

FORM 1099 INFORMATION

CLIENT NAME: _____ SS#: _____

ADDRESS: _____ FED ID #: _____

<u>TO WHOM PAID</u>	<u>SS# OR FED ID #</u>	<u>PURPOSE OF PAYMENT</u>	<u>AMOUNT PAID</u>
(EXAMPLE)			
JOHN Q. TAXPAYER	999-99-9999	RENT	\$5,000.00
999 CPA STREET	OR	INTEREST	\$1,000.00
ANYTOWN, IA 50000	42-9999999		

NAME: _____

ADDR: _____

NAME: _____

ADDR: _____

NAME: _____

ADDR: _____

NAME: _____

ADDR: _____

NAME: _____

ADDR: _____

NOTE: You are required to prepare a Form 1099 for each individual or unincorporated business that you paid \$600 or more for interest or other business related expenses (rent, machine hire, fees, etc.). All legal services paid by your business must be reported on a 1099. This sheet is to assist you in compiling the information needed to complete the 1099 forms. The law requires that the 1099's be sent to the payee prior to February 1. (1099 forms should be typed). We have these forms available, at no cost, in our office. IF YOU WOULD LIKE US TO PREPARE THESE FOR YOU, PLEASE COMPLETE THIS SHEET AND RETURN IT TO US NO LATER THAN JANUARY 20.