

# **IMPORTANT**

## ***All businesses must issue 1099-MISC forms to their vendors / contractors by January 31, 2018***

***If you would like MK&A to issue and file 1099-MISC forms (other 1099 forms are not included in this agreement for service) for you or your business, please sign this form at the bottom of page #3 attached and return it to our office no later than 12/15/17. MK&A cannot guarantee on-time 1099-MISC services for clients that respond after 12/15/17.***

### **Service fee schedule:**

- \$75 for up to three 1099 forms
- \$12 for each additional 1099 form
- Fees do not include postage and handling or preparing encrypted files for electronic delivery. Postage and handling and electronic delivery will be billed separately.
- MK&A will send copies of the 1099 forms to the IRS at no charge.
- Additional fees may apply for MK&A to complete the 1099 service with inaccurate, incomplete, or late arriving data and documentation.
- Clients who sign up for MK&A 1099 service after 12/15/2017, please add \$100 to the above fee schedule.
- Replacement of lost 1099 forms - \$5 each plus postage and handling

### **What this service includes:**

- Preparing a 1099-MISC form for your contractor/vendor from the W9 forms your vendors signed and, from your bookkeeping data. You must provide those W9 forms to MK&A by 12/15/2017.
- Preparing a report for you to review of the 1099 information before it is finalized and filed.
- Providing a copy by first class US mail to your vendors of their 1099-MISC form
- Providing you, the client, a copy of the 1099-MISC forms
- Filing the 1099-MISC forms with the Internal Revenue Service

### **Key Dates for MK&A and Clients:**

- December 15, 2017: Last date for clients to inform MK&A that they would like the 1099 service.
- December 29, 2017: Clients must provide all 1099 information to MK&A by this date (This information is usually gathered on Form W-9 from your vendors.)
- January 12, 2018: Last date for client to approve 1099 information so that it can be mailed to contractors/vendors by 1/31/2018. If client approves 1099 information after 1/12/2018, MK&A cannot guarantee timely delivery.

### **IRS Due Dates:**

- 2017 forms must be postmarked/mailed to your vendors no later than January 31st, 2018
  - These are the "white" copies that the vendors will use to do their taxes
- 2017 forms are due to be filed with the IRS no later than January 31th, 2018
  - These are the "red" copies that the IRS processes

**Important Additional Information - Please Read Carefully:**

1. Client is responsible for collection of information from their vendors using the W9 form. **MK&A is not responsible to prepare 1099 forms prepared for vendors without a W9 on file that has been filled out and signed by client's vendors.**
  
2. **Client is responsible get a signed W9 on file upon hiring a new vendor or contractor.**  
MK&A is not responsible for Accounts Payable Administration or Human Resources Administration unless you have specifically hired us to do that service per separate agreement.
  
3. 1099 forms are required where payments for services to individuals, sole proprietorships, and LLCs totaled at least \$600 paid in calendar year 2017. A full list of instructions is available at <https://www.irs.gov/pub/irs-pdf/i1099misc.pdf>. MK&A can help you determine if you owe someone a 1099-MISC.
  
4. Required 1099s must be filed per IRS rules regardless of missing or incorrect information. If we are missing information from your vendors, we will include a copy of the W9 form and a letter to your vendor stating that information is missing and further payments will not be issued to them until the information is collected. Subject to additional fees.
  
5. MK&A will not create or send out 1099 forms as described above unless we receive your written authorization.
  
6. MK&A is not responsible for IRS late fees if client fails to comply with guidelines as outlined in this form.
  
7. If the IRS determines that any vendor information is incorrect, and you request MK&A to make changes, additional fees may apply for follow up work.
  
8. If the IRS determines that backup withholding is required for any vendors, additional fees may apply for on-going payroll work.

9. Client is responsible for reviewing information we prepare before forms are filed. No forms will be filed without your approval.

10. Additional fees apply for work on amended forms.

11. MK&A will mail 1099 forms to addresses provided by you and or your vendors. MK&A is not responsible mail that arrives late or not at all. If additional copies are required to replace lost forms, additional fees will apply. Please check for spelling and address errors carefully.

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Business name \_\_\_\_\_

Your name (first & last) \_\_\_\_\_

Email address \_\_\_\_\_

Office phone # \_\_\_\_\_

Cell phone # \_\_\_\_\_

I have read pages 1, 2 and 3 and understand the terms and conditions as outlined relative to the 1099 services offered by Moshe Klein & Associates, Ltd.

\_\_\_\_\_ I agree and would like to have MK&A, Ltd prepare 1099-MISC forms for 2017 as outlined

\_\_\_\_\_ Thanks but I am not interested in the 1099-MISC services for this year.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

***Please return this signed form to our office no later than 12/15/17.***

**By email:**     [info@mkabusiness.com](mailto:info@mkabusiness.com)

**By fax:**        773-733-4967