

# 1099 Check In Sheet

Name: \_\_\_\_\_

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

Date of Completion: \_\_\_\_\_

Note: If we did them last year just verify that everything is the same.

## 1. What is the client name?

- Social security number or Tax ID number
- Address
- Phone number

## 2. What is the recipients (Payee) name?

- Social security number or Tax ID number
- Address

## 3. Circle one:

- Services - 1099 NEC
- Rents - 1099 MISC

## 4. Amount paid -