

The IRS is **aggressively penalizing** businesses which do not file, or file inaccurate, 1099s. 1099s **require 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 inaccurate 1099 form, up to a potential \$3,193,000. **Reminder: Never pay a vendor prior to obtaining a signed W-9 form.**

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

During the year, did your business pay:

	Yes	No
More than \$600 for services to anyone other than employees?	<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?	<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.

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 15!