

1096 INFORMATION FOR YEAR ENDED 2010

(Please input your business information)

SOCIAL SECURITY OR FEDERAL ID # _____

PAYER (YOUR BUSINESS NAME) _____

ADDRESS _____

PAYER PHONE NO _____

PAYER EMAIL ADDRESS _____

PAYROLL CONTACT NAME _____

PAYROLL CONTACT PHONE NUMBER _____

NUMBER OF 1099 DOCUMENTS _____

TOTAL DOLLAR AMOUNT REPORTED _____

What do all the difference Income Types mean and How do they apply to me?

1099-MISC

- Probably the most common. This is when you pay any vendor that is not incorporated, \$600 or more for the year.
 - * Also, ANY attorney that you have paid more than \$600 for the year
 - * This form is also used for rent payments that you may pay to your landlord, if this is the case, please circle "1099-MISC RENT"

1099-INT

- Did you receive interest of \$600+ from, such as, a loan you are holding for someone (not a mortgage – see 1098 for that), then you are required to send a 1099-INT.

1099-DIV

- Does your company have stockholders that were paid \$600+ in dividends? Then you are required to send a 1099-DIV to them.

1099-R

- Does your company have an Employee Stock Ownership Plan (ESPO)? Any distributions of dividends of \$600+ to participants or their beneficiaries are to be reported on at 1099-R

1098

- Are you holding a mortgage for property that you are receiving payment and or interest? Then you are required to send a 1098 to the payer.

Your Company Name: _____

1099 INFORMATION FOR YEAR ENDED 2010

(Please input the information for the people you paid)

(Please feel free to make as many copies as you need)

We recommend that you have a W-9 on file for each vendor and pull the information from that sheet.

SOCIAL SECURITY OR FEDERAL ID # _____

RECIPIENT _____

ADDRESS _____

AMOUNT \$ _____

INCOME TYPE (PLEASE CIRCLE): 1099-MISC 1099-MISC RENT 1099-INT 1099-DIV 1099-R 1098

SOCIAL SECURITY OR FEDERAL ID # _____

RECIPIENT _____

ADDRESS _____

AMOUNT \$ _____

INCOME TYPE (PLEASE CIRCLE): 1099-MISC 1099-MISC RENT 1099-INT 1099-DIV 1099-R 1098

SOCIAL SECURITY OR FEDERAL ID # _____

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RECIPIENT _____

ADDRESS _____

AMOUNT \$ _____

INCOME TYPE (PLEASE CIRCLE): 1099-MISC 1099-MISC RENT 1099-INT 1099-DIV 1099-R 1098

BY SIGNING THIS SHEET I AM VERIFYING THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

SIGNED: _____ DATED: _____