

INSTRUCTIONS FOR YEAR-END FORM 1099-MISC

You must file Form 1099-MISC in 2015 to take the deduction on your tax return. The penalty will be a disallowed deduction and up to \$250 for each form not submitted correctly.

1099 Information Sheet – Page 1 & 2: Please use the 1099 Information Sheet if you want us to prepare your Form 1099-MISC and Form 1096 summary. Page 1 is for unincorporated vendors and/or subcontractors to whom you have paid \$600 or more for services (see Reminder below). Page 2 is for rent (\$600 or more) or interest (\$10 or more) paid to individuals. **If you do not return the 1099 Information Sheets to us, we assume you are preparing and filing the forms yourself.**

Please fax, mail or email the completed forms to us by **January 11, 2016**. If you have any questions, call 731-2221.

Price: The cost for us to prepare these forms will be \$100 for up to 5 forms (*this includes a setup fee which includes the electronic filing, a copy for your files and originals for the recipients*). Additional Forms 1099-MISC are billed at \$10 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.**

REMINDER:

REPORTING RULE FOR ATTORNEY'S FEES

As in the past, attorney's fees of \$600 or more paid in the course of trade or business are and continue to be reportable in box 7 of Form 1099-MISC. Include these amounts with other "Subcontract" payments on 1099 Information Sheet – Page 1.

1. The exemption from reporting payments made to corporations no longer applies to payment for legal services. Include all payments for legal services with other "Subcontract" payments on your 1099 Information Sheet.
2. If you made a payment to an attorney in connection with legal services and the fee portion of the payment cannot be determined (for instance, payment of a legal settlement, payment for real estate closings, etc), the total amount must be reported in box 14 even if less than \$600. Include these amounts with other "Subcontract" payments on your 1099 Information Sheet, and note "Box 14" in the margin next to the amount.

1099 INFORMATION SHEET - Page 1

Form 1099-MISC is required for payments to **SUBCONTRACTORS** (that are not incorporated) & **ATTORNEYS** for \$600 or more

(See Page 2 for Rent and Interest)

Subcontract	Total Paid for 2015
EIN# or SS# NAME	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>
ADDRESS	
CITY, STATE, ZIP CODE	
EIN# or SS# NAME	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>
ADDRESS	
CITY, STATE, ZIP CODE	
EIN# or SS# NAME	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>
ADDRESS	
CITY, STATE, ZIP CODE	
EIN# or SS# NAME	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>
ADDRESS	
CITY, STATE, ZIP CODE	

Subcontract	Total Paid for 2015
EIN# or SS# NAME	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>
ADDRESS	
CITY, STATE, ZIP CODE	
EIN# or SS# NAME	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>
ADDRESS	
CITY, STATE, ZIP CODE	
EIN# or SS# NAME	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>
ADDRESS	
CITY, STATE, ZIP CODE	
EIN# or SS# NAME	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>
ADDRESS	
CITY, STATE, ZIP CODE	

1099 INFORMATION SHEET - Page 2

Use this section if you **paid rent** to an individual
(not incorporated) of **\$600** or more during the year.

Use this section if you **paid interest** to an individual
(not incorporated) of **\$10** or more during the year.

Rent	Total Paid for 2015	
EIN# or SS#	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>	
NAME		
ADDRESS		
CITY, STATE, ZIP CODE		
EIN# or SS#	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>	
NAME		
ADDRESS		
CITY, STATE, ZIP CODE		
EIN# or SS#	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>	
NAME		
ADDRESS		
CITY, STATE, ZIP CODE		

Interest	Total Paid for 2015	
EIN# or SS#	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>	
NAME		
ADDRESS		
CITY, STATE, ZIP CODE		
EIN# or SS#	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>	
NAME		
ADDRESS		
CITY, STATE, ZIP CODE		
EIN# or SS#	PLEASE NOTE: <i>The Name and Taxpayer ID must be the same as what is on file with the Social Security Administration. IRS Penalty for incorrect 1099 information is \$100 per 1099.</i>	
NAME		
ADDRESS		
CITY, STATE, ZIP CODE		