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| **DON'T DELAY! Its time for 1099's!****Due Jan 31, 2022.** |

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| Who receives 1099's?**Steps For 1099's**Step 1: Determine what type of relationship you have with a person or company to decide if you need to issue a 1099 to document the relationship. Typically, you need to supply a 1099 to independent contractors, third-party accounts, third-party public-relations firms that are not on your regular payroll or any other company or worker that you paid for services that is not on your payroll. Step 2: Determine the total amount of money you paid the person or company over the year. If you paid more than $600 by check throughout the entire year for the services provided, you need to issue a 1099 form. If you paid them by credit card or through paypal then you do not have to send a 1099. Step 3: Check your records for payments made to attorneys and payments made for rent. Attorney payments and rent payments are documented using a 1099 regardless of amount. Step 4: Check the type of corporation the third party is by having them fill out a W9 form. For example, companies that are sole proprietors, partnerships or LLCs who received money from your company should receive a 1099. C corporations, S corporations or LLCs that are taxed as C or S corporations do not require a 1099. Step 5:  File a 1099 if you are unsure. If you file one but did not need to, there is no harm done. However, if you fail to file one and one was required, you might be penalized heavily. There are 2 separate forms to consider, the 1099-MISC and 1099-NEC (non-employee compensation).**If you haven't been collecting W9's we have a new service to send these electronically as well. You will need to provide the vendor name and email address. Best practice going forward:****DO NOT send a check without first obtaining a W9 form.** Don't want to go it alone, we are happy to help.   |

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| Service for Filing 1099sLet us know by Dec 17th if you will need our help to guarantee a space on our schedule.[**CLICK TO SIGN UP ELECTRONICALLY TODAY**](https://form.jotform.com/brightbooks/1099Contract)[**Option A: New 1099 Clients: 1099 Filing with all contact information provided by client**](https://form.jotform.com/brightbooks/1099Contract)-Bright Bookkeeping will help you identify potential 1099 candidates from your QBO file, if requested.-You will be responsible for reviewing the list and providing additional information.-You will be responsible for collecting the W9 form information for the vendors that you want to file. We can help with this also at an additional charge.\* -You will be responsible for filling out your company W9 for us to use for setting up your account.-You will be responsible for providing all information to Bright Bookkeeping before January 15.-Bright Bookkeeping will file the 1099's electronically based on information received.-Bright Bookkeeping is not responsible for verifying the information given.-Bright Bookkeeping will print, stamp, and mail out any 1099's that are not accepted electronically by January 30, 2022.**The fee is $185 (includes 5 1099's) and $9.00 for each additional 1099 filed.****\*Optional Electronic W9 service is $10/submission.****$95 additional rush fee for approved lists received after January 15th.** [**Option B: Returning 1099 Clients : 1099 Filing with all contact information provided by client**](https://form.jotform.com/brightbooks/1099Contract)-Bright Bookkeeping will help you identify potential 1099 candidates from accessing your QBO File..-You will be responsible for reviewing the list and providing additional information.-You will be responsible for collecting the W9 form information for the vendors that you want to file. We can help with this also at an additional charge.\* -You will be responsible for providing all information to Bright Bookkeeping before January 15.-Bright Bookkeeping will file the 1099's electronically based on information received.-Bright Bookkeeping is not responsible for verifying the information given.-Bright Bookkeeping will print, stamp, and mail out any 1099's that are not accepted electronically by January 30, 2022.**The fee is $135 (includes 5 1099's) and $7.00 for each additional 1099 filed.****\*Optional Electronic W9 service is $10/submission.****$75 additional rush fee for approved lists received after January 15th.**[**CLICK TO SAVE YOUR SPOT TODAY**](https://form.jotform.com/brightbooks/1099Contract) |

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