



## **1099 FORMS**

As we approach the end of another year, we would like to remind our clients of their obligation to issue 1099 forms to some of their vendors.

If you have made payments of \$600 or more to an individual, partnership, or LLC for services rendered (including the cost of parts and materials) you will mostly likely need to issue them a 1099-MISC form. Other payments such as rents, interest, dividends, settlement proceeds or liquidating distributions also need to be reported to the IRS.

Taxpayers are not required to issue 1099 forms for payments to corporations, other than for payments to incorporated law firms for fees paid in excess of \$600.

Please check your records to determine if you have made any of these types of payments during 2016. If you would like us to assist you in the preparation of these forms, you will need to provide us with the following payee information:

- name
- address
- social security number or employer identification number
- the type and amount of payment

**We recommend that each vendor provide you with a completed W-9 form to ensure you have accurate information.** A sample W-9 form is attached for you to copy and send to your vendors as necessary.

**THE DEADLINE FOR MAILING 2016 1099-MISC FORMS FOR NONEMPLOYEE COMPENSATION TO THE IRS HAS BEEN ACCELERATED BY IRS FROM FEBRUARY 28 TO JANUARY 31, 2017.**

**Therefore, if you would like us to prepare 1099 forms for you this year, it is very important that we receive the necessary information from you as early in the new year as possible.**

Please don't hesitate to contact us if we can assist you with this matter.