

David L. Buterbaugh, P.C.

CERTIFIED PUBLIC ACCOUNTANT

8040 E. Morgan Trail • Suite 15 • Scottsdale, AZ 85258-1211 • 480 905-3640 • FAX 480 905-3642

January 3, 2018

Dear Valued Client:

We are writing to remind you that we may need information from you to prepare forms 1099 for 2017. You are required to provide to recipients, the following forms by January 31, 2018 if your business or trust made any of the following payments in 2017:

1099-MISC – If you made a payment to an unincorporated business, individual or LLC:

- ◆ More than \$600 for contract labor, services, trustee fees or rent.
- ◆ More than \$10 for royalties.
- ◆ You must also issue a 1099 if you made **ANY** payments (totaling \$600 or more) to an attorney for which you are claiming a deduction for a business or trust. This rule applies even if the attorney is incorporated.

1099-INT - If you paid \$10 or more in interest to an unincorporated taxpayer.

Please Note: You are not required to issue a 1099 for payments made via credit/debit cards or PayPal type service.

The IRS may assess a penalty of \$260 per 1099 that you fail to file & \$260 that you fail to provide to each recipient. Filing even one day late will result in a \$50 per 1099 monetary penalty. Failure to issue a 1099 form may also lead to the IRS disallowing a tax deduction for the payment.

We can assist not only in preparing the required 1099 forms, but, with identifying required recipients as well. Please complete and return the next page choosing one of the four options. We are requesting your return fax or e-mail by **Wednesday, January 10, 2018**. Our firm will not be responsible for any late penalties if you provide your information to us later than **January 10, 2018**.

Your tax return **requires** you to answer the following two questions, under penalty of perjury:

1. Did you make any payments in 2017 that would require you to file Form(s) 1099?
2. If “yes”, did you file or will you file required Form(s) 1099?

Also, attached separately is a W-9 to forward to any vendor that you may need to obtain information for 1099 purposes. We always recommend securing a completed form W-9 before making a payment to any new vendor.

We look forward to hearing from you soon.

Sincerely,



David L. Buterbaugh, C.P.A.

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Please check a box, sign and email to jamie@buterbaughcpa.com or fax to (480) 905-3642.

<input type="checkbox"/>	I have read the filing requirement for Forms 1099. I made no payments which required a 1099 form to be issued for 2017.
<input type="checkbox"/>	Please prepare 1099 forms for the individuals or businesses I have identified on the attached worksheets. I assume responsibility for identifying all the proper recipients and amounts paid. (Please provide by January 10, 2018)
<input type="checkbox"/>	Please prepare 1099 forms for any required recipients. I am providing either a full detail general ledger printout or Peachtree or QuickBooks data file. I wish to engage your firm to review payees and identify the companies or individuals that should receive a 1099 form. I agree to timely secure and provide addresses and tax ID numbers for these recipients that David L. Buterbaugh, PC identifies. I understand this service is more costly as it is more time consuming than the other options above. (Please provide by January 10, 2018)
<input type="checkbox"/>	I will prepare my own 1099 form(s) and related form 1096 transmittal. I agree to assume responsibility to properly identify recipients and issue 1099 forms and file Form 1096 with the IRS by January 31, 2018.

Signature

Date

Print Name

Print Company Name

David L. Buterbaugh, P.C.

1099 Information for 2017

Your Company Name: _____

Who should we call with questions? _____ Phone No.: _____

Total 1099's to be prepared:	Miscellaneous:	Rent:	Attorney:	Interest:	Royalty:
	(M)	(RT)	(A)	(I)	(ROY)

Please list recipient information below. Attach additional pages (if Needed.)

Recipient's Name Tax ID Number	Address	Amount	Type of 1099 (M) (RT) (A) (I) (ROY)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total 1099's to be prepared: Miscellaneous: _____ Rent: _____ Attorney: _____ Interest: _____ Royalty: _____
(M) (RT) (A) (I) (ROY)

Please list recipient information below. Attach additional pages (if Needed). **Feel free to substitute Form W-9 instead of completing this worksheet.**

<u>Recipient's Name</u>	<u>Address</u>	<u>Amount</u>	<u>Type of 1099</u>
<u>Tax ID Number</u>			(M) (RT) (A) (I) (ROY)
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please fax or email this form to us at (480) 905-3642 by **January 10, 2018**