Baldwin CPAs

1099/1098 Preparation Form

This form is intended to be a helpful organization tool when preparing 1099/1098 information. When completing this form take note that if a recipient is an individual there needs to be a Social Security Number, if the recipient is an organization there should be an Employer Identification Number for matching purposes. Examples of Type of Payment could be and is not limited to: Contract Labor, Commissions, Director Fees and other Non-employee Compensation, Dividends, Interest, Royalties, Professional Fees, Rent, Attorneys Fees for legal service, Payments to attorneys for settlements, or Mortgage Interest. In the column labeled *Compensation Earned in Louisville Metro* identify any non-employee compensation that was paid for services performed in Louisville Metro, KY that were over $600.00. These payments have to be filed on form 1099SF with Louisville Metro in addition to the federal 1099 form.

Payer's Name: _____

Recipient Name	Recipient Address	Recipient's SSN or EIN	Total Amount Paid	Compensation Earned in Louisville Metro	Type of Payment
Doe, John & Jane	***123 Doe Lane***	***123-45-6789***	***$600.00***	***$0.00***	***Non-Employee Compensation***

Recipient Name	Recipient Address	Recipient's SSN or EIN	Total Amount Paid	Compensation Earned in Louisville Metro	Type of Payment