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## PayDay

Most organizations pay independent contractors or "freelancers" for various services, including cleaning, maintenance, odd jobs, etc. You are required to report annual payments of \$600 or more to individuals on IRS Form 1099-MISC. You need not send a 1099 form to corporations (except for incorporated law firms). **Non-filing of required 1099 forms can result in penalty assessments.**

Our recommendation for 2009 is that you require each independent contractor to submit a completed W-9 form to you before you pay them the first time. In that way you are assured of collecting the necessary information for preparation of annual 1099-MISC forms.

You can download W-9 forms by clicking on "Forms & Downloads" on our website at **[www.accupay.com](http://www.accupay.com)**.

**Call us at 885-7600 if you have further questions about 1099 filing requirements.**

*PayDay is an email communication of payroll news, legal updates and tax considerations intended to inform clients and colleagues of AccuPay about current payroll issues and planning techniques. You should consult with your CPA or tax advisor before implementing any ideas, comments or planning techniques.*