Withholding.