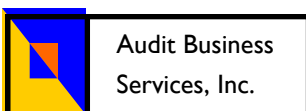


## COMPLIANCE LOGBOOK TY2017

1. TY 2016 Statement Mailing Procedures and Proof Mailing
2. TY 2016 Return Filing Procedures and Proof of Filing
3. TY 2017 Form W-9 Initial Solicitation Procedures and Sample Form
4. Spring B-Notices CP2100 for TY 2015
5. Annotated Listing of Spring B-Notices Showing Research Results
6. Fall B-Notices CP2100 for TY 2016
7. Annotated Listing of Fall B-Notices Showing Research Results
8. Proposed Penalty Assessment Notice (972 CG for FY 2015 (\$50 Penalties)
9. Annual Solicitation for Missing or Incorrect TINs (Other than B-Notices)
10. Training Log
11. List of Companies for Which Information Reporting is Performed
12. Memos and Correspondence



# Training Log 10

In this section document the continuing training you and your staff receive.

Include:

- Certificates of attendance for any of these events:
  - nCompliance spring seminar on Form 1099 compliance procedures
  - nCompliance fall seminar on year-end Form 1099 reporting
  - Other Form 1099 seminars and webinars
- Statement of purchase of nCompliance Services Tax Advisory Subscription and other tax information reporting publications
- Description and attendance sheet for in-house training

