

# SMT & ASSOCIATES, INC.

## 1099 Worksheet (2013 Tax Year)

### **Due to SMT & Associates by January 17, 2014**

Use this form to provide our firm with the information needed to prepare your 1099 information returns. 1099 information returns must be prepared and filed for individuals to whom you paid \$600 or more during the calendar year. **NOTE: Include only amounts paid by company check or electronic check (such as online bill-pay). Do not include payment you made to your vendor by credit or debit card. The bank or merchant services company will issue your vendor a Form 1099-K reporting these payments you made.**

|                           |  |  |
|---------------------------|--|--|
| <b>Your Company Name:</b> |  |  |
| <b>Address:</b>           |  |  |
| <b>Your FEIN:</b>         |  |  |

**CAUTION:** The IRS routinely verifies the name and payer ID numbers on all 1099s filed. If there are discrepancies you will receive a notice and may be required to begin withholding. For this reason it is important that you adhere to the following: If the payee is an individual use the individual's Social Security Number (SSN). If the recipient operates under a business name and the business has an Employer ID Number (EIN) use the EIN, otherwise use the individual's name and SSN. Never use an Employer ID Number with an individual's name or a Social Security Number with a business name.

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| Recipient (See Caution):      |    |  |
| Recipient FEIN (See Caution): |    |  |
| Street Address:               |    |  |
| City, ST, Zip:                |    |  |
| Amount Paid:                  | \$ | <input type="checkbox"/> Non-employee payments <input type="checkbox"/> Rents <input type="checkbox"/> Lawyer <input type="checkbox"/> Other |

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