



2024

1099 & W2 FISCAL YEAR 2023

COMPANY INFORMATION

Company Name :

Contact Person :

EIN / SSN / ITIN : _____ Phone Number : _____

Address : _____

E-Mail : _____

Total Amount Reported : _____

Form Type : \$35 1096 Company Form \$35 W3 Company Form

\$16 1099 Individual Form \$16 W2 Individual Form

File Type : File Electronically Paper Filing (\$3 Company Form, + \$1/person)

Total Fee : _____

ACKNOWLEDGEMENT

_____ I understand that 1099s and W2s are due to the IRS and contractor by January 31st.

_____ The company information I have provided is accurate.

_____ I have provided W9s for #_____ 1099 contractors; or W4s for #_____ W2 employees.

_____ I have provided information for #_____ additional contractor/employee.

_____ I understand that forms filed electronically are done in the IRS FIRE system.

_____ If I choose paper forms to mail, I understand there is an additional fee and it is my responsibility to have them postmarked by January 31st.

Signature : _____

OFFICE USE ONLY

Staff Name : _____ Payment Type : _____ Transmitted : _____

Preparer : _____ In Register : _____ 1096 Printed : _____

ADD INFO

CONTRACTOR INFORMATION

Full Name or Company :

EIN / SSN / ITIN :

Amount Pd. : _____ Phone Number : _____

Address : _____

E-Mail : _____

Delivery Method:

Full Name or Company :

EIN / SSN / ITIN :

Amount Pd. : _____ Phone Number : _____

Address : _____

E-Mail : _____

Delivery Method:

Full Name or Company :

EIN / SSN / ITIN :

Amount Pd. : _____ Phone Number : _____

Address : _____

E-Mail : _____

Delivery Method:

Full Name or Company :

EIN / SSN / ITIN :

Amount Pd. : _____ Phone Number : _____

Address : _____

E-Mail : _____

Delivery Method:

The information provided above is accurate and any amendments needed to make corrections are my financial responsibility.

Signature : _____

Date : _____