

DON'T DELAY

Penalties for failure to file required 1099s and W-2s are severe. Please be accurate. NO ONE can afford not to comply. Due to the January 31, 2012 deadline for mailing W-2s and 1099s, you should fill out this sheet and submit this information to our office by January 9, 2012 to be sure to meet the deadline. Please do not wait until your tax appointment. You can either mail it to us or drop it off at our office before your regular tax appointment. The IRS has been enforcing penalties for those who do not comply with requirements in this area. We want to give you every opportunity to handle this properly. The social security numbers/federal identification numbers are required for proper compliance or the penalties will apply.

PAYROLL DEPOSIT REQUIREMENTS FOR 2012

The deposit requirements for 2012 are the same as the requirements for 2011. Under the deposit system, an employer will deposit employment taxes under either a monthly or a semi-weekly rule. The determination of depositor status is based on the employment taxes reported during a lookback period of four quarters. The IRS will notify you each November what your deposit status is for the coming calendar year.

Under the monthly rule, employment and other taxes withheld on payments made during a calendar month must be deposited by the 15th of the following month. Under the semi-weekly rule, the taxes must be paid on either Wednesday or Friday, depending upon what day your payroll was dated.

\$2,500 Rule Exception: For a Form 941 filer, if an employer accumulates less than \$2,500 tax liability during a quarter, no monthly deposits are required and this liability may be paid with Form 941 for the quarter. For a Form 943 filer, if an employer accumulates less than \$2,500 during a year, no monthly deposits are required and this liability may be paid with the annual Form 943. For both filers, if you are unsure that you will accumulate less than \$2,500, you should deposit in accordance with the monthly depositor rules.

If you have questions regarding these rules, our office will be happy to assist you.

Do you want us to mail the completed forms to you or call when they are ready?

Please check one of the following: Mail to Address Below

Call Telephone Number () - - - - -

Name _____ Contact Person _____
 Address _____ Phone Number () - - - - -

Federal Employer ID Number [] ("X" this box if you have never received a Federal ID No.
 OR _____ and we will prepare an application for you.)

1099 INFORMATION

- A. **RENTS PAID:** List all those to whom you have paid rents (for farm/business purposes) of \$600 or more during 2011 (excluding corporations).
- | | | | | | |
|----|-------|-------|-------|-------|-------|
| 1. | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ | _____ | _____ |

- B. **CUSTOM WORK, MACHINE HIRE, AND SERVICE:** List all payments of \$600 or more (including veterinarians) during 2011 (excluding corporations).
- | | | | | | |
|----|-------|-------|-------|-------|-------|
| 1. | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ | _____ | _____ |

- C. **ATTORNEY FEES:** List all payments of \$600 or more made to attorneys during 2011 (including corporations) that are business or trade related.
- | | | | | | |
|----|-------|-------|-------|-------|-------|
| 1. | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ |

- D. **INTEREST PAID:** Include interest paid only to individuals in the amount of \$600 or more during 2011. 1099s are not required for banks, lending institutions, corporations or federal agencies.
- | | | | | | |
|----|-------|-------|-------|-------|-------|
| 1. | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ |

FOR OFFICE USE ONLY:

Reviewed	_____	_____	_____	_____	_____
Typed	_____	_____	_____	_____	_____
Checked	_____	_____	_____	_____	_____
Packaged	_____	_____	_____	_____	_____

