

## 1099 Engagement Letter

The IRS requires Form 1099-MISC to be filed and issued to recipients by **1/31/20**.

In order to make the preparation of your 1099's as efficient as possible please follow the following procedures:

- Make sure that your bank account is reconciled through December 31, 2019 to ensure all vendor payments are captured.
- If you would like for us to do the vendor search of your records to assess who you are required to issue a 1099 to please write "yes" below next to "Vendor Search".
- If you will do your own vendor search please write "no" below and provide us with a list of the vendors and the dollar amount you paid them during 2019.
- Please provide us a current form W-9 for each vendor or confirm that the W-9 you provided us last year still has current information (i.e. address).

**If you would like for us to prepare and file your 1099 forms, please sign this Engagement Letter below and return it to us via email to [Karen.allen@wipfli.com](mailto:Karen.allen@wipfli.com)**

Our fee schedule for preparation of 1099's are listed below:

1099's (up to 2 contractors)		\$295.00
1099's (up to 5 contractors)		\$495.00
1099's (up to 10 contractors)		\$795.00
1099's (up to 15 contractors)		\$995.00
1099 Vendor Search	<b>I authorize Wipfli to do the Vendor Search</b> _____ <b>**please write YES or NO in the box**</b>	\$495.00

For your convenience, below is some helpful information from the IRS regarding 1099's:

*"Form 1099-MISC is required for each person or LLC (excluding corporations) to whom you have paid at least \$600 in rents, services, other income payments, or gross payments of \$600 or more or paid to any attorney during the year even if they are part of a corporation." ([IRS Website](#))*

Very truly yours,



Wipfli LLP

RESPONSE:

This letter correctly sets forth the understanding of the above outlined 1099 services.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_