

**WE WILL NO LONGER BE MAILING THE 1099 PACKAGE IN THE MONTH OF DECEMBER AS WE HAVE IN THE PREVIOUS YEARS.**

**THIS YEAR AND IN THE FUTURE, WE WILL INCLUDE THE ENCLOSED FORMS SO THAT YOU CAN USE AS YOU GATHER YOUR INFORMATION THROUGHOUT THE YEAR.**

### **INSTRUCTIONS**

1. **NAME** - List the recipient to whom you have paid \$600 or more for business related services, rent, interest or legal fees. If the recipient is an individual, please provide their full legal name, not nickname. If the recipient is a single-member LLC, please provide both the individual name and the LLC name. If the recipient is a dual-member LLC, please provide only the LLC name. If the recipient is a corporation, no return will need to be filed unless it is for legal fees. If the attorney fees are for personal items such as the preparation of wills and estate planning, then you do not need to file a return.
2. **IDENTIFICATION NUMBER** - If the recipient is a sole proprietor, please provide their social security number. If the recipient is a limited liability company LLC, partnership, corporation (legal fees only), estate, or trust, please provide their federal identification number.
3. **ADDRESS** - Be sure to use the correct address.
4. **DESCRIPTION** - Describe what the business related payment was for (example: cash rent, ditching, hauling, interest paid, legal fees, machine hire, painting, etc.)
5. **AMOUNT** - List the exact amount that you have paid the recipient.

The Internal Revenue Service requires you to submit the 1099's to the recipients by January 31, 2016. Therefore, please return this information to our office by mail, fax or e-mail; [Kelly@winterscpagroup.com](mailto:Kelly@winterscpagroup.com). Please return this information to us **NO LATER THAN JANUARY 15**. This will allow adequate time to prepare the returns.

If you have any questions, please give our office a call.

Thank you!

FILE # \_\_\_\_\_

\_\_\_\_\_  
(Your Name – If a **Sole Proprietor**)

**WHEN READY** (Please Circle One)  
**CALL, MAIL, or TEXT**

\_\_\_\_\_  
(Your Business Name – If a **Corporation, LLC or Partnership**)

\_\_\_\_\_  
(Address, City, State & Zip Code)

**HOME PHONE** \_\_\_\_\_

\_\_\_\_\_  
(Identification Number – If you are a **Sole Proprietor**, be sure to use your **Social Security Number**. If it is a **Corporation, LLC, or Partnership**, be sure to use the **Federal Identification Number**.)

**CELL PHONE** \_\_\_\_\_

FULL LEGAL NAME & IDENTIFICATION NUMBER	ADDRESS	DESCRIPTION	AMOUNT
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1. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_