

INSTRUCTIONS FOR YEAR-END FORM 1099

The IRS requires that you file information returns (1099's) for cash and check payments issued by your trade or business to individuals not treated as your employees as well as non-incorporated entities. You are required to provide the correct information to the IRS by January 31, 2018 or you could subject to a penalty of up to \$1,020 per form.

The payments include such things as:	Amount Requiring Reporting
Contract Labor, Commissions, Director Fees and Other Non-employee Compensation	\$600 or more
Dividends, Interest and Royalties	\$10 or more
Professional Fees	\$600 or more
Rents (other than to real estate agents)	\$600 or more
Attorneys Fees for legal services	\$600 or more
Payments to attorneys	\$0 or more

At this time, payments to corporations are exempt with the exception of legal services.

Please note: payments made by credit card are not subject to 1099

Please use the attached 1099 Information Sheets if you would like SBG to prepare your 1099's. Page 1 is for unincorporated vendors and/or subcontractors and page 2 is for rent or interest paid to individuals. If we don't receive the attached sheets, we will assume you are accepting filing responsibility.

Please fax, mail or email the completed forms to us by **January 15, 2018**. If you have any questions, call (904) 731-2221.

Price: The cost for us to prepare these forms will be \$100 for up to 5 forms (*this includes a setup fee that covers the electronic filing, a copy for your files and originals for the recipients*). Additional Forms 1099-MISC are billed at \$20 each. **This pricing is based on complete and correct information being submitted on the 1099 Information Sheet.**

Research: **If you do not provide us with the completed 1099 Information Sheet, the time required to gather the pertinent data will be an additional charge – billed at our standard rate of \$100/hr.**