

Solutions CPAs

FORM 1099 WORKSHEET

If you made payments of at least \$600 within the calendar year 2020 to individuals (not corporations) for such items as rents, services (including parts & materials) or interest of over \$10, regulations require that such payments be reported to the Internal Revenue Service, Oregon and to the recipient by filing a Form 1099.

Payments are to be reported by persons engaged in a trade or business when payments are made in the course of such trade or business. Thus, personal payments are NOT required to be reported. Form 1099 must be completed and sent no later than January 31, 2021 to the recipient, the Internal Revenue Service and Oregon. Failure to file or late filing of the form will result in a number of penalties that may be enforced.

If you would like our office to prepare the necessary filings for you, please complete the following form and return it to our office as soon as possible. If this form is not received prior to January 25, 2021 we cannot guarantee a timely filing according to the due date. If you have any questions please call 541-575-2717.

PLEASE COMPLETE THE FOLLOWING INFORMATION

Your Name: _____
Street/Box: _____
City/State/Zip: _____

Tax ID # or S.S. # _____

Amounts paid to the following persons: (Payments to corporations do not have to be reported)

RECIPIENT: _____
ADDRESS: _____
S.S./TIN #: _____

AMOUNT: _____
PAID FOR: FEES
(CIRCLE ONE) RENTS
INTEREST

RECIPIENT: _____
ADDRESS: _____
S.S./TIN #: _____

AMOUNT: _____
PAID FOR: FEES
(CIRCLE ONE) RENTS
INTEREST

RECIPIENT: _____
ADDRESS: _____
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Please attach additional page if necessary