

1099 Processing Steps:

- Step 1: Set up your accounting system to handle 1099 processing.
- Step 2: Prepare and send out W-9 forms to each of your vendors.
- Step 3: Receive W-9's and determine which vendors must receive a 1099.
- Step 4: Set up appropriate vendors per step 3 in your accounting system.
- Step 5: Accurately post all checks to 1099 vendors.
- Step 6: Order Forms 1099 and 1096:
 - Available from office supply dealers, your software provider or online at www.irs.gov
 - On our website (www.HartmannAndAssociates.com) use the QuickBooks link for a 10% discount on forms.
- Step 7: Year-End Processing:
 - Verify vendor data
 - Prepare 1099 forms
 - Prepare 1096
 - Submit 1099s to vendors by 1/31/2007
 - Submit 1099s and 1096 to IRS by 2/28/2007