



## **Annual Tax Letter and Checklist, Processing 1099's, Staff additions, Holiday Hours**

### **Annual Tax Letter and Checklist**

We will be sending out our annual tax letter and checklist in January. If you have had a change of address, or a change to any of your contact information (email, phone), please let us know as soon as possible so we can be sure you receive this important tax information.

### **Do You Need Us to Process 1099-MISC?**

Do you need for us to process any 1099-MISC forms for your business?

**If so, please submit the information to our office no later than January 6, 2020.** Our filing process includes Form 1099-MISC Part B which is due to each recipient by January 31, 2020 and Form 1099-MISC Part A along with Form 1096 which are due to the IRS by January 31, 2020.

This form needs to be filed by any business who pays an individual (non-employee) during the year:

- at least \$600 in services (including parts & materials) by someone who is not your employee
- gross proceeds of \$600 or more paid to an attorney during the year (including partnerships or corporations)
- at least \$10 in royalties or broker payments in lieu of dividends or tax-exempt interest
- at least \$600 in rents, prizes and awards, other income payments, medical and health care payments, crop insurance proceeds, cash payments for fish/aquatic life you purchase from anyone engaged in the trade or business of catching fish, or, generally, the cash paid from a notional principal contract to an individual, partnership, or estate
- any fishing boat proceeds
- withheld any federal income tax under the backup withholding rules regardless of the amount of the payment
- you made direct sales of at least \$5,000 of consumer products to a buyer for resale anywhere other than a permanent retail establishment

Each 1099-MISC recipient should complete IRS Form W-9. This form can be found on the IRS website:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

For more information about 1099-MISC filing, please refer to: <https://www.irs.gov/pub/irs-pdf/i1099misc.pdf>

**We are pleased to welcome Kellie Boyle and Amy Beals to the Zulch Tax Team** for the upcoming tax season. We are excited to have their skills to help us in getting through our busy season from January - April.

***In observance of the holidays, our office will be closed***

***12/24/19 - 1/1/20, and we will reopen Thursday, January 2, 2020.***

***We wish you and your loved ones Happy Holidays and Happy New Year!***