

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, 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

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