

REMINDER: You should NEVER pay a vendor prior to obtaining a signed W-9.

The IRS has doubled the dollar amount of penalties per 1099 and is **aggressively penalizing** businesses which do not prepare 1099s or which prepare them incorrectly (missing addresses or taxpayer identification numbers or mismatched names and taxpayer identification numbers). 1099s **require accurate and complete** names (as listed on their Social Security cards or business documents), addresses, and taxpayer identification numbers – either Social Security Numbers (SSNs) or Employer Identification Numbers (EINs). Penalties range from \$260 and higher per 1099 form up to a potential \$3,193,000.

During the year, did your business pay:

	<u>Yes</u>	<u>No</u>
More than \$600 for services to any individuals, unincorporated businesses, or LLCs?	<input type="checkbox"/>	<input type="checkbox"/>
Medical health care providers for health care services for you or your employees?	<input type="checkbox"/>	<input type="checkbox"/>
Attorneys for legal fees?	<input type="checkbox"/>	<input type="checkbox"/>
Rent to anyone?	<input type="checkbox"/>	<input type="checkbox"/>
Interest other than to banks and other financial institutions?	<input type="checkbox"/>	<input type="checkbox"/>

If you checked yes to any of the above, you must provide 1099s to these entities. There are other 1099 requirements that may apply. These are the most common.

Please review the attached list and **correct/update**, if needed, any who fall into the above 'yes' categories. Add information for anyone you have paid in the above categories who does not appear on this list. Contact us immediately with any questions.

Please note that Form W-9 as required by the IRS is available to download from www.macycpa.com.

Print your business name, sign, and date below.

Business Name: _____

Prepared by: _____

Date: _____

WE WILL NOT PREPARE YOUR 1099S UNTIL WE RECEIVE THIS QUESTIONNAIRE AND THE ATTACHED LIST FROM YOU. YOU ARE RESPONSIBLE FOR ANY PENALTIES ASSESSED FOR FAILURE TO COMPLY WITH THESE REQUIREMENTS.

DUE TO STEPHEN A. MACY, CPA, PA BY JANUARY 1!