

## ***Your Company Letterhead***

Gentlemen:

The Federal Income Tax Law requires us to issue a Form 1099 showing payments of more than \$600 in a calendar year to individuals and unincorporated companies. Furthermore, the Tax Equity and Fiscal Responsibility Act of 1982 increases the penalties for failure to properly file Form 1099.

The backup withholding the regulations require that all taxpayers subject to Form 1099 reporting requirements who have not submitted a Social Security or Employer Identification Number will be subject to 30% withholding.

In order to comply with this Act and determine who is subject to Form 1099 reporting requirements, we would appreciate it if you would complete the following data and return it to us within 30 days. Thank You.

Very truly yours,

YOUR COMPANY NAME

BY \_\_\_\_\_

PLEASE RETURN THIS PORTION TO: YOUR COMPANY NAME AND ADDRESS

I. TAXPAYER IDENTIFICATION NUMBER

Social Security Number \_\_\_\_\_

Federal Identification Number \_\_\_\_\_

II. NATURE OF ORGANIZATION (Please check below)

_____ Sole Proprietorship	_____ Partnership	_____ Individual Contractor
_____ Corporation	_____ Government Agency	_____ Tax-Exempt Organization
_____ Other (specify)		

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_