

1099 MISC Worksheet

Reporting Requirements

In general, you are required to issue a Form 1099-MISC to any vendor (payee) that meets the following conditions.

1. Is one of the following:
 - a. an unincorporated business,
 - b. an individual,
 - c. a law firm or health care provider whether incorporated or not, or
 - d. a limited liability company ("LLC") that is not taxed like a corporation (see Form W-9)
2. That your trade or business paid a total of \$600 or more in the 2012 calendar year.
3. The payments were for services or rent (e.g. repair, accounting, legal, building or land rent, subcontracts, etc. including any materials provided with the service).

Obtaining Payee Information

You are required to obtain a Form W-9, Request for Taxpayer Identification Number and Certification, from each payee that meet conditions 1 and 3, above, and that may receive at least \$600 in payments during tax year. If the payee refuses to provide Form W-9 then backup withholding may be required on your part. Contact our office if this is the case.

Due Dates

Generally, Forms 1099-MISC are due to your payees by January 31, 2013. A \$250 per form penalty can be assessed for failure to provide the forms by the due date.

Copies A of Form 1099-MISC are due to the Internal Revenue Service by February 28, 2013. An additional \$250 penalty per form can be assessed for failure to file by the due date.

Worksheet

Use the forms below to provide us with the information needed to prepare your Forms 1099-MISC information returns. These completed worksheet must be provided to our office before January 25, 2013 in order to meet the above due Date.

Caution! The Internal Revenue Service matches payee names and taxpayer identification (e.g. social security number "SSN" or Employer Identification Number "EIN").

- individuals listed above--use their SSN and the name on their social security card
- Sole proprietors & single-member LL's--SSN (IRS prefer) or EIN and the name of the card
- Partnerships, LLCs & Corporations: EIN and the named filed on form SS4

Request form W-9 for your files before paying

Complete a worksheet for each payee (additional sheets if necessary)

Payee		amount	classification #
TIN			
Address			
city, state & zip code			
Payee		amount	classification #
TIN			
Address			
city, state & zip code			
Payee		amount	classification #
TIN			
Address			
city, state & zip code			
Payee		amount	classification #
TIN			
Address			
city, state & zip code			

Classification number

- | | |
|-------------------------------------------|----------------------------------------------------|
| 1. non-employee compensation (1099-MISC) | 7. interest paid (1099-INT) |
| 2. management & director fees (1099-MISC) | 8. Dividends paid (1099-DIV) |
| 3. commissions (1099-MISC) | 9. mortgage interest income received (1098) |
| 4. royalties (1099-MISC) | 10. health insurance premiums (S corporation only) |
| 5. rent, real estate (1099-MISC) | 11. prizes and awards (1099-MISC) |
| 6. rent, equipment (1099-MISC) | 12. Attorney fees (1099-MISC) |

Signature _____

Date _____