S M T & A S S O C I A T E S, I N C.

1099 Worksheet (2014 Tax Year)

Due to SMT & Associates by January 17, 2015

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: <u>Include only amounts paid by company check or electronic check (such as online bill-pay).</u> 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.** For more information on 1099 reporting, see our annual Year-End Business Guide on our website or call our office at 815-788-5114 to have this guide emailed to you.

Your Company Name:		
Address:		
Your FEIN:		

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 individuals name and SSN. Never use an Employer ID Number with an individual's name or a Social Security Number with a business name.*

Recipient *(See Caution)*:		
Recipient FEIN *(See Caution)*:		
Street Address:		
City, ST, Zip:		
Amount Paid:	$	☐ Non-employee payments ☐ Rents ☐ Lawyer ☐ Other

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Recipient FEIN *(See Caution)*:		
Street Address:		
City, ST, Zip:		
Amount Paid:	$	☐ Non-employee payments ☐ Rents ☐ Lawyer ☐ Other

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