

**\*\*Available Again\*\***

**Fill-In 1099 Preparation Form and W-9 Forms**

Please visit

<http://www.fullertonbusinessservice.com/tools/>

December 2011

Re: 1099 Preparation

Dear Client:

Our favorite time of year is coming and we are excited to see everyone again! This letter is just a reminder that 1099s need to be mailed to the recipients by January 31, 2012 and to the IRS by February 29, 2012.

As in prior years, the IRS is enforcing and assessing penalties for late and incorrect filing. In order to guarantee that your 1099s are prepared on time we must receive your information by January 17, 2012. Information received after that date will be done in the order received and may not meet the deadline.

Form 1099 needs to be prepared for anyone paid rent, outside services, labor, interest and commission (over \$600.00 total). All legal fees need to be reported regardless of amount. Corporations are not issued 1099s (except attorneys and medical). Please have the person being issued the 1099 fill out a *W-9 Request for Taxpayer Identification Number and Certification* and keep for your records. Just a reminder, Sole Proprietors and Partnerships use the Social Security Number and we must have the name of the recipient and the DBA if they have one. In order for Fullerton Business Service to prepare your 1099s, we ask that you please fill out our *1099 Prep Fill In Form* for all persons you will be issuing a 1099. Both the *W-9* and *1099 Prep Form* are attached; they are also available on our website under Tax Tools.

If you have any questions please do not hesitate to contact our office. We look forward to seeing you soon!

Thank you,

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