

Information for 1099 Reports—Payments Made to Others

Name: _____ SSN/TIN: _____

If you paid any person (do not include corporations) more than \$600.00 for rent, commissions, custom work or other payments in connection with your trade or business, or if you paid out any interest to an individual, you are required to file forms 1096 and 1099. If you wish, we will prepare these forms for you. 1099's are required to be sent to the party paid on or before JANUARY 31. To prepare these forms, we need the following information completed for each individual to whom payment was made. FAILURE TO COMPLY WITH INFORMATION REPORT REGULATIONS CAN RESULT IN A PENALTY OF \$100.00 PER REPORT NOT FILED ON TIME. The sooner we receive the necessary information, the faster it can be processed. When completed, you may wish to drop off or mail to our office for processing. Thank you.

Name of Person Paid:

Address: _____

SSN/TIN: _____

Amount Paid: _____

Purpose of Payment (Rent, Custom Work, Sub-Contract, etc.): _____

Name of Person Paid:

Address: _____

SSN/TIN: _____

Amount Paid: _____

Purpose of Payment (Rent, Custom Work, Sub-Contract, etc.): _____

Name of Person Paid:

Address: _____

SSN/TIN: _____

Amount Paid: _____

Purpose of Payment (Rent, Custom Work, Sub-Contract, etc.): _____

Name of Person Paid:

Address: _____

SSN/TIN: _____

Amount Paid: _____

Purpose of Payment (Rent, Custom Work, Sub-Contract, etc.): _____