

**Form 1099 Information**  
(Complete and Return by January 15)

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION FOR YOURSELF (as payer) AND FOR ALL RECIPIENTS FOR WHICH YOU WANT US TO PREPARE FORMS 1099.

- (1) Be especially careful to report address changes.
- (2) Be certain to fill in the space indicating what each payment was for (i.e. contract labor, rents, machine hire, interest, commissions, attorney fees, etc.)
- (3) If recipient is a proprietorship, please provide the owner's social security number.

**PAYER'S INFORMATION**

Name: \_\_\_\_\_ Federal I.D. # or Social Security #: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Phone Number: \_\_\_\_\_

**RECIPIENT'S INFORMATION**

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Social Security # _____	Social Security # _____
Amount of:	Amount of:
Rent \$ _____	Rent \$ _____
Non Employee Compensation (NEC) \$ _____	Non Employee Compensation (NEC) \$ _____
Other \$ _____	Amount of Other \$ _____

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Social Security # _____	Social Security # _____
Amount of:	Amount of:
Rent \$ _____	Rent \$ _____
Non Employee Compensation (NEC) \$ _____	Non Employee Compensation (NEC) \$ _____
Other \$ _____	Other \$ _____

**RECIPIENT'S INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Amount of:

Rent \$ \_\_\_\_\_

Non Employee Compensation (NEC) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Amount of:

Rent \$ \_\_\_\_\_

Non Employee Compensation (NEC) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Amount of:

Rent \$ \_\_\_\_\_

Non Employee Compensation (NEC) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Amount of:

Rent \$ \_\_\_\_\_

Non Employee Compensation (NEC) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Amount of:

Rent \$ \_\_\_\_\_

Non Employee Compensation (NEC) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Amount of:

Rent \$ \_\_\_\_\_

Non Employee Compensation (NEC) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Amount of:

Rent \$ \_\_\_\_\_

Non Employee Compensation (NEC) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Amount of:

Rent \$ \_\_\_\_\_

Non Employee Compensation (NEC) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Amount of:

Rent \$ \_\_\_\_\_

Non Employee Compensation (NEC) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Amount of:

Rent \$ \_\_\_\_\_

Non Employee Compensation (NEC) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_