



## **James E. Moede, Ltd.**

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### **2013 Form 1099-MISC Client Information**

#### **Instructions**

##### **Please fill in all fields that are marked in yellow**

If you need more than 12 Forms 1099-Misc, then use "Save As" under the FILE menu and name the file "2011 Form 1099 Data 2,3,...".  
Make as many copies as necessary.

When you are done, please upload the completed pdf files to my portal. Please contact me if you need assistance with the portal.

The Due Dates for Forms 1099 are as follows:

Payees should receive their copies on or before January 31, 2014.

The IRS should receive its copy on or before February 28, 2014.

If you have any additional questions, please feel free to contact me.

**James E. Moede, CPA**  
**Forms 1099-Misc/1096 Guidelines**  
**2013**

GENERAL

1. If you paid any individuals, LLCs, or attorneys \$600 or more for services during 2013, you are required to prepare and submit a Form 1099-MISC for each payee by January 31, 2014.
2. You do not issue Form 1099-MISC to a corporation or S-corporation recipient (with the exception of attorney's or law firms).
3. A Form 1096 transmittal form is completed and filed with the IRS along with the government copies of each Form 1099-MISC.

DUE DATES

1. Recipient's Copy – each recipient must receive their 1099-MISC on or before January 31, 2014.
2. Government Copy – Form 1096 and the government copy of each 1099-MISC must be filed on or before February 28, 2014.

OPTIONS

1. If you would like me to prepare these forms and file the government copies, please give me a schedule of payees, social security number or tax identification number, address, and amount paid for services. I do have a worksheet that may be downloaded from my website ([www.jamesmoede.com](http://www.jamesmoede.com) click on the [Downloads] tab). NOTE: I will need this schedule no later than Thursday, January 23, 2014.
2. You may prepare and file your company's 2013 Form 1099-MISC and Form 1096 (transmittal form).