

**1099 WORKSHEET FOR PAYMENTS MADE TO OTHERS**



**ROBERTS  
& EDDY, P.C.**  
ATTORNEYS AT LAW

Use this form to provide our firm with the information needed to prepare your 1099s. 1099s must be prepared and sent to **individuals or non-corporate entities** (e.g., single member LLC, partnership, etc.) that you paid **\$600 or more** during the tax year for interest, rents, contract labor or other payments in connection with your trade or business. This includes payments to veterinarians and attorneys. We then file these forms with the IRS. 1099s are required to be sent to the party you paid **on or before January 31st**. **Failure to send 1099s can result in a penalty of \$270 per report not filed on time.**

**PAYER INFORMATION**

Your Name / Business Name: \_\_\_\_\_ Your Tax ID # (or SSN if individual): \_\_\_\_\_

Your Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

If you authorize our firm to sign the summary form filed with the IRS **SIGN HERE** \_\_\_\_\_

**RECIPIENT INFORMATION**

Recipient Name: \_\_\_\_\_ Tax ID # (or SSN if individual): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Purpose of Payment (contract labor, rent, interest, vet, etc.): \_\_\_\_\_

Recipient Name: \_\_\_\_\_ Tax ID # (or SSN if individual): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Purpose of Payment (contract labor, rent, interest, vet, etc.): \_\_\_\_\_

Recipient Name: \_\_\_\_\_ Tax ID # (or SSN if individual): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Purpose of Payment (contract labor, rent, interest, vet, etc.): \_\_\_\_\_

Recipient Name: \_\_\_\_\_ Tax ID # (or SSN if individual): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Purpose of Payment (contract labor, rent, interest, vet, etc.): \_\_\_\_\_

Recipient Name: \_\_\_\_\_ Tax ID # (or SSN if individual): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Purpose of Payment (contract labor, rent, interest, vet, etc.): \_\_\_\_\_

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Amount Paid: \$ \_\_\_\_\_ Purpose of Payment (contract labor, rent, interest, vet, etc.): \_\_\_\_\_

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Recipient Name: \_\_\_\_\_ Tax ID # (or SSN if individual): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Purpose of Payment (contract labor, rent, interest, vet, etc.): \_\_\_\_\_