

1099 & Year-End Timeline — Preparation Tasks and Submission Deadlines

Timeframe	Task	Deadline	Details
November - December	Review vendor list	Before Dec 31	Confirm W-9s collected; identify vendors requiring 1099s; verify addresses and TINs.
December	Year-end payroll prep	Before Dec 31	Verify employee info, retirement contributions, bonuses, and fringe benefits.
Early January	Close books for prior year	By Jan 10-15	Reconcile accounts, finalize vendor payments, and confirm 1099 amounts.
January	Distribute 1099-NEC	Jan 31	Provide 1099-NEC forms to recipients and file with IRS (electronic or paper).
January	Distribute W-2s	Jan 31	Provide W-2s to employees and file with SSA.
February	File 1099-MISC/INT/DIV with IRS (paper)	Feb 28	Submit paper filings for 1099-MISC, 1099-INT, 1099-DIV and other variants (if not e-filed).
March	File 1099-MISC/INT/DIV with IRS (electronic)	Mar 31	Submit electronic filings for 1099-MISC, 1099-INT, 1099-DIV and other variants.
Jan - Mar	State 1099 filings	Varies	Check state deadlines for 1099 reporting (some align with IRS, others differ).