



*Bunting Tripp & Ingley*<sup>LLP</sup>  
CERTIFIED PUBLIC ACCOUNTANTS ♦ SINCE 1926

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January 9, 2023

Dear Client:

Once again, we are at the start of a new year. While we have noticed some federal tax legislation, the changes have been more limited than many expected. A challenging economy, changes in tax laws, rising interest rates, and inflation are factors to consider. Congress may enact additional legislation in the up-coming year to include retroactive reinstatement of some of the tax extenders that expired at the end of the 2022 tax year.

We appreciate your trust in us to provide your tax and advisory services. Our professional staff trains throughout the year and has access to the very latest technology, and once again will be ready to provide you with the **quality of service** you desire and deserve. We appreciate your continued business with our firm.

We encourage you to visit our web site at [www.bticpa.com](http://www.bticpa.com) to access several important summary checklists of information that will help us properly prepare your tax returns, and to learn about legislative changes. **Please read and complete these forms as accurately as possible. They should be completed and brought to us with your other tax information.** Your help in providing us with complete information, including birth dates, **current** mailing address, **current** phone numbers, **current** email addresses and information on any dependents is **necessary** and appreciated.

Our profession requires **engagement letters** for tax preparation. One will be sent with your tax return. Please sign and return it to us.

Please submit your information **before March 20<sup>th</sup>** to help avoid the need for an extension. If you are missing only an item or two, please send what you have when it is assembled and submit the missing information to us as soon as you receive it.

*Most tax returns must be filed electronically; therefore, we must have you review a copy of your tax return and **return** the signed approval form (Form 8879) to our office **before** we can transmit the return to the IRS. Return the **signed** Form 8879 to our office in a **timely** manner and before April 10, 2023. Please do **not** mail your tax return to the I.R.S. unless you complete another form to "opt out" of electronic filing.*

We wish you a happy and prosperous new year!

Very truly yours,

*Bunting, Tripp & Ingley, LLP*  
**Bunting, Tripp, & Ingley, LLP**  
Certified Public Accountants

# Bunting Tripp & Ingley<sup>LLP</sup>

CERTIFIED PUBLIC ACCOUNTANTS SINCE 1926

Client Organizer

## LOCATIONS {

Lake Wales: 230 E. Tillman Avenue Lake Wales, FL 33853 Phone 863.676.7981 Fax 863.676.8899  
Tampa : 730 S. Sterling Ave., Suite 304 Tampa, FL 33609 Phone 813.874.0745 Fax 813.874.1646



Primary Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
Occupation: \_\_\_\_\_ D.O.B \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Spouse Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
Occupation: \_\_\_\_\_ D.O.B \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Address (if changed): \_\_\_\_\_

Marital Status: \_\_\_\_\_ Phone (Home): \_\_\_\_\_  
Phone (Work): \_\_\_\_\_ Sp Phone (Work): \_\_\_\_\_  
Email: \_\_\_\_\_ Email (Sp): \_\_\_\_\_

Dependents List By Name (First, Middle Initial, And Last Name)	Date Of Birth	SS Number	Relationship	Months Lived At Home

If your child didn't live with you but is claimed as your dependent under a pre-1985 agreement, check here. ☐

If someone else can claim you as a dependent, check here ☐

Traditional IRA Contributions	\$ _____	Alimony paid	\$ _____
Keogh/SEP/SIMPLE Contributions	\$ _____	Recipient's SSN	\$ _____
Roth IRA Contributions	\$ _____	Lodging expenses during move	\$ _____
Estimated Tax Payments: Federal	\$ _____	Government stimulus received in 2021	\$ _____
State	\$ _____	Advance child tax credit	\$ _____

### Check the income items which pertain to you

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> State Tax Refund   | <input type="checkbox"/> Pension, Retirement Income                | <input type="checkbox"/> Social Security          |
| <input type="checkbox"/> Wage Statement - W-2   | <input type="checkbox"/> IRA Distributions                         | <input type="checkbox"/> Municipal Bonds          |
| <input type="checkbox"/> Interest   | <input type="checkbox"/> Income from Rentals                       | <input type="checkbox"/> Self-Emp business Income |
| <input type="checkbox"/> Dividends  | <input type="checkbox"/> Partnerships/Corporations (K-1)           | <input type="checkbox"/> Commissions - 1099's     |
| <input type="checkbox"/> Mutual Fund Distributions  | <input type="checkbox"/> Estate/Trusts                             | <input type="checkbox"/> Education Expenses       |
| <input type="checkbox"/> Alimony Received   | <input type="checkbox"/> Farm Income                               |   |
| <input type="checkbox"/> Unemployment   | <input type="checkbox"/> Did you buy or sell a personal residence? |   |
| <input type="checkbox"/> Lottery or Gambling Earnings   | <input type="checkbox"/> Installment Sale                          |   |
| <input type="checkbox"/> Did you sell any stock, real estate, business autos or business equipment? |  |   |

### Child Care Information (Note: This information is required for each provider)

Provider's Name: \_\_\_\_\_ Provider's SSN/EIN: \_\_\_\_\_  
Provider's Address: \_\_\_\_\_ Amount Paid to Provider: \_\_\_\_\_

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**Possible Itemized Deductions if the Total Exceeds the Standard Deduction**

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**Standard Deduction**

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**Married Filing Joint - \$25,900; Single or Married Filing Separate - \$12,950; Head of Household - \$19,400**

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**Itemized Deductions**

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<b>Medical &amp; Dental</b>		<b>Contributions (Substantiated)</b>	
Dr.	\$ _____	Church	\$ _____
Dr.	\$ _____	United Way	\$ _____
Dr.	\$ _____		\$ _____
Dr.	\$ _____		\$ _____
Operation	\$ _____		\$ _____
Prescription Drugs	\$ _____	Other	\$ _____
Medical/Dental Insurance	\$ _____	Value of Furniture or Clothing	\$ _____
Long-Term Care Insurance	\$ _____	Given To:	
Hospital & Emergency	\$ _____		\$ _____
Lab & X-Ray	\$ _____		\$ _____
Visiting Nurses/In-Home Care	\$ _____		
Dental	\$ _____		
Dentures & Braces	\$ _____		
Glasses & Contact Lenses	\$ _____		
Hearing Aids & Batteries	\$ _____		
Orthopedic Shoes	\$ _____		
Therapy Treatments	\$ _____		
Canes/Crutches/Braces	\$ _____		
Wheelchairs	\$ _____		
<b>On Doctors Advice</b>			
Air Conditioning Costs	\$ _____		
Vaporizers	\$ _____		
Thermometers & Bandages	\$ _____		
Other	\$ _____		
Medical Miles Driven	\$ _____		
Other Medical Transportation	\$ _____		

  

<b>Taxes</b>	
Real Estate Tax	\$ _____
Personal Property Tax	\$ _____
State Income Tax	\$ _____
Sales Tax	\$ _____

  

<b>Interest Paid</b>	
Home Mortgage Interest	\$ _____
2nd Mortgage/Home Equity	\$ _____
Home Mortgage to Individual	\$ _____
Name	_____
Address	_____
Points at Closing	\$ _____
Investment Interest	\$ _____
Casualty Loss (Federal Disaster)	\$ _____

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**Self-Employed Business Expenses**

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Advertising	\$ _____	Rent or Lease Payments	\$ _____
Car & Trucking Expense	\$ _____	Repairs and Maintenance	\$ _____
Legal & Professional Services	\$ _____	Supplies	\$ _____
Meals	\$ _____	Taxes & Licenses	\$ _____
Office Expenses	\$ _____	Travel	\$ _____
Other	\$ _____	Utilities/ Telephone	\$ _____

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**Education Expenses**

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Student Loan Interest (Form 1098-E)	\$ _____	Post-Secondary Tuition & Fees (Form 1098-T)	\$ _____
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## CHECKLIST FOR ITEMS THAT WE NEED:

Please provide the following documents if applicable:

*W-2s	*Form 1099-Int	*Form 1099-B	*Form 1099-Div	*Form 1099-Misc
*Form 1095-A	*Form 1095-B	*Form 1095-C	*Form 1098	*Form 1099-NEC
*K-1 Forms (S-Corporations, Estates & Trusts)		*Form RRB 1099	*Form SSA 1099	

\*Broker realized gain/loss statements for the sale of securities showing dates acquired and sold, cost basis, sales price and realized gain or loss.

\*A listing of all tax-exempt interest and dividends.

\*A completed personal information form (see attached form).

\*Information for preparing Schedule H if you employ household help.

\*A listing of all itemized deductions (**if you do itemize them**). Examples: Medical expenses paid out of pocket, interest paid on home mortgages and investments, property and state income taxes paid, and donations.

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**\*\* DUE TO I.R.S. REQUIREMENTS, YOU MUST PROVIDE THE INFORMATION REQUESTED BEFORE WE CAN FINALIZE YOUR 2022 TAX RETURN! \*\***

### IMPORTANT!! PLEASE COMPLETE – AMOUNTS & DATES YOU PAID YOUR 2022 ESTIMATED TAXES

	<u>Date Paid</u>	<u>Date Due</u>	<u>Federal Amount Paid</u>	<u>State Amount Paid</u>
1st Quarter	_____	April 18, 2022	_____	_____
2nd Quarter	_____	June 15, 2022	_____	_____
3rd Quarter	_____	September 15, 2022	_____	_____
4th Quarter	_____	January 17, 2023	_____	_____

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### BUSINESS USE OF PERSONAL AUTO FROM 1/1/22 THRU 6/30/22 AND FROM 7/1/22 THRU 12/31/22:

January 1, 2022 thru June 30, 2022 tax rate = 58.5 cents per mile

July 1, 2022 thru December 31, 2022 tax rate = 62.5 cents per mile

Note: I.R.S. requires a contemporaneous log to be completed for business miles.

Total business miles driven: \_\_\_\_\_ Total miles (all inclusive) driven: \_\_\_\_\_

Do you have written evidence documenting business miles? Yes \_\_\_\_\_ No \_\_\_\_\_

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## TAX RETURN CALENDAR

**JANUARY 17, 2023** For taxpayers who have already filed a declaration of estimated tax for 2022, the fourth installment is due on this date.

**JANUARY 31, 2023** Copy A and Copy B of Form(s) 1099 for payments of \$600 or more to non-corporate operators (contract workers) must be filed with the recipient to avoid penalties.

(\*)  
**MARCH 1, 2023** Qualified **FARMERS** must file their returns by this date if they have not made a declaration of estimated tax for 2022.

**MARCH 15, 2023** Calendar year S-Corporation and Partnership tax returns due on this date.

**APRIL 1, 2023**

State of Florida tangible personal property tax returns due on this date (tax on business equipment).

**APRIL 18, 2023**

Tax returns for individuals reporting on a calendar year basis must be filed by this date. Generally, a C- Corporation reporting on a calendar year-end must file its income tax return by the 15th day of the 4th month. However, a C-Corporation with a fiscal tax year ending June 30 must file by the 15th day of the 3rd month after the end of its tax year.

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**EXTENSIONS:**

If an extension is necessary, please send us estimates of your income prior to April 1<sup>st</sup>, so we can calculate tax due with the extension.



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**\*PLEASE READ--IMPORTANT INFORMATION AFFECTING 2022 TAX RETURNS\*\***

We have listed below some common areas that require additional information from you to comply with the IRS:

**All Schedule C (Business), E (Rental) and F (Farming) filers:**

The I.R.S. REQUIRES that the following two questions be answered for each of the above activities:

1. Did you make any payments in 2022 that would require you to file Form(s) 1099?
2. If "yes", did you or will you file all required Forms 1099?

You are required to file Form(s) 1099 if you pay \$600 or more to a non-corporate taxpayer for rent or services in connection with your trade or business reported on Schedules C, E or F. Detailed instructions on Form 1099-MISC can be found at <https://www.irs.gov/pub/irs-pdf/i1099misc.pdf>. Instructions on the **new Form 1099-NEC** (Non-Employee Compensation) can be found at <https://www.irs.gov/pub/irs-pdf/i1099mec.pdf>.

File **Copy A** of Form(s) 1099-MISC and/or 1099-NEC along with Form 1096 by **January 31, 2023** if you are reporting non-employee compensation payments in box 7. If other than for non-employee compensation, then the due date is February 28, 2023 if mailing to IRS or March 31, 2023 if E-Filing to IRS.

Mail **Copy B** of Form(s) 1099-MISC and/or 1099-NEC to the recipient by **January 31, 2023**.

**You should have applicable vendors complete Form W-9 to certify to you their status and their EIN# for reporting purposes. Form W-9 and instructions can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.**

**Earned Income Credit (EIC)** taxpayers are subject to documentation requirements (and potential penalties):

The I.R.S. REQUIRES us to complete and attach to your return a detailed checklist (Form 8867), and obtain additional documentation before a taxpayer can claim the EIC. Due to increased penalties for failure to follow proper due diligence in obtaining this information, we will need your signed certification in our files that all of the required answers are accurate.

**ALL Schedule E Rental and Royalty Property:**

The I.R.S. REQUIRES the following information to be submitted with respect to each piece of rental or royalty property reported on Schedule E:

1. Physical address of the property (street, city, state & zip).
2. Type of property (Single family, Multi-family, Commercial, Vacation, Land, Royalty, etc.).
3. The number of days rented at fair market rental value.
4. The number of days used personally (includes family use and days not rented at fair market rental value).

**NOTE: If you are not on our email list to receive our Tax Newsletter, contact our office with your email address or sign up on our website: [www.bticpa.com](http://www.bticpa.com)**







### **SELECTED IMPORTANT 2022 TAX ITEMS:**

- **Casualty Loss:** Effective beginning in 2018, this deduction has been eliminated, with the exception of casualty losses suffered in a federal disaster area. A taxpayer who suffers a personal casualty loss from a disaster declared by the President under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act will still be able to claim a personal casualty loss as an itemized deduction, subject to the \$100-per-casualty and 10%-of-Adjusted Gross Income limitations.
- **Child Tax Credit:** For the 2021 tax year, the child tax credit offered up to \$3,600 per child under age 6, and up to \$3,000 per child ages 6 through 17, with half available via upfront payments. However for 2022, the tax break reverts to the previous amount -- up to \$2,000 per child under age 17.
- **Qualified Business Income Deduction:** This provision, also known as Section 199A, allows a deduction of up to 20% of qualified business income for owners of some businesses during the year 2022. Limits apply based on income and type of business. The K-1's from S Corporations and Partnerships will possibly be much more detailed due to allocations of business income in some cases.
- **Business Interest Expense Deduction:** In general, for businesses with \$27 million or less in average annual gross receipts, business interest expense is limited to business interest income plus up to 30% of the business's adjusted taxable income for the 2022 tax year. Depreciation, amortization, and depletion are no longer added back in calculating the adjusted taxable income after the 2021 tax year.
- **Employee Retention Credit:** The Employee Retention Credit is a fully refundable tax credit for employers equal to 70 percent of qualified wages (including allocable qualified health plan expenses) that Eligible Employers pay their employees after December 31, 2020 through September 30, 2021. Regardless of the end of the program, qualifying businesses may still have three years to claim the Employee Retention Credit. Visit <https://www.irs.gov/coronavirus/employee-retention-credit> for more information.
- **Like-Kind Exchanges:** Like-kind exchange treatment applies only to certain exchanges of real property for the 2022 tax year.
- **Meals:** Taxpayers can continue to deduct 100% of the cost of meals if the food is purchased from a restaurant. The taxpayer or an employee of the taxpayer must be present and the food or beverages should not be considered as lavish or extravagant. If food is provided during or at an entertainment activity, the food and beverages must be stated separately from the cost of the entertainment.
- **Entertainment:** Deductions for expenses related to entertainment activities are not deductible for the 2022 tax year.
- **Medical Expense Deduction:** In 2022, your out-of-pocket medical expenses will need to exceed 7.5% of your AGI before any of those expenses can become eligible for itemized deductions.
- **Home Mortgage Interest:** You may only be able to deduct interest on acquisition indebtedness, which is your mortgage used to buy, build or improve your home up to \$750,000 (\$375,000 for married taxpayers filing separately).

- **Mortgage Insurance Premiums:** The itemized deduction for mortgage insurance premiums expired. You can no longer claim the deduction for 2022.
- **Taxes:** If you itemize your deductions in 2022, you may be allowed a deduction for general sales tax, property taxes, and State income tax with an overall limit of \$10,000 (\$5,000 for married taxpayers filing separately).
- **Charitable Donations:** For 2022, taxpayers who itemize deductions on their tax returns can make a donation to a qualifying charity and deduct up to 60% of their adjusted gross income. Taxpayers who do not itemize deductions may no longer take an above-the-line charitable deduction of up to \$600 for joint filers, \$300 for all other filers for cash contributions made in 2022.
- **Job Expenses and Miscellaneous Deductions subject to 2% floor:** For the 2022 tax year, Miscellaneous deductions which exceed 2% of your Adjusted Gross Income are not deductible. This includes deductions for unreimbursed employee expenses, tax preparation expenses, investment fees, and home office.
- **Premium Tax Credit for Individuals:** You may be eligible if you meet all of the following: Buy health care through the marketplace, are ineligible for coverage through an employer or government plan, do not file married filing separate returns (unless domestic abuse victims), and cannot be claimed as a dependent by another person. Visit <https://www.irs.gov/affordable-care-act/individuals-and-families/the-premium-tax-credit-the-basics>.
- **Depreciation:** 100% Depreciation expensing for certain business property acquired and placed in service after September 27, 2017 and before January 1, 2023 is available. The special 100% first-year bonus depreciation for certain new or used qualified property is available.
- **Section 179 Deduction Limit:** The small business expensing limitation and phase-out amounts from prior year have been extended for 2022. Businesses can expense up to \$1,080,000 in 2022. The phase-out is \$2,700,000.
- **A 0.9% Medicare surtax on earned income for higher-incomeers:** This applies to wages as well as to self-employment income. Singles and heads of household will owe it once total earnings exceed \$200,000; married filing jointly – over \$250,000; married filing separately – over \$125,000. It applies only to the employee's share of Medicare tax.
- **The 3.8% Medicare surtax on net investment income:** This applies to unearned income of single filers and heads of household who have modified adjusted gross incomes above \$200,000, couples with modified AGIs over \$250,000 and \$125,000 for separate filers.
- **Capital gains and dividends** have a top rate of 20% for high income taxpayers – singles over \$459,750 and married couples over \$517,200. For others, it may be 15% or less in some cases. (Also see 3.8% Medicare tax.)
- **The estate and gift tax exemption for 2022 increases to \$12,060,000:** The tax rate remains at 40%. The annual gift, exempt from filing requirements, increased to \$16,000 per donee. Gift tax returns are due by 4/18/23 if gifting over \$16,000 per person.
- **Personal tax rate:** This rate remains at 37%. for the 2022 taxable income over \$539,900 for singles; \$539,900 for head of household; \$647,850 for married couples filing jointly.
- **The 2022 standard deduction** rises to \$25,900 for married. If one spouse is 65 or older -- \$27,300; if both, then \$28,700. Singles -- \$12,950; \$14,700 if they are 65. Heads of household -- \$19,400; \$21,150 if they are 65. The additional standard deduction amounts for taxpayers who are blind are \$1,400 for married, and \$1,750 for Single or Head of Household.
- **Personal exemptions are removed** for filers and their dependents.





January 5, 2023

**To all of our Individual clients filing I.R.S. Schedule C, Schedule E (page 1 rental), Schedule F or Form 4835:**

The I.R.S. has a 2-part question on every tax return that we MUST answer properly to be sure that the return is considered complete by the I.R.S.

***Did the corporation/partnership make any payments in 2022 that would require it to file Form(s) 1099?  
If "Yes," did the corporation/partnership file or will it file all required Forms 1099?***

Businesses have been accustomed to I.R.S. rules that require them to report certain payments on annual Form 1099 information returns. However, the enacted law imposes Form 1099 reporting requirements. Complying with them may add significantly to your paperwork burden.

For many individuals, the rules require issuing 1099s for all sorts of business payments that they previously did not have to worry about. **However, the legislation does not require Form 1099 reporting of payments that are made for non-business reasons.** In addition to providing a copy of the Form 1099 to each payee by **January 31, 2023**, you must furnish a copy of the Form 1099 to the I.R.S. **no later than January 31, 2023**. This reporting procedure helps payees remember to include the payments on their tax returns, and it assists the I.R.S. to ensure that the income is properly reported for the business deductions that you claim.

**Form 1099-NEC** will be used to report **non-employee compensation** instead of the Form 1099-Misc.

Under I.R.S. rules in effect, businesses must report on Forms 1099:

1. Payments for services provided by an independent contractor when the total amount paid in the calendar year is \$600 or more.
2. Commissions, fees, and other compensation paid to a single recipient when the total amount paid in the calendar year is \$600 or more.
3. Interest, rents, royalties, annuities, and income items paid to a single recipient when the total amount paid in the calendar year is \$600 or more.

When a Form 1099 is required to be issued, it must show:

- The total amount paid to the payee for the calendar year;
- The name and address of the payee;
- The tax ID number (TIN) of the payee.

If your business does not have or cannot obtain a payee's valid TIN, the I.R.S. may require you to institute backup federal income tax withholding at a **24 percent rate** on future payments to such payee. If a payer inadvertently fails to issue a proper Form 1099, the I.R.S. can assess a penalty ranging between \$50 to \$290 per information return. The penalty for each intentional failure is at least \$580 per information return.

You should have a signed I.R.S. Form **W-9** on file for each vendor certifying their Name, EIN # and filing status. Based on the W-9 info, any vendor that is NOT a corporation\*\* to whom you paid \$600 or more in 2022 needs to be issued the applicable Form 1099. You may obtain a copy of a W-9 on the IRS website at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

### **Reporting of Payments to Corporations**

For 2022 reporting, most payments to corporations are still exempt from Form 1099 reporting requirements. However, there are a few exceptions. For instance, payments of \$600 or more in a calendar year to an incorporated law firm must be reported on Form 1099-MISC or on the new Form-NEC.

### **Reporting of Payments for Property**

Under current rules, there is generally no requirement to issue 1099s to report payments for property (such as merchandise, raw materials and equipment). Example: Your business buys a delivery van, display shelving, and computer equipment. Under today's rules, there is no 1099 reporting requirement for these purchases.

**To enable us to complete your 2022 tax return, please answer the following questions and sign the statement below so that we have the appropriate documentation in our records to allow us to answer the questions on your tax return:**

*I certify that the entity named below made business payments in 2022 that would require it to file Form(s) 1099.*

*(Please check one)* \_\_\_\_\_ Yes \_\_\_\_\_ No

*If "Yes" above, I certify that the entity named below did or will file all required Forms 1099.*

*(Please check one)* \_\_\_\_\_ Yes \_\_\_\_\_ No

Print Entity Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Please return this completed page as soon as possible to:**

Bunting, Tripp & Ingley, LLP  
230 East Tillman Ave.  
Lake Wales, FL 33853  
or fax to: **863-676-8899** or e-mail to: [info@bticpa.com](mailto:info@bticpa.com)

**\*\* If you have the information (payee name, address, TIN and amount paid) and require our assistance in completing the required Form(s) 1099, please contact our office as soon as possible at 863-676-7981 and ask to speak to either Kristi Williamson or Stephanie Wambles.**

Very truly yours,  
*Bunting, Tripp & Ingley, LLP*  
Bunting, Tripp & Ingley, LLP

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.



**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

**a. Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

**b. Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

**c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

**d. Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

**e. Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual	Individual/sole proprietor or single-member LLC
• Sole proprietorship, or	
• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	
• LLC treated as a partnership for U.S. federal tax purposes,	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or	
• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947



The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



January 5, 2023

**\*\* DUE TO I.R.S. REQUIREMENTS, YOU MUST READ THIS LETTER AND PROVIDE THE INFORMATION REQUESTED ON THE BACK SIDE OF THIS PAGE BEFORE WE CAN FINALIZE YOUR 2022 TAX RETURN! \*\***

**To all of our Corporate and Partnership Clients:**

The I.R.S. has a 2-part question on every tax return that we MUST answer properly to be sure that the return is considered complete by the I.R.S.

***Did the corporation/partnership make any payments in 2022 that would require it to file Form(s) 1099?  
If "Yes," did the corporation/partnership file or will it file all required Forms 1099?***

In addition to providing a copy of the Form 1099 to each payee by January 31, 2023, you must furnish a copy of the Form 1099 to the I.R.S. no later than January 31, 2023.

**Form 1099-NEC** will be used to report non-employee compensation instead of the Form 1099-Misc.

Under I.R.S. rules in effect, businesses must report on Forms 1099:

1. Payments for services provided by an independent contractor when the total amount paid in the calendar year is \$600 or more.
2. Commissions, fees, and other compensation paid to a single recipient when the total amount paid in the calendar year is \$600 or more.
3. Interest, rents, royalties, annuities, and income items paid to a single recipient when the total amount paid in the calendar year is \$600 or more.

A **Form 1099-NEC** will be used to report non-employee compensation instead of the Form 1099-Misc.

When a Form 1099 is required to be issued, it must show the **total amount paid to the payee for the calendar year, the name and address of the payee, and the Tax ID Number (TIN) of the payee**. If your business does not have this information, you must obtain it from the payee via a signed I.R.S. Form W-9. You may obtain a **W-9** by visiting the I.R.S. website at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

If your business does not have or cannot obtain a payee's valid TIN, the I.R.S. may require you to institute backup federal income tax withholding at a **24 percent rate** on future payments to such payee. If a payer inadvertently fails to issue a proper Form 1099, the I.R.S. can assess a penalty ranging between \$50 to \$290 per information return. The penalty for each intentional failure is at least \$580 per information return. You should have a signed I.R.S. Form W-9 on file for each vendor certifying their Name, EIN # and filing status. Based on the W-9 information, any vendor that is NOT a corporation\*\* to whom you paid \$600 or more in 2022 needs to be issued the applicable Form 1099.

**\*\*Note that the following entities must receive 1099 Forms if they received \$600 or more in 2022:**

- Individual/Sole Proprietor
- Partnership
- Trust
- LLC (Unless the W-9 clearly indicates that it has elected to be taxed as either a "C" Corporation or and "S" Corporation
- Any entity that lists a Social Security # instead of an Employer Identification # in Part 1 of its W-9.

### **Reporting of Payments to Corporations**

For 2022 reporting, most payments to corporations are still exempt from Form 1099 reporting requirements. However, there are a few exceptions. For instance, payments of \$600 or more in a calendar year to an incorporated law firm must be reported on Form 1099-MISC or on the Form-NEC.

### **Reporting of Payments for Property**

Under current rules, there is generally no requirement to issue 1099s to report payments for property (such as merchandise, raw materials and equipment). Example: Your business buys a delivery van, display shelving, and computer equipment. Under today's rules, there is no 1099 reporting requirement for these purchases.

**To enable us to complete your 2022 tax return, please answer the following questions and sign the statement below so that we have the appropriate documentation in our records to allow us to answer the questions on your tax return:**

*I certify that the entity named below made business payments in 2022 that would require it to file Form(s) 1099.*

*(Please check one)* \_\_\_\_\_ Yes \_\_\_\_\_ No

*If "Yes" above, I certify that the entity named below did or will file all required Forms 1099.*

*(Please check one)* \_\_\_\_\_ Yes \_\_\_\_\_ No

Print Entity Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Please return this completed page as soon as possible to:**

Bunting, Tripp & Ingley, LLP  
230 East Tillman Ave.  
Lake Wales, FL 33853  
or fax to: **863-676-8899** or e-mail to: [info@bticpa.com](mailto:info@bticpa.com)

**\*\* If you have the information (payee name, address, TIN and amount paid) and require our assistance in completing the required Form(s) 1099, please contact our office as soon as possible at 863-676-7981 and ask to speak to either Kristi Williamson or Stephanie Wambles.**

Very truly yours,

*Bunting, Tripp & Ingley, LLP*  
Bunting, Tripp & Ingley, LLP