1099 REPORTING REQUIREMENTS

We would like to take this opportunity to remind you that every business must file informational returns (Federal Forms 1099) with the Internal Revenue Service for certain payments made during the course of the calendar year.

These payments include, but are not limited to:

1) Payments to persons, including partnerships and limited liability companies (excluding corporations and S-Corps) of at least $600 for services (i.e. casual labor) in the course of a trade or business.

2) Payments to persons, including partnerships and limited liability companies (excluding corporations and S-Corps) of at least $600 for rents, and at least $10 for royalties in the course of a trade or business.

3) Payments to persons including partnerships and limited liability companies (excluding corporations and S-Corps) of at least $10 for interest (i.e. interest on officer's loans) in the course of a trade or business.

4) Any and all payments to attorneys, including corporations, for services in the course of a trade or business.

These informational returns must be provided to the recipients and filed with the IRS by **January 31st. Failure to file these returns can result in a penalty for each 1099 return not filed.**

If you would like us to prepare your 1099 forms, please complete the 1099 data input sheet accompanying this letter. You may instead send us your own report, as long as all required information (recipient name, address, tax ID number, amount paid) is included. Please forward this information to our office as soon as possible; no later than **January 15th** to allow for timely and accurate preparation.

Please feel free to contact us if you have any questions and are unsure of your filing requirement.

Federal Form 1099-MISC Data Input Sheet

Bus Name:

1	**Name:**	
	Address-1:	
	Address-2:	
	City/St/Zip:	
	S.S. or EIN:	
	Amt paid:	$

6	**Name:**	
	Address-1:	
	Address-2:	
	City/St/Zip:	
	S.S. or EIN:	
	Amt paid:	$

2	**Name:**	
	Address-1:	
	Address-2:	
	City/St/Zip:	
	S.S. or EIN:	
	Amt paid:	$

7	**Name:**	
	Address-1:	
	Address-2:	
	City/St/Zip:	
	S.S. or EIN:	
	Amt paid:	$

3	**Name:**	
	Address-1:	
	Address-2:	
	City/St/Zip:	
	S.S. or EIN:	
	Amt paid:	$

8	**Name:**	
	Address-1:	
	Address-2:	
	City/St/Zip:	
	S.S. or EIN:	
	Amt paid:	$

4	**Name:**	
	Address-1:	
	Address-2:	
	City/St/Zip:	
	S.S. or EIN:	
	Amt paid:	$

9	**Name:**	
	Address-1:	
	Address-2:	
	City/St/Zip:	
	S.S. or EIN:	
	Amt paid:	$

5	**Name:**	
	Address-1:	
	Address-2:	
	City/St/Zip:	
	S.S. or EIN:	
	Amt paid:	$

10	**Name:**	
	Address-1:	
	Address-2:	
	City/St/Zip:	
	S.S. or EIN:	
	Amt paid:	$

Page Total:	$