

Smith  Sullivan
& Brown PC
CERTIFIED PUBLIC ACCOUNTANTS

80 Flanders Road, Suite 200  Westborough, Massachusetts 01581
Tel: 508.871.7178 Fax: 508.871.7179 www.ssbcpa.com

January 2018

Greetings,

1099 filings for the 2017 calendar year are due to recipients and the IRS by January 31, 2018. As in the past, attached please find three forms for your review:

1. Important Notice. Please read this notice to understand the Form 1099 filing requirements.
2. Information Needed for 1099 Preparation spreadsheet.
3. Blank W-9 Form. All vendors and subcontractors that qualify for 1099 filing should complete this form, before you pay them any compensation (**these completed forms are for your files only and do not need to be filed with the IRS**).

If you would like our Firm to prepare your 1099 forms, please fill out the **Information Needed for 1099 Preparation spreadsheet** and email to Sandra J. LaBreck (Sandy@ssbcpa.com), or mail or fax to 508-871-7179 as soon as possible.

Please note that Smith, Sullivan & Brown, P.C. does not require a 1099 due to the fact that we are an incorporated entity.

It would be our pleasure to assist you with this reporting obligation. The following is our fee structure for the preparation of 1099 informational returns for the 2017 year:

1 to 5 forms	\$ 100 minimum fee
6 to 10 forms	\$ 200 minimum fee
Greater than 10 forms	\$ 200 plus \$15 per form >10

Also, additional fees will be assessed for each amended form that we prepare.

Please note that the fees listed above do not include any review of your QuickBooks file or assistance in the generation of 1099 amounts. Fees for these services will be charged based upon our hourly rate structure.

In order to ensure timely filing, you will need to return your completed spreadsheet to us on or before January 22, 2018. **If you would like us to assist you with your QuickBooks in determining your 1099 filing requirements and amounts, please contact Sandy LaBreck (Sandy@ssbcpa.com) to coordinate this process.**

If the information is not received by January 22, 2018, we cannot guarantee completion before January 31, 2018. **Please be advised that the IRS WILL assess late filing fees for each Form 1099 that is submitted after the required due date. The penalty varies from \$50 to \$260 per form (\$1,072,500 maximum per year for small businesses), depending on how long past the deadline the forms are issued. If the filing requirement is intentionally disregarded entirely, you may be subject to a minimum penalty of \$530 per form, with no maximum.**

Sincerely,

Jennifer L. DeVincent

Jennifer L. DeVincent
Operations Manager