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CERTIFIED PUBLIC ACCOUNTANTS

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December 2021

Form 1099 filings for the 2021 calendar year are due to recipients and the IRS by January 31, 2022. We have enclosed the following three forms for your review:

1. Understanding the Form 1099 Filing Requirements. Please read this notice to understand the Form 1099 filing requirements.
2. Information Needed for Form 1099 Preparation spreadsheet.
3. Blank Form W-9. All vendors and subcontractors that qualify for a Form 1099 are required to complete the Form W-9 before you pay them for any services.

The following is our fee structure for the preparation of Form 1099 informational returns for the 2021 year:

1 to 5 forms	\$ 200 minimum fee
6 to 10 forms	\$ 300 minimum fee
Greater than 10 forms	\$ 300 plus \$25 per form >10

Additional fees will be assessed for each amended Form 1099 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 Form 1099 amounts. Fees for these services will be charged based upon our hourly rate structure.

If you would like our Firm to prepare your Form 1099s, please email the following completed spreadsheet and Form W-9s to Lucy Pacheco (Lucy@ssbcpa.com) or fax to 508-871-7179, **no later than January 14, 2022:**

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

To ensure timely filing, you will need to return your completed spreadsheet and completed Form W-9s to us on or before January 14, 2022.

If the information is not received by January 14, 2022, we cannot guarantee completion before January 31, 2022. If you would like us to assist you with your QuickBooks in determining your Form 1099 filing requirements and amounts, please contact Lucy Pacheco (Lucy@ssbcpa.com) no later than January 7, 2022, 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 \$280 per form (\$1,142,000 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 \$570 per form, with no maximum.