

# 1099 Worksheet

Use this form to provide our firm with the information needed to prepare your 1099 information returns. 1099 information returns must be prepared for individuals who are not employees that you paid \$600 or more during the tax year and must also be filed with the IRS.

**CAUTION:** The IRS routinely verifies the name and payer ID numbers on all 1099s filed. If there are discrepancies, you will receive a notice and may be required to begin withholding. For this reason, it is important that you adhere to the following: If the payee is an individual, use the individual's Social Security Number (SSN). If the recipient operates under a business name and the business has an Employer ID Number (EIN), use the EIN. Otherwise, use the individual's name and SSN. Never use an Employer ID Number with an individual's name or a Social Security Number with a business name.

Your Name (See Caution):			
Your Address:			
Your ID Number (See Caution):		Your Phone Number*:	

\*will appear on 1099s as contact phone number

Recipient (See Caution):		Amount Paid	\$
Recipient ID Number (See Caution):		Backup Withholding (if any):	\$
Street Address:			
City, ST, Zip:			

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