Prepared By:
Reconciled Through:

2023 1099-MISC & 1099-NEC PREPARATION WORKSHEET

		DELIVERY METHOD	OFFICE USE ONLY
DATE RECEIVED:			
PAYER NAME:		CLIENT WILL PICK UP: _____ DATE PICKED UP: _____	
PAYER SSN/EIN:			1099 FILE SAVED TO SERVER:
PAYER ADDRESS:		MAIL ALL 1099s TO CLIENT: _____ DATE MAILED: _____	INI: _____ DATE: _____
PAYER PHONE:		H&T TO MAIL 1099s _____ DATE MAILED: _____	EMAILED SECURE FILE TO CLIENT:
PAYER CONTACT:			INI: _____ DATE: _____
PAYER EMAIL:			

Recipient Name	*Recipient SSN/EIN*	*Street Address*	*City*	*State*	*Zip Code*	*Total Amount Paid in 2023*	*1099 Classsification Rent,Royalties,Legal Proceeds (MISC) OR Non-Employee Compensation (NEC)*