

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Aimee Moreno-Villarreal
First Name Middle Initial Last Name

Honoree's Job Title: Accounts Payable Supervisor

Department: Auditor

Years of Service with the County: 3.5 years

Why the Honoree is receiving a GEM Award including dates:

Aimee entered into the position of the Accounts Payable Supervisor on May 30, 2016. She was given very little training before the prior supervisor left. One of her most challenging task to learn was 1099's. She self-taught herself on the IRS regulations of who, when and why to issue a 1099-Misc as well as how to issue a 1099-Misc out of our current system. On top of learning who, when, why and how the IRS changed the requirement as to when 1099's are due. In prior years the County had till March 31st. For 2016 the file submitted to the IRS deadline was changed to January 31st. Aimee did an incredible job of completing the task of submitting the file to the IRS before the deadline.

- 01/25/2017 – file submitted.
- 01/27/2017 – 1099's mailed out.
- 01/30/2017 - email confirmation of successful file transmission from the IRS on.

Approved by elected official or department head on the 20TH day of Sept., 20 17



Signature of Elected Official
Or Department Head

Jeff May
Printed Name