

Boring and Associates

Certified Public Accountants, Inc.

161 E. Main St.

Versailles, OH 45380

boringcpa@boringcpa.com

937-526-4411

Dear _____:

You recently paid an individual and/or company an amount that may require you to issue a 1099 MISC at year-end. We will need the information below completed, unless the company is incorporated, in order to issue the proper forms required by the IRS. Please return this with your next month's work. Thank you.

Name: _____ Incorporated? Yes No

Business Name (if different): _____

Federal ID# _____ - _____ or Social Sec# _____ - _____ - _____
(If using social security #, we need first & last name)

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Incorporated? Yes No

Business Name (if different): _____

Federal ID#: _____ - _____ or Social Sec # _____ - _____ - _____
(If using social security #, we need first & last name)

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Incorporated? Yes No

Business Name (if different): _____

Federal ID#: _____ - _____ Or Social Sec # _____ - _____ - _____
(If using social security #, we need first & last name)

Address: _____

City: _____ State: _____ Zip: _____