

2016 FORM 1099 Worksheet

We recommend return of this information by January 16, 2017 if we are to prepare your W2's & 1099s timely

Legal Business Name: _____ FEIN or SS: _____

Address: _____ City, State, Zip: _____

Contact Name: _____ Email address: _____

Phone Number: _____ Alternate Phone #: _____

****To save our clients money, we will be E-Filing all 2016 Form 1096/1099s and W3/W2s with the IRS, WI Dept of Revenue, and Social Security Administration! If you are not comfortable with this service, please call or make note when you are providing us your information.**

INTEREST: Include interest payments made to individuals that totaled \$600 or more during 2016.

Do not include payments to banks, lending institutions or federal agencies.

RENT: List all those to whom you paid rents (for farm/business purposes) that totaled \$600 or more during 2016.

MACHINE HIRE/CUSTOM WORK/OTHER SERVICES (including veterinary services): List all to whom you paid \$600 or more during 2016.

Name and Address (Payee--Whom Paid)	Payees SS # or FEIN #	INTEREST PAID	RENT PAID	MACHINE HIRE/ CUSTOM WORK/OTHER
	SS # _____ FEIN # _____	\$ _____	\$ _____	\$ _____
	SS # _____ FEIN # _____	\$ _____	\$ _____	\$ _____
	SS # _____ FEIN # _____	\$ _____	\$ _____	\$ _____
	SS # _____ FEIN # _____	\$ _____	\$ _____	\$ _____
	SS # _____ FEIN # _____	\$ _____	\$ _____	\$ _____

NOTE: Employee W-2 forms and corresponding 940, 941, 943, and 944 forms also have a January 31 due date. Please use our 2016 Wages Paid Worksheet to summarize this information. *We process First in, First out method, please bring or mail your information to us ASAP so we can process your forms timely! Thank you.

2016 Wages Paid & Tax Payment Record

We recommend return of this information by January 16, 2017 if we are to prepare your W2's & 1099s timely
List all Wages Paid to Employees during 2016. If Employee is your child, please list age of child.

Legal Business Name: _____ FEIN: _____

Address: _____ City, State, Zip: _____

Contact Name: _____ Email address: _____

Phone Number: _____ Alternate Phone #: _____

Employee Name: Address: SS #:	Gross Wages	FICA (SS) Withheld	Medicare Withheld	Federal Withheld	State Withheld	Net Pay

Number of Workers Employed during March: _____

List Dates and Amounts of Total Employment Taxes deposited (paid) for 2016 with federal tax deposit confirmation.

Date	Amount Pd	Date	Amount Pd	Date	Amount Paid	Date	Amount Paid
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

The following information is needed for your Form 943 if your total gross wages is \$2,000 or more:

	Gross Wages per Month	Federal Tax withheld for Month (don't include FICA)		Gross Wages per Month	Federal Tax withheld for Month (don't include FICA)
Jan			Jul		
Feb			Aug		
Mar			Sept		
Apr			Oct		
May			Nov		
Jun			Dec		

NOTE: 1099 forms also have a January 31 due date. Please use our 2016 Form 1099 Worksheet to summarize this information. *We process First in, First out method, please bring or mail your information to us ASAP so we can process your forms timely! Thank you.