

## 1099 Worksheet

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

FEIN: \_\_\_\_\_

E-mail Address \_\_\_\_\_  
 Phone Number (will appear on the 1099 as \_\_\_\_\_  
 the contact number) \_\_\_\_\_

Use this form to provide our firm with the information needed to prepare your 1099 forms. By law you must provide 1099s to anyone that is not incorporated (except for attorneys, medical service providers and veterinarians) that you paid more than \$600 for a service or \$10 for interest. In addition you must send a copy of the 1099 to the Internal Revenue Service. By law this must be completed by January 31.

The IRS routinely verifies the name and recipient ID on all 1099s filed. If the IRS finds discrepancies you will receive a notice, could be forced to begin backup withholding and may be penalized. Therefore it is important that you recognize the following: If the payee provides a social security number (xxx-xx-xxxx) then their individual name must be used as the payee name. If the payee provide an EIN (xx-xxxxxx) then their business name must be used on the 1099.

Recipient ID Number	Recipient Name	Street Address	City, State Zip	Amount	Type (Rent, NEC, Interest)

