2022 1099-MISC & 1099-NEC PREPARATION WORKSHEET

DATE RECEIVED:		**DELIVERY METHOD**	**OFFICE USE ONLY**
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 2022***	***1099 Classsification Rent,Royalties,Legal Proceeds (MISC) OR Non-Employee Compensation (NEC)***