

Hello,

We are making an effort to contact all business owners, as well as individuals who are self-employed or have rental properties, who may have 1099-Misc data to report. The 1099-Misc information below will help you determine if you are required to report. If you have 1099-Misc data to report, please use the attached forms to submit your 1099 data.

We ask that all 1099 data be submitted to us by **January 15, 2016** to comply with all filing deadlines.

Please send all responses to: 1099@taboraccountinggroup.com.

If you have no 1099 activity to report for the 2015 calendar year, please let us know so that we may remove you from this year's mailings.

As always, please feel free to call our office at 503-598-1011 with any questions.

Tabor Accounting Group

Phone 503-598-1011
Fax 503-620-3083
Email: info@taboraccountinggroup.com

BRUCE R. TABOR CPA, PC
7501 SW Findlay Road
Durham, OR 97224

November 17, 2015

Re: **Form 1099-Misc for calendar year 2015, due for filing January 31st**

IMPORTANT

Failure to file Form 1099-Misc could result in a **\$50 fine per form with a maximum penalty of up to \$250,000**. It is your responsibility to ensure timely filing of Form 1099-Misc.

We advise you to begin collecting 1099 data NOW to meet all deadlines.

What is Form 1099-Misc?

Form 1099-Misc is used to report payments made during the calendar year to non-employees during the course of your trade or business. Individuals who receive a 1099-Misc use it to report their miscellaneous income on their tax return. We have enclosed a packet to help you compile reportable data. Your packet includes Form W-9 and a data sheet; **your completed 1099 packet is due by January 15th**.

What is Reportable on Form 1099-Misc?

- Payments to independent contractors (non-employees) of \$600 or more
- Interest of \$10 (ten) or more (reportable on 1099-Int)
- Rent payments for office space, machines, equipment, etc.
- Director's fees

**** Payments to corporations do not require reporting. ****

How Do I Send My 1099 Packet to Tabor Accounting Group?

Email: 1099@taboraccountinggroup.com

Fax: 503-620-3083

Mail or Drop Off: 7501 SW Findlay Road, Durham, OR 97224

Important Deadlines

- **January 15th** – All 1099 data/packets should be sent to Tabor Accounting Group by this date.
- **January 31st** – Form 1099-Misc must be provided to your recipient(s) by this date.

CONTINUED 

How Do I Use My 1099 Packet?

1. **Form W-9:** To be completed by each 1099-Misc recipient

Provide a copy of Form W-9 to each non-employee or independent contractor to complete. Form W-9 must be signed by the recipient to be valid. Please make an effort to obtain all completed W-9 forms from your non-employees. We will keep W-9s on file for future reference.

2. **Data Sheet:** To be completed by the business owner

Provide the appropriate information on the data sheet under each labeled column. The data sheet has spaces to transcribe information from Form W-9. This is helpful if you are unable to acquire completed W-9s from each recipient but have the required information in other formats at your disposal.

Send your completed 1099 packet to Tabor Accounting Group by **January 15th.**

What Happens To My 1099 Data After I Submit It?

Choose how you would like to submit your data from the options below, and we'll do the rest.

1. **SELF-COMPILED:** Tabor Accounting Group will perform the following reporting requirements after you provide a completed 1099 reporting packet. Packets are due by **January 15th**:
 - Complete Form 1099-Misc and/or 1099-Int
 - Mail Payee copies to each recipient
 - Electronically file all 1099s on your behalf
2. **FULL SERVICE:** Provide all necessary raw data, such as W-9s, check stubs, bank statements, etc., so that we may compile and total the relevant payments made to non-employees. Tabor Accounting Group will complete the entire 1099 filing process as detailed above. **This service will be provided for a small additional fee. All raw data must be provided by January 10, 2016.**
3. **SELF-PREPARED:** The client chooses to prepare and file all 1099-Misc forms independent of Tabor Accounting Group. **The IRS does NOT provide Form 1099-Misc or 1099-Int.** Forms are not available for individual purchase; they are usually sold in large quantities by independent retailers such as Staples or Office Depot. Instructions for completing and electronically filing Form 1099-Misc with the IRS can be found at irs.gov. All 1099-Misc forms must also be electronically filed with the state of Oregon at <https://secure.dor.state.or.us/iWire/>.

Please send Tabor Accounting Group copies of all 1099-Misc forms you prepared, distributed, and electronically filed for our records.

Please call our office if you have any questions regarding 1099 reporting.

Tabor Accounting Group

DATA SHEET

Business Name: _____

EIN: _____

Contact: _____

Phone: _____

Please X Box

	Recipient Name	Recipient Address	Recipient SSN or EIN	Amount Paid in 2015	Services	Rent	Interest
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		

or

Employer identification number									
				-					

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.