

GETTING READY TO FILE 1099S

REVIEW VENDOR PAYMENTS



Review all payments made to vendors during 2024. Familiarize yourself with filing requirements to know which vendors will require a 1099. [Click HERE](#) to find the IRS 1099 filing requirements.

GATHER VENDOR W9S



Be sure that you have a Form W9 on file for every vendor you make payments to. If you do not, you need to request one to ensure that you have correct addresses and ID numbers.

COMPLETE THE 1099 TEMPLATE



Fill in all required fields on the 1099 template that we will send to you by the end of this month, being sure to verify all addresses, emails, and ID numbers are correct.

SEND TEMPLATES TO DUNLAPSLK



Use the ShareFile link in the email you will be receiving from DunlapSLK to securely share your 1099 template files with us. We will take care of the rest!

TAX

A decorative illustration at the bottom of the page featuring a tax form with the word 'TAX' in red, a blue calculator, a red house, and a tan building with windows. There are also several red coins with dollar signs scattered around.