

## Requirements for Filing Forms 1099

All **businesses**, including non-profit corporations and self-employed individuals are required to report to the IRS money that has been paid to vendors under the following circumstances:

- The total amount of money paid to the vendor is \$600 or more for the calendar year
- The vendor is an individual or business that is either a sole proprietor, partnership or LLC. Do not issue 1099s to corporations (C Corps or S Corps). *Exception: You must issue a 1099 to your attorney even if they are incorporated.*
- The money is payment for services such as:
  - Rent
  - Casual Labor
  - Subcontracting
  - Professional Services
  - Interest Payments (greater than \$10)
  - Gross Attorney Fees & gross proceeds paid to attorneys (any amount)
  - You do not need to report payments for merchandise, telegrams, telephone, freight, storage and similar items
  - Consulting
  - Commissions
  - Real Estate Transactions
  - Barter Transactions
- **1099-MISC** is for payments for services and rent
- **1099-INT** is for interest payments in excess of \$10
- Use **Form W-9** to get the name, address and TIN (SSN) from each vendor. Vendors are **required** to complete a W-9 for this purpose. It's a good practice to get a completed W-9 from each subcontractor **before they begin working for you**. Keep the W-9 on file.

### Important IRS Rules:

- **Forms 1099** must be typed or computer generated on approved forms.
- Recipient copies of **Forms 1099** must be delivered to vendors no later than **January 31, 2015**
- The IRS copies of **Forms 1099**, with Summary **Form 1096**, must be postmarked no later than **February 28, 2015**
- Penalties apply for late filers! You will be fined \$60 for each 1099 filed after January 31 but before August 1. You will be fined \$100 for each 1099 filed after August 1.

**The IRS is starting to assess filing penalties for each 1099 that is filed late. The deadline for timely filing is January 31. IRS fines are \$60 for EACH 1099 filed after January 31 but before August 1, and \$100 for each 1099 filed after August 1.**

LBTS is an Authorized Reporting Agent and can file these electronically if we have a signed consent form on file.