



Boring, Richard & Associates, LLC

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Versailles, OH 45380

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937-526-4411

Dear _____:

You recently paid an individual and/or company an amount that may require you to issue a 1099 MISC or 1099 NEC 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:** _____