

January 8, 2024

DiRusso Tax & Accounting
1000 South Ave, Ste 104
Staten Island, NY 10314

Dear Client,

Can you believe it's 2024 already? That means that it's time to think about the 1099's that you or your business may be required to issue by January 31, 2024, if you or your business made certain payments that meet the filing criteria. To help with this process, we have enclosed a form to assist you in gathering the information necessary to issue a 1099-NEC and/or 1099-MISC. Please review the attached form, fill it out, and return it to us.

The general rule is, Form 1099 must be issued to anyone except a corporation, that was paid more than \$600 for the tax year. There are two types of Form 1099 that may apply – a 1099-NEC and 1099-MISC.

You will need to file Form 1099-MISC for each person to whom you have paid during the year at least \$10 in royalties or broker payments in lieu of dividends or tax-exempt interest, or at least \$600 in rent; prizes and awards; medical and health care payments; crop insurance proceeds; cash payments for fish you purchase from anyone engaged in the trade of business of catching fish; cash paid from a notional principal contract to an individual, partnership or estate; payments to attorneys, any fishing boat proceeds, and other income payments such as professional services.

You need to file Form 1099-NEC to report nonemployee compensation for each person in the course of your business to whom you have paid at least \$600 or more in services performed by someone who is not your employee (including parts and materials); cash payments for fish (or aquatic life) you purchase from anyone engaged in the trade or business of catching fish; payments to an attorney. You must also file Form 1099-NEC for each person from whom you have withheld any federal income tax under the backup withholding rules regardless of the amount of the payment.

The recipient must supply you with either a social security number (for an individual) or an Employer Identification Number (for a business), along with their/its complete address by giving you a completed W-9. If 1099 is required but not issued in accordance with the Internal Revenue Service (hereinafter, the "IRS") code, the Service may deny the expense.

Please provide this information no later than January 17, 2024. If this information is returned after this date, we cannot guarantee its timely completion or filing with the IRS.

For additional information on 1099s, please visit the IRS website, <https://www.irs.gov/businesses/small-businesses-self-employed/am-i-required-to-file-a-form-1099-or-other-information-return>. If you have any questions, please contact the office.

COMPANY/PAYER NAME _____ PHONE _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____ EMPLOYER ID # _____

Please provide 1099 information for applicable recipients:

1. NAME _____ SS# OR EIN# _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST __ ZIP _____
DESCRIPTION OF PAYMENT: _____

2. NAME _____ SS# OR EIN # _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST __ ZIP _____
DESCRIPTION OF PAYMENT: _____

3. NAME _____ SS# OR EIN # _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST __ ZIP _____
DESCRIPTION OF PAYMENT: _____

4. NAME _____ SS# OR EIN # _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST __ ZIP _____
DESCRIPTION OF PAYMENT: _____

5. NAME _____ SS# OR EIN # _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST __ ZIP _____
DESCRIPTION OF PAYMENT: _____

6. NAME _____ SS# OR EIN # _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST __ ZIP _____
DESCRIPTION OF PAYMENT: _____

7. NAME _____ SS# OR EIN # _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST __ ZIP _____
DESCRIPTION OF PAYMENT: _____

8. NAME _____ SS# OR EIN # _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST __ ZIP _____
DESCRIPTION OF PAYMENT: _____

9. NAME _____ SS# OR EIN # _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST __ ZIP _____
DESCRIPTION OF PAYMENT: _____

10. NAME _____ SS# OR EIN # _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST __ ZIP _____
DESCRIPTION OF PAYMENT: _____

If you need to add more names, please make copies of this form. Total of 1099s \$ _____