

**PLEASE MAIL OR FAX THIS COMPLETED PAGE
BY JANUARY 19, 2026 TO GUARANTEE TIMELY PREPARATION.
IF SENDING VIA FAX, PLEASE CALL TO CONFIRM RECEIPT.**

General Information

Your name and address as you would like it to appear on form(s).

BUSINESS NAME: _____

CONTACT NAME: _____ EIN/SSN: _____

ADDRESS: _____ CONTACT PHONE #: _____

_____ EMAIL: _____

Would you like us to mail completed 1099s to recipients? Yes* _____ No _____

**If yes, postage will be added to the preparation invoice.*

All 1099 government copies will be electronically filed with the IRS. Your copies will be emailed to you.

1099 RECIPIENT INFORMATION

NAME	ADDRESS	SSN/ EIN	AMOUNT PAID	Contract Labor (NEC), Rent, Interest, Dividends or Mortgage Interest
John Doe	2 Far Drive Westerville, OH 43082	111-22-3333	\$xxx.xx	Contract Labor

Total amount paid to 1099 vendors (listed above): \$_____