

**THE ACCOUNTING OFFICES OF
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**IMPORTANT – PLEASE COMPLETE AND RETURN TO US IF YOU WOULD LIKE
US TO PREPARE YOUR FORMS 1099**

Dear Client:

If you paid \$600 or more for rent, interest or personal services (attorneys, carpenters, electricians, etc. – does not include inventory), you must send a Form 1099 to the person who furnished such services. We will prepare these for you, or you can obtain blank forms from us. Note: Payments to attorneys of \$600 or more require 1099s no matter their form of business (i.e. issue 1099s to corporations, PLLCs, etc.). Also, all payments for fishing proceeds require 1099 filings, no matter the amount paid. Do not include payments you made by credit card as they are reported to the IRS by the credit card service providers.

Please list below such items (if amounts were paid to non-legal service corporations you do not need to list them). If you are not sure if the item qualifies, please list it. We must also have the correct name, address, and Social Security number or Federal Taxpayer Identification number for each person or company.

The IRS levies substantial penalties for failure to provide complete information.

Attached is a Form W-9. You may make copies of it to use for obtaining Social Security or Federal ID numbers from your recipients of payments. Note: Federal ID numbers are nine digits in the following form XX-XXXXXXX. In Washington, for older businesses, the first two digits were “91-.” Other numbers are also in use now. Some vendors try to give you their Washington State UBI numbers; such numbers are not acceptable in preparing forms 1099.

Your Company Name _____
Social Security or Federal ID# _____
Address _____ City, State _____
Phone _____ Zip _____

**COMPLETE FOR EACH INDIVIDUAL TO WHOM YOU PAID \$600 OR MORE DURING
THE YEAR.**

This form is continued on the back of this page. Attach additional sheets if needed. Please call us if you have questions or need other assistance.

To avoid penalties, the IRS requires that completed forms be mailed to recipients and the IRS by January 31st.

Name _____ ID# _____
Address _____
City, State _____ Zip _____
Description of Payment (circle) interest rents services fishing
Amount \$ _____ other _____

Name _____ ID# _____
Address _____
City, State _____ Zip _____
Description of Payment (circle) interest rents services fishing
Amount \$ _____ other _____

Name _____ ID# _____
Address _____
City, State _____ Zip _____
Description of Payment (circle) interest rents services fishing
Amount \$ _____ other _____

Name _____ ID# _____
Address _____
City, State _____ Zip _____
Description of Payment (circle) interest rents services fishing
Amount \$ _____ other _____

Name _____ ID# _____
Address _____
City, State _____ Zip _____
Description of Payment (circle) interest rents services fishing
Amount \$ _____ other _____

Name _____ ID# _____
Address _____
City, State _____ Zip _____
Description of Payment (circle) interest rents services fishing
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