

1099/W-2 Preparation Request

Company or Payer Name _____

Address _____ City _____

Phone _____ State _____ ZIP _____

Your Employer Identification Number or SSN (Use EIN if you have one) _____

Please select 1:

- I would like to have my 1099s sent via USPS directly to recipients. This charge is \$2/mailing.
- I would like to have my 1099s sent via email for no charge. I will enter the emails below.
- I will download provided copies of the 1099s and send to the recipients myself.

Please prepare a total of ____ 1099s ____ W-2s (Attach a Schedule showing Income and Deductions) for the following individuals:

1. Name _____ SSN _____
Address _____ City _____ State _____ ZIP _____
Non-Employee Compensation \$ _____ Rents \$ _____
Household Employee Compensation \$ _____
Email address: _____

2. Name _____ SSN _____
Address _____ City _____ State _____ ZIP _____
Non-Employee Compensation \$ _____ Rents \$ _____
Household Employee Compensation \$ _____
Email address: _____

3. Name _____ SSN _____
Address _____ City _____ State _____ ZIP _____
Non-Employee Compensation \$ _____ Rents \$ _____
Household Employee Compensation \$ _____
Email address: _____

4. Name _____ SSN _____
Address _____ City _____ State _____ ZIP _____
Non-Employee Compensation \$ _____ Rents \$ _____
Household Employee Compensation \$ _____
Email address: _____

5. Name _____ SSN _____
Address _____ City _____ State _____ ZIP _____
Non-Employee Compensation \$ _____ Rents \$ _____
Household Employee Compensation \$ _____
Email address: _____

If you need to add more names, please make copies of this form.