

Name: _____ Address: _____ Federal I.D. # _____

1099 FILING REQUIREMENTS/WORKSHEET
2009

Any person engaged in a trade or business who meets the following guidelines must file an information return to report commissions, subcontract, and other non-employee compensation paid to any individual who is not an employee. These requirements apply to fees, interest, machine hire, prizes, rent, and royalties totaling \$600 or more. 1099s are not required to be filed for any of the above payments if the aggregate amounts paid to an individual are under \$600 or if the amounts were paid to a corporation or a financial institution.

In the case of information returns (1099s) due, a penalty of \$50 per return for every failure to file will apply with no maximum, unless the failure is due to reasonable cause. Additional penalties may be assessed for intentional disregard of the filing requirements or failure to include the recipient's identifying number.

NOTE: PLEASE PROVIDE ERPELDING, VOIGT & CO., L.L.P. WITH THIS DATA WHEN IT IS COMPLETE FOR 2009 IN DECEMBER, 2009 OR NO LATER THAN JANUARY 9, 2010 AS THE DUE DATE IS FEBRUARY 1, 2010.

Type of Expense	Recipients Name	Address	Taxpayer Identifying Number (Soc. Sec. Number)	Amount Paid
INTEREST				
<i>Example:</i>				
Interest	John Doe	308 120th St., Algona, IA 50511	480-22-3659	\$3,500.00
RENT				
NON-EMPLOYEE COMPENSATION				