



Tilia cordata

**FORMS 1099 TAX YEAR 2011
THESE FORMS ARE DUE TO RECIPIENTS JANUARY 31ST 2012**

If you want us to prepare Forms 1099 for you please complete and return the **PAYEE INFORMATION FORMS** below. We would appreciate receiving the information by **January 17th**

It is helpful if you provide all the information at once instead of piecemeal. Our fee for preparation and filing Forms 1099 is \$85 plus \$25 for each additional. This includes preparation of the forms, mailing them to the recipients, and filing with the government.

If we do not hear from you before January 18th we will assume you are filing 1099s yourself. You may get forms at an IRS office, by ordering them from the IRS at 800-829-3676, or at an office supply store

If you operate a business, have real estate rentals or pay for services (not materials) provided by someone who is NOT an employee, you must issue each payee a Form 1099. A Form 1099 must be issued to anyone (individuals, partnerships, or LLCs), except corporations, if you made payments for services totaling \$600 or more for **2011**. **EXCEPTIONS:** All law firms, no matter what entity, must be issued a Form 1099 if you paid them more than \$600. Also, payments for rent and interest are for any amount over \$10.

To gather information for Forms 1099 you are going to issue, the payee needs to complete a Form W-9. It is advisable to have them complete their W-9 prior to issuing the first payment to them. Get this from the IRS website www.irs.gov .

**FORM 1099 PAYEE INFORMATION (PRINT AS MANY AS YOU NEED)
Return to our office by fax 818-301-2777 or email to linda@mkatzcpa.com**

YOUR NAME (Whom the 1099 is from) _____

YOUR PHONE NUMBER _____ **YOUR EMAIL** _____

PAYEE – WHOM YOU PAID in 2011

NAME: _____ **FED ID SSN:** _____

PHONE: _____ **EMAIL** _____

ADDRESS _____

2011 AMOUNT PAID \$ _____ **For (circle one): services / rent / interest**

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YOUR NAME (Whom the 1099 is from) _____

YOUR PHONE NUMBER _____ YOUR EMAIL _____

PAYEE – WHOM YOU PAID in 2011

NAME: _____ FED ID SSN: _____

PHONE: _____ EMAIL _____

ADDRESS _____

2011 AMOUNT PAID \$ _____ For (circle one): services / rent / interest

PAYEE – WHOM you paid in 2011

NAME: _____ FED ID SSN: _____

PHONE: _____ EMAIL _____

ADDRESS _____

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2011 AMOUNT PAID \$ _____ For (circle one): services / rent / interest