



# January 2017 Newsletter

Provider's Food Program

## THE END of 2016...

So long... 2016 is over. Hello 2017!

Now is the time to put all your files together and get ready for a new year! One of the most important parts of running your own business is to maintain the paperwork for filing your tax return.



Here are some important reminders to make sure you are able to do your tax returns correctly:

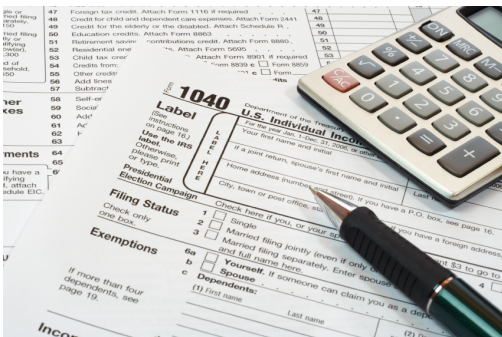
## Annual Tax Report for your Reimbursements

Each year we send all our Providers a report letting them know how much they were reimbursed for food during the course of the year. You can expect to receive this around the end of January. When you get it, keep it safe to use in preparing your taxes.

Many Providers call looking for the official tax form called the "1099". Sometimes this is because the tax preparer they use is asking for it and tells them to call. The official answer is that the "1099" does not apply to Reimbursements, it is for payments for work or services done. In the case of the Food Program, the government is not actually "paying" you, it is "reimbursing" you

for some of your expenses for food served.

If your tax person asks for this form, please give them the Tax Report instead.



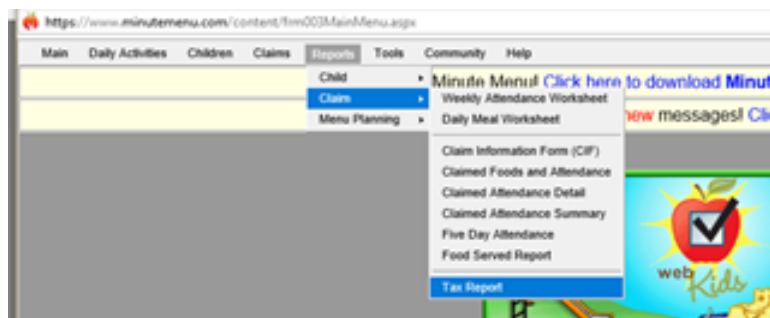
**Trainings Reminder!**  
Starting in February, your Monitor will be asking to collect your trainings for the current year (you finished them right?). Please be ready to give her all the trainings you have completed.

## Web Providers

If you are a Web Claim Provider, you can access this report any time you want by using the WebKids program. In fact, this information is available to you right away online so you don't need to wait for our mailing!

You can find it by going to:

Reports> Claims> Tax Report



## CALENDARS

Remember those calendars we give you each year? Part of the reason for it is to give you a good place to record your expenses and reimbursements all throughout the year. So now is the time to look at those pages in the calendar and add everything up!

If you haven't received your copy of the 2017 calendar yet, you should receive it as soon as

your Monitor visits your home. Please be sure to ask her for it when she comes.

**NOTE: Using the Minute Menu Web Kids program makes claiming much easier!  
Call us today to find out how to switch to Web Kids for FREE!**