



INSTRUCTIONS: IRS FORM 1096

Form 1096 is a summary of all of the form 1099 MISC you are sending to the IRS. Use only one form 1096 to report ALL of your 1099 MISC forms on. It is preferable to type the information, but it is acceptable to print in bold block letters.

File IRS form 1096 by February 28 if filing by mail or the end of March if filing electronically. File paper form(s) 1099 MISC with the 1096 when mailing to Austin. **Do not staple!** Mail to: Dept. of Treasury, IRS Center, Austin, TX 73302.

1. Determine if you have issued any 1099-MISCs to anyone in January. These are issued to report payments of \$600 or more paid to team coaches who are considered contract workers since no withholding tax or social security tax was taken out of their pay checks.
2. Use only one Form 1096 to report all of your 1099-MISCs.
3. Type or print your swim team name, c/o name, address, city, state, & zip code.
4. Type or print the name of who is completing the form. Put your telephone number in the next block. E-mail address is written below your name and fax number if appropriate.
5. Box #1: print your team Employer Identification Number (EIN). Each swim team that opened a checking account had to receive an EIN number in order to open your checking account. If you do not know your team's EIN #, check with you bank official as they will have it on your team's bank records.
6. Leave box 2 blank.
7. In box 3 type or print the total number of 1099 MISC forms you completed and are submitting with your 1096.
8. Leave box 4 blank.
9. In box 5 add up all of the totals you paid your coaches from their IRS form 1099 MISC and enter to total of all in box 5.
10. In box 6 place an X in the 1099-MISC box at the bottom to indicate the type of form being filed.
11. In box 7 enter an X in the tiny box to show that this is your final return.
12. Sign your name, title (such as Team Rep or Team Treasurer), and date before mailing the completed form to the Austin, TX IRS center address listed above..