

December 31, 2019

Dear Client:

This is a friendly reminder that 1099 and 1096 forms for reporting 2019 payments are due to the recipient by January 31, 2020 and due to the IRS by January 31, 2020. Additionally, the Oregon Department of Revenue now requires electronic filing of 1099's by January 31, 2020, for all businesses filing 1099 forms.

Form 1099-MISC filing is required when you have made the following type payments in connection with a trade or business during the year:

- At least \$10 in royalties or broker payments in lieu of dividends or tax-exempt interest;
- At least \$600 in rents paid to an unincorporated payee;
- At least \$600 in contract labor or other services (including parts and materials if incidental to providing the service), prizes and awards, other income payments, cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish, to an unincorporated person (individual, LLC, partnership or estate);
- Any fishing boat proceeds (crew shares);
- Gross proceeds of \$600 or more paid to an attorney;
- Direct sales of at least \$5,000 of consumer products to a buyer for resale other than a permanent retail establishment;
- Each person from whom you have withheld any federal income tax under the backup withholding rules regardless of the amount of the payment.

You might also have a requirement to file Form 1099-INT, Interest Income, for each person to whom you paid, during the course of your trade or business, at least \$600 in interest. Also, other Form 1099 requirements may apply depending upon the nature of your business.

If you would like us to prepare the forms for you, please call or drop your information off at our office no later than January 15, 2020.

As mentioned above, information reporting requirements for Oregon have changed. Go to the Oregon Secretary of State's website at the following link for Oregon's electronic filing requirements: <https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=19490>.

Please feel free to contact us if you have any questions regarding filling out your forms, you can also find information on the IRS website at: www.irs.gov.

HARWOOD, MACADAM, WARTNIK, FISHER & GORMAN, LLC.