

1099 Prep Checklist

Stay compliant ahead of deadlines.

Check off each item as you complete it:

- ☐ Review vendor payments for the year.
- ☐ Confirm which vendors require a 1099 (non-corporate, >\$600).
- ☐ Exclude payments via credit card or third-party networks.
- ☐ Collect W-9 forms from all applicable vendors.
- ☐ Verify Tax Identification Numbers (TINs).
- ☐ Confirm addresses and contact details.
- ☐ Match vendor payment totals against general ledger.
- ☐ Check for discrepancies or duplicate records.
- ☐ Ensure amounts exclude reimbursements/non-reportables.
- ☐ Use IRS-approved forms (1099-NEC, 1099-MISC).
- ☐ Complete forms with accurate vendor/payment details.
- ☐ Verify alignment with accounting software exports.
- ☐ Distribute recipient copies by Jan 31.
- ☐ E-file with IRS by Jan 31 (for 1099-NEC).
- ☐ Retain copies for your records.
- ☐ Document completed filings.
- ☐ Address vendor inquiries promptly.
- ☐ Plan to update W-9s annually.