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**Sarah Sutton, CPA, Jr. Partner**

## **Form(s) 1099, 1098 and Transmittal Form 1096 Engagement Letter**

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services you have asked our firm to provide.

We will prepare the Federal and State (if applicable) Form(s) 1099 and Transmittal Form 1096 for the tax year 2024. We will not audit or review any information you provide to us in the preparation of these forms. You are solely responsible for the information reported on the 1099 and 1096 Forms. It is also your responsibility to mail the forms to the recipients by the respective due date (unless you have made other arrangements with our firm). We will be electronically filing your forms with the IRS and State tax departments when eligible.

You are aware that it is your responsibility to determine the recipients of your 1099s from your company's books and records (unless you have made other arrangements with our firm). It is your responsibility to gather the recipient's correct information required to issue the 1099s, to retain proper receipts and other documents in your office to be in compliance with 1099 filing and for timely filing of your 1099s. We have no responsibility for any penalty that may arise from our client(s) failure to provide 1099 information to our office by our requested dates.

We are not responsible for 1099 Forms you have not told us need to be filed. We are under no duty to review the information you provide to determine whether you may have a filing obligation with another state. If we become aware of any other filing requirement, we will tell you of the obligation and may prepare the appropriate returns at your request as a separate engagement.

This engagement letter does not cover the preparation of any tax returns or financial statements, which, if we are to provide, will be covered under a separate engagement letter.

It is our policy to keep records related to this engagement for three years, after which they are destroyed. However, we do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Failure to file may occur if you do not file the forms by January 31, 2025. The current IRS (and subject to change by IRS at any time) penalty per form is \$60 if you file within 30 days of the due date. If you file more than 30 days late but before August 1st, the penalty is \$130 per form. The penalty increases to \$330 for any form filed after August 1st or \$660 if not filed at all or intentional disregard.

Your 1099 recipient information is due no later than January 15, 2025. We will not prepare any 1099 forms without a signed engagement letter.

Pricing is subject to demand and timing. Any engagements signed after January 15, 2025 are subject to a 20% price increase.

Although we will do our best, we cannot guarantee on time filing for any 1099, 1098 and Transmittal Form 1096 engagements that are received after January 15, 2025.

Base price per entity is \$100 plus \$8.00 per 1099 or 1098. Fees are subject to change.

All invoices are due and payable upon presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1.5% per month (18% per year). If for any reason the account is turned over to an attorney for collection, an additional charge of 33 1/3% will be added to cover collection costs. You acknowledge and agree that we are not required to continue work in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. You further acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay our fees on a timely basis we shall not be liable to you for any damages that occur as a result of our ceasing to render services. Our services will conclude upon delivery of the completed services discussed above or upon our suspension of services or resignation from the engagement.

We appreciate the opportunity to serve you. Please sign, date and return this letter to our office to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement.

ACCEPTED BY:

Business or Individual Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# 1099 Information Form: Non-Employee Compensation

All information is due to our office January 15<sup>th</sup>

Additional charged will apply for changed made after this form is submitted

Please TYPE this form. Handwritten may be rejected.

Payer's Name: \_\_\_\_\_

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

City, State, & Zip Code: \_\_\_\_\_

Payer's FEIN #/SS #: \_\_\_\_\_

Number of 1099's to be issued: \_\_\_\_\_

Total \$ Amount to be issued: \_\_\_\_\_

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Recipient's Name: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

FEIN # or SS #: \_\_\_\_\_

Amount \$: \_\_\_\_\_

W9 on File (Yes or No): \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

FEIN # or SS #: \_\_\_\_\_

Amount \$: \_\_\_\_\_

W9 on File (Yes or No): \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

FEIN # or SS #: \_\_\_\_\_

Amount \$: \_\_\_\_\_

W9 on File (Yes or No): \_\_\_\_\_

**Recipient's Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, & Zip:** \_\_\_\_\_

**FEIN # or SS #:** \_\_\_\_\_

**Amount \$:** \_\_\_\_\_

**W9 on File (Yes or No):** \_\_\_\_\_

**Recipient's Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, & Zip:** \_\_\_\_\_

**FEIN # or SS #:** \_\_\_\_\_

**Amount \$:** \_\_\_\_\_

**W9 on File (Yes or No):** \_\_\_\_\_

**Recipient's Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, & Zip:** \_\_\_\_\_

**FEIN # or SS #:** \_\_\_\_\_

**Amount \$:** \_\_\_\_\_

**W9 on File (Yes or No):** \_\_\_\_\_

**Recipient's Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, & Zip:** \_\_\_\_\_

**FEIN # or SS #:** \_\_\_\_\_

**Amount \$:** \_\_\_\_\_

**W9 on File (Yes or No):** \_\_\_\_\_

# 1099 Information Form: Other

All information is due to our office January 15<sup>th</sup>

Additional charged will apply for changed made after this form is submitted

Please TYPE this form. Handwritten may be rejected.

Payer's Name: \_\_\_\_\_

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

City, State, & Zip Code: \_\_\_\_\_

Payer's FEIN #/SS #: \_\_\_\_\_

Number of 1099's to be issued: \_\_\_\_\_

Total \$ Amount to be issued: \_\_\_\_\_

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Recipient's Name: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

FEIN # or SS #: \_\_\_\_\_

Amount \$: \_\_\_\_\_

W9 on File (Yes or No): \_\_\_\_\_

Check one: ☐ Rent ☐ Dividends ☐ Interest ☐ Misc. ☐ 1098- Mortgage ☐ Other \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

FEIN # or SS #: \_\_\_\_\_

Amount \$: \_\_\_\_\_

W9 on File (Yes or No): \_\_\_\_\_

Check one: ☐ Rent ☐ Dividends ☐ Interest ☐ Misc. ☐ 1098- Mortgage ☐ Other \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

FEIN # or SS #: \_\_\_\_\_

Amount \$: \_\_\_\_\_

W9 on File (Yes or No): \_\_\_\_\_

Check one: ☐ Rent ☐ Dividends ☐ Interest ☐ Misc. ☐ 1098- Mortgage ☐ Other \_\_\_\_\_

**Recipient's Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, & Zip:** \_\_\_\_\_

**FEIN # or SS #:** \_\_\_\_\_

**Amount \$:** \_\_\_\_\_

**W9 on File (Yes or No):** \_\_\_\_\_

**Check one:** ☐ Rent ☐ Dividends ☐ Interest ☐ Misc. ☐ 1098- Mortgage ☐ Other \_\_\_\_\_

**Recipient's Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, & Zip:** \_\_\_\_\_

**FEIN # or SS #:** \_\_\_\_\_

**Amount \$:** \_\_\_\_\_

**W9 on File (Yes or No):** \_\_\_\_\_

**Check one:** ☐ Rent ☐ Dividends ☐ Interest ☐ Misc. ☐ 1098- Mortgage ☐ Other \_\_\_\_\_

**Recipient's Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, & Zip:** \_\_\_\_\_

**FEIN # or SS #:** \_\_\_\_\_

**Amount \$:** \_\_\_\_\_

**W9 on File (Yes or No):** \_\_\_\_\_

**Check one:** ☐ Rent ☐ Dividends ☐ Interest ☐ Misc. ☐ 1098- Mortgage ☐ Other \_\_\_\_\_