

# 1099 Worksheet

Use this form to provide our firm with the information needed to prepare your 1099 information returns. 1099s must be prepared for individuals/single member LLCs who are not employees that you paid \$600 or more during the tax year for services provided, rent or dividends paid. 1099 information must also be filed with the IRS. Attach any W-9s

**CAUTION: The IRS routinely verifies name and ID on 1099s filed. If there are any discrepancies you may receive a notice and may be required to begin back-up withholding. It is important that you have accurate information. Best practice is have a W-9 filled out every year by recipient.**

Your Name (See Caution):			
Your ID Number (See Caution):		Your Phone Number:	
Business Entity (See Caution):	(LLC, S-Corp, C-Corp, Sole Prop)		
Your Address:			
City, St, Zip:			

Recipient (See Caution):		Amount Paid	\$
ID Number (See Caution):		Backup Withholding (if any)	\$
Explanation (NEC, Rent, Dividends):		State	
Entity type (See Caution):	(LLC, S-Corp, C-Corp, Sole Prop - should be on W-9)		
Street Address:			
City, St, Zip:			

Recipient (See Caution):		Amount Paid	\$
ID Number (See Caution):		Backup Withholding (if any)	\$
Explanation (NEC, Rent, Dividends):		State	
Entity type (See Caution):	(LLC, S-Corp, C-Corp, Sole Prop - should be on W-9)		
Street Address:			
City, St, Zip:			

Recipient (See Caution):		Amount Paid	\$
ID Number (See Caution):		Backup Withholding (if any)	\$
Explanation (NEC, Rent, Dividends):		State	
Entity type (See Caution):	(LLC, S-Corp, C-Corp, Sole Prop - should be on W-9)		
Street Address:			
City, St, Zip:			

Recipient (See Caution):		Amount Paid	\$
ID Number (See Caution):		Backup Withholding (if any)	\$
Explanation (NEC, Rent, Dividends):		State	
Entity type (See Caution):	(LLC, S-Corp, C-Corp, Sole Prop - should be on W-9)		
Street Address:			
City, St, Zip:			