

## 2018 FORM 1099 Worksheet

We recommend return of this information by January 18, 2019 to allow time to prepare your 1099s by the due date.

**Legal Business Name:** \_\_\_\_\_ **FEIN or SS:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Alternate Phone #:** \_\_\_\_\_

**INTEREST:** Include interest payments made to individuals that totaled \$600 or more during 2018.

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 2018.

**MACHINE HIRE/CUSTOM WORK/OTHER SERVICES (including veterinary services):** List all to whom you paid \$600 or more during 2018.

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 # _____	\$ _____	\$ _____	\$ _____

I will pick up my recipient copies.

I would like Accounting Associates, Inc. to mail my recipient copies.

Signed \_\_\_\_\_ Date \_\_\_\_\_

This information is complete and accurate, to the best of my knowledge, for preparation of my 2018 Form 1099(s) and 1096.

**NOTE: Employee W-2 forms and corresponding 940, 941, 943, and 944 forms also have a January 31 due date. Please use our 2018 Wages Paid Worksheet to summarize this information. \*We process First in, First out method. Please sign this form & bring or mail your information to us ASAP so we can process your forms timely! Thank you.**