

BERMAN & SONS
16147 S LINCOLN HWY
PLAINFIELD, IL 60586
Tel: (815) 439-8000 Fax: (815) 439-8308

January 7, 2017

Dear Client,

As the end of the year approaches, I would like to make you aware of some possible year-end filing requirements. If you are self employed and you paid \$600 or more to subcontractors, freelancers, or other individuals, you are required to:

- Issue them a Form 1099 by January 31st
- Submit copies of the 1099s to the IRS by February 28th

There are penalties for late filing, incorrect filing, filing on a form that cannot be scanned, and paper filing when you are required to electronically file.

Typically, you must issue 1099s to subcontractors, your landlord, your accountant, your attorney, etc.

If you have employees, you should have filed quarterly payroll tax returns with the IRS and the state tax department. The next quarterly tax forms are due January 31st and you must also:

- Issue W-2s to all employees by January 31st
- Submit copies of the W-2's to SSA by February 29th.

The penalties for filing W-2s late are similar to the 1099 penalties.

If you would like us to prepare any of the above forms for you, please complete the enclosed form and mail it back to us as soon as possible. .

Sincerely,

Berman and Sons, LTD

Encl: 1099/W-2 Information sheet

CO./PAYER NAME _____ TITLE _____ PHONE _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
EMPLOYER ID # _____ EMPLOYER SS # _____

Please prepare _____ 1099s _____ W-2s (attach a schedule showing income and deduction)
for the following individuals:

1. NAME _____ SS# _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST _____ ZIP _____

DESCRIPTION OF PAYMENT

2. NAME _____ SS# _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST _____ ZIP _____

DESCRIPTION OF PAYMENT

3. NAME _____ SS# _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST _____ ZIP _____

DESCRIPTION OF PAYMENT

4. NAME _____ SS# _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST _____ ZIP _____

DESCRIPTION OF PAYMENT

5. NAME _____ SS# _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST _____ ZIP _____

DESCRIPTION OF PAYMENT

6. NAME _____ SS# _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST _____ ZIP _____

DESCRIPTION OF PAYMENT

7. NAME _____ SS# _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST _____ ZIP _____

DESCRIPTION OF PAYMENT

8. NAME _____ SS# _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST _____ ZIP _____

DESCRIPTION OF PAYMENT

9. NAME _____ SS# _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST _____ ZIP _____

DESCRIPTION OF PAYMENT

10. NAME _____ SS# _____ AMOUNT \$ _____
ADDRESS _____ CITY _____ ST _____ ZIP _____

DESCRIPTION OF PAYMENT

If you need to add more names, please make copies of this form. Totals of 1099s \$ _____