

# *Iver J. Eliason*

CERTIFIED PUBLIC ACCOUNTANT

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AMERICAN INSTITUTE OF CPA'S  
NORTH DAKOTA SOCIETY OF CPA'S

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## 1099 Preparation

Your annual Information Returns (Form 1099) for business payments to individuals must be postmarked by January 31. This includes rent, custom work or machine hire, contract labor and other similar payments of **\$600 or more**, or if you paid interest to an individual of more than **\$10** in a calendar year. This also includes rent and interest you paid to your spouse. Note that you are not required to send Form 1099's to corporations.

The **penalty for not filing** these returns is **\$500.00** for each payment that is not reported by January 31. For intentional disregard of this law, the **penalty is \$1,000.00**. The IRS will enforce these penalties.

The Social Security number and address are required for each individual. If your payment went to a business, please use its tax identification number in place of a social security number.

If you would like us to prepare your 1099s for you, please fill out the form provided in this letter and return it to us by **January 10**, in order to allow time to meet the January 31 deadline. **We cannot take your information over the phone.** You may however, mail, fax, or email your information to us. If you wish to email, please contact our office and we will send you a secure link that will protect your private information.

The Staff of Iver J. Eliason, CPA  
PO Box 3130  
Minot, ND 58702  
**Fax: 701-839-2531**

YOUR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

SS # or FED ID # \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

## 1099 REPORTING FOR TAX YEAR \_\_\_\_\_

SS # or Fed ID #			
Name			
Address			
City, State, & Zip			
Type of Expense	Rent	Custom Hire	Other (Describe)
Amount Paid	\$	\$	\$

SS # or Fed ID #			
Name			
Address			
City, State, & Zip			
Type of Expense	Rent	Custom Hire	Other (Describe)
Amount Paid	\$	\$	\$

SS # or Fed ID #			
Name			
Address			
City, State, & Zip			
Type of Expense	Rent	Custom Hire	Other (Describe)
Amount Paid	\$	\$	\$

Note: If the individual gives you a social security number for reporting, we need that individual's name not their business name.

1099 FORM

<b>SS # or Fed ID #</b>			
<b>Name</b>			
<b>Address</b>			
<b>City, State, &amp; Zip</b>			
<b>Type of Expense</b>	<b>Rent</b>	<b>Custom Hire</b>	<b>Other (Describe)</b>
<b>Amount Paid</b>	\$	\$	\$

<b>SS # or Fed ID #</b>			
<b>Name</b>			
<b>Address</b>			
<b>City, State, &amp; Zip</b>			
<b>Type of Expense</b>	<b>Rent</b>	<b>Custom Hire</b>	<b>Other (Describe)</b>
<b>Amount Paid</b>	\$	\$	\$

<b>SS # or Fed ID #</b>			
<b>Name</b>			
<b>Address</b>			
<b>City, State, &amp; Zip</b>			
<b>Type of Expense</b>	<b>Rent</b>	<b>Custom Hire</b>	<b>Other (Describe)</b>
<b>Amount Paid</b>	\$	\$	\$

<b>SS # or Fed ID #</b>			
<b>Name</b>			
<b>Address</b>			
<b>City, State, &amp; Zip</b>			
<b>Type of Expense</b>	<b>Rent</b>	<b>Custom Hire</b>	<b>Other (Describe)</b>
<b>Amount Paid</b>	\$	\$	\$

**Note: If the individual gives you a social security number for reporting, we need that individual's name not their business name.**