

Smith  Sullivan  
& Brown PC  
CERTIFIED PUBLIC ACCOUNTANTS

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December 2019

**1099 filings for the 2019 calendar year are due to recipients and the IRS by January 31, 2020.** We have enclosed the following three forms for your review:

1. Understanding the 1099 Filing Requirement. 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 are required to complete this form before you pay them for any services.

The following is our fee structure for the preparation of 1099 informational returns for the 2019 year:

1 to 5 forms	\$ 150 minimum fee
6 to 10 forms	\$ 250 minimum fee
Greater than 10 forms	\$ 250 plus \$20 per form >10

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.**

If you would like our Firm to prepare your 1099 forms, please email the following completed forms to Sandy LaBreck (Sandy@ssbcpa.com) or fax to 508-871-7179, no later than January 17, 2020:

1. **Completed Information Needed for 1099 Preparation Spreadsheet.**
2. **Completed W-9s for ALL qualifying vendors.**

In order to ensure timely filing, you will need to return your completed spreadsheet and completed W-9 forms to us on or before January 17, 2020.

**If the information is not received by January 17, 2020, we cannot guarantee completion before January 31, 2020. 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](mailto:Sandy@ssbcpa.com)) no later than January 8, 2020 to coordinate this process.**

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 \$270 per form (\$1,113,000 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 \$550 per form, with no maximum.

Sincerely,

Sandra J. LaBreck  
Accounting Services Manager