

# FORM 1099 INFORMATION



**IMPORTANT: IF YOU ARE REQUIRED TO FILE 1099s, RETURN THIS FORM TO US BY JANUARY 10.**

As with previous years, we have the ability to file all required 1099s on your behalf. Form 1099s must be filed by January 31, 2018, and will be issued as follows:

- For business payments in excess of \$600.
- For payments made to individuals, sole proprietors, partnerships, LLCs, as well as to all professional legal service providers. (Note: You are not required to send 1099s for payments made to corporations.)
- For rent, fees, commissions, prizes and awards for services performed as a nonemployee, and other forms of compensation for services performed.

There are penalties from the IRS and Department of Labor for not filing these forms in a timely manner, so it is important to provide me with the appropriate information to issue 1099s. Please provide information as requested below. I will complete the 1099s and return all to you to mail. I will file the *Form 1096 Summary* with the IRS on your behalf.

## Your Information

Your Name or Business Name: \_\_\_\_\_  
Social Security Number or Business EIN: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Payee Information

Individual or Business Name: \_\_\_\_\_  
Individual SSN or Business EIN: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_ Type of Payment:  Interest  Services  Rent

Individual or Business Name: \_\_\_\_\_  
Individual SSN or Business EIN: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_ Type of Payment:  Interest  Services  Rent

Individual or Business Name: \_\_\_\_\_  
Individual SSN or Business EIN: \_\_\_\_\_  
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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
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Individual SSN or Business EIN: \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Type of Payment:  Interest  Services  Rent

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