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| Forms 1099 & 1096 |
| \*\* Form 1099 must be provided to the recipient by January 31st. \*\*Form 1096 must be mailed to the IRS by February 28th. |
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| Paid To | **Address** | **SS# or ID#** | **Type of Service** | **Amount** |
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| Name:Address:S.S. or EIN: |
| Kelsey Service Agency, Inc.421 5th Street S - Alpena, SD 57312\*\*Due in our office by January 25th.\*\* |

**Due Dates 2015**

**Form W-2:**

 Due to Social Security Administration: Last day of February

 Due to Recipient: January 31st

**Form 943:**

 Due to IRS: January 31st

**Form 941:**

 Due to IRS: 4th Quarter – January 31st

**1099-MISC:**

 Due to IRS: February 28th

 Due to Recipient: January 31st

Failure To File Correct Information Returns by the Due Date (Section 6721) If you fail to file a correct information return by the due date and you cannot show reasonable cause, you may be subject to a penalty. The penalty applies: • If you fail to file timely, • If you fail to include all information required to be shown on a return, or • If you include incorrect information on a return. The penalty also applies: • If you file on paper when you were required to file electronically, • If you report an incorrect TIN, • If you fail to report a TIN, or • If you fail to file paper forms that are machine readable. The amount of the penalty is based on when you file the correct information return. The penalty is as follows. • $50 per information return if you correctly file within 30 days (by March 30 if the due date is February 28); maximum penalty $556,500 per year ($194,500 for small businesses, defined below). • $110 per information return if you correctly file more than 30 days after the due date but by August 1; maximum penalty $1,669,500 per year ($556,500 for small businesses). • $270 per information return if you file after August 1 or you do not file required information returns; maximum penalty $3,339,000 per year ($1,113,000 for small businesses).

**Return Deadlines:**

Farmers Tax Returns: March 1st

Corporate & Partnerships Returns: March 15th

Individuals: April 15th