

CLIENT HANDBOOK

1099 FAQ's

1. Who needs to fill out a W-9? (Request form for S.S. or I.D.#)

Any ***unincorporated*** business or person you pay \$600 or more for ***services*** during the year. This includes individuals, sole proprietorships, partnerships, attorneys (even if they are a corporation), accountants, outside consultants, gardener maintenance & cleaning companies, painters, repair services, and groomers paid by check or cash.

2. What information do I need from a sole proprietorship?

If the business is a sole proprietorship, the owner's name needs to be listed on line one of the W-9 as well as any DBA on line two. A sole proprietor may list either an EIN or a SSN, but the IRS prefers an SSN.

3. When should they fill the form out?

They should fill out the W-9 when you give them their check. *Don't wait until the end of the year when you can no longer locate them.*

4. When should I forward the form to Diversified Veterinary Management?

Please forward the forms immediately so we will have the information to update during the year.

5. What if I cannot locate the person or business?

If you have already paid them, mail the form to their last known address and keep a copy for your records. The IRS will be assessing a \$50 penalty for each missing number and could require you to pay backup withholding of 20%.

IF YOU HAVE ANY QUESTIONS ABOUT THE 1099 REQUIREMENTS PLEASE CALL US NOW INSTEAD OF WAITING UNTIL YEAR-END. WE APPRECIATE YOUR COOPERATION.

**FAX COMPLETED W-9'S TO (949) 315-3812
ATTN: Joe Manfro**