

2011- 1099 WORKSHEET (USE BACK OF THIS PAGE IF NECESSARY)

Rent, Interest, Custom Work, Etc.

PLEASE COMPLETE IN FULL:

NAME: _____ **Soc Sec #** _____ - _____ - _____

Address: _____ **Fed ID#** _____ - _____
(Example xx-xxxxxxx)

City, State, Zip _____

Phone # _____ **E-Mail address** _____

If you paid any person (does not include corporations) \$600 or more for rent, commissions, interest, custom work, professional fees or other services **in connection with your trade or business**, you are required to file Forms 1096 and 1099. Payments to attorneys (both incorporated and non-incorporated) if \$600 or more in connection with your trade or business are required to be reported on Forms 1096 and 1099. Other professional fees only need to be reported for professionals not incorporated. **To prepare these forms, you must provide us with the following information by January 10th, 2012.** The Internal Revenue Service can assess a \$100 fine for incomplete or late filed reports. 1099's are required to be sent to the recipients paid on or before January 31, 2012.

NAME OF PERSON PAID

ADDRESS _____
Soc. Sec. # _____ - _____ - _____
or Fed ID # _____ - _____
Amount Paid \$ _____
Purpose: Rent, Interest, Custom Work,
Other _____

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Rent, Interest, Custom Work, Etc.
(Please Submit by January 10th, 2012)

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