

1099 / Schedule E Questionnaire

Name / Type of business: _____

Owner: _____

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We would like Nelson CPAs, LLC to prepare and file my 1099s: _____ Yes _____ No _____ N/A

If you answered NO above:

- Sign and date below and return form to our office by January 8, 2021.
- Provide Nelson CPAs, LLC with copies of all Forms 1099 and the related Form 1096 along with your 2020 tax information.

If you answered YES above:

- Answer the questions below, then sign and date and return to our office by January 8, 2021.
- Supply the following information for each business or person you are required to send a Form 1099:
 - A completed Form W-9 **OR** the name, complete mailing address, and tax ID number or SSN
 - The total amount paid in 2020, not including any payments made with a major credit card
 - Indicate if the payments were for rent or services

We are required to answer the following two questions on your business tax return on your behalf. Please indicate how you want us to answer these questions.

1. Did your business make any payments in 2020 that would require it to file Form(s) 1099?
 Yes No
2. If "Yes", did or will the business file all required Form(s) 1099?
 Yes No

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IRS filing requirements for Forms 1099-MISC:

- All businesses are required to issue a Form 1099-MISC to any attorney paid \$600 or more in a calendar year, excluding any payments paid with a major credit card.
- All businesses are required to issue a Form 1099-MISC to any business or person paid \$600 or more in a calendar year for rent or services, excluding any payment paid with a major credit card. If the business is a Corporation or a Limited Liability Company (LLC) that is treated as a Corporation, you are not required to file.
- All businesses should have a completed and signed Form W-9 from all vendors with which you do business.
- Nelson CPAs, LLC is an LLC treated as a sole proprietorship and therefore should receive a 1099-MISC if appropriate using the above criteria.

The IRS has been focusing on information return reporting, which includes Forms 1099, to help with locating unreported income. Penalties are assessed for non-compliance. Make sure you are aware and follow all Form 1099 reporting requirements. Please contact our office with any questions and see our Forms 1099-MISC Information Sheet that is available on our website for further details.

NOTE: All preparation and administrative fees will be charged to your business as a deductible expense.

Signature

Date