

1099 Request

The deadline to send 1099-NECs is January 31st. The following information must be received by our office no later than January 25th in order for us to prepare and send these forms before the deadline.

Client Information: *This is your information, as the person or the company if incorporated who issued payments.*

Payer Name: _____ Social/EIN: _____

Phone: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Any time a company hires an independent contractor, it is required to provide the proper income tax paperwork to the IRS, meaning it is required to issue a 1099 form to the worker; this only applies if the contractor earns more than \$600 from the company. We recommend having all independent contractors complete a W-9 before issuing payment.

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Payee #1 Information:

Payee Name: _____ Social/EIN: _____

Phone: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Amount Paid: _____ Rents, Royalties, Other Income or Fishing Boat Proceeds: _____

Payee #2 Information:

Payee Name: _____ Social/EIN: _____

Phone: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Amount Paid: _____ Rents, Royalties, Other Income or Fishing Boat Proceeds: _____

Payee #3 Information:

Payee Name: _____ Social/EIN: _____

Phone: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Amount Paid: _____ Rents, Royalties, Other Income or Fishing Boat Proceeds: _____

To request additional 1099's please use and complete an additional form.