

FORM 1099-MISC REMINDERS FOR SCHOOL DISTRICTS and SCHOOLS

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| WHO MUST FILE: | DO ISSUE | DON'T ISSUE |
| School Districts and non-profit organizations are subject to the rules for filing Form 1099. | <u>Payments of \$600 or more FOR:</u> Services (Form 1099-MISC) Rents (Form 1099-MISC) Retirement (Form 1099-R) Royalties (Form 1099-MISC or 1099-S) <u>Payments of \$10 or more FOR:</u> Interest (Form 1099-INT) <u>Payments of **\$600 or more TO:</u> **Individuals Sole Proprietors Corporations Independent Contractors/Vendors | <u>Payments of \$600 or more FOR:</u> Products Workman's Compensation Telephone Freight <u>Payments of \$600 or more TO:</u> Governmental Agencies Rental Agencies Corporations (Except MEDICAL & ATTORNEYS) |
| SECURING VENDOR INFORMATION | | |
| WHAT INFORMATION IS NEEDED: | | |
| Owner's Name (for individuals, sole proprietors and some single-member LLCs) Legal Business Name Mailing Address Taxpayer Identification Number | | |
| WHEN TO GET INFORMATION: | CAUTION: Do NOT automatically treat a payee as a corporation simply because the payee's name ends with "Company" or "Co." | |
| Obtain vendor information up front; don't wait until year-end. Forms 1099 are required to be issued once payments total \$600 or more. | EXAMPLES OF REPORTABLE PAYMENTS | |
| WHY GET THE INFORMATION: | NON-EMPLOYEE COMPENSATION <i>(Form 1099-MISC, Box 7)</i> | MEDICAL & HEALTH CARE SERVICES <i>(Form 1099-MISC, Box 6, includes Corporations)</i> |
| If your vendor fails to supply an identification number, you must withhold 28% of any reportable payment and pay it over to the IRS on Form 945. This is called BACKUP WITHHOLDING. If you do not backup withhold, you may be liable for this tax. | Services (may include parts and materials) | Ambulance Services Dentists Doctors Hospitals** <small>(**except if tax exempt or owned/operated by a governmental entity)</small> Lab Services Optometrists Private Duty Nurses Psychiatrists, Psychologists Rehabilitation Centers Therapists |
| HOW TO GET THE INFORMATION: | Sports Officials | |
| | Umpires | |
| | Referees | |
| | Judges | |
| | Sports Officials Representatives | |
| Form W-9 or substitute | Attorneys* (who are not your employees) (Includes Corporations)* Consultants Engineers Rubbish Removal Working Interest - Oil and Gas Payments | RENTS (Form 1099-MISC, Box 1) Office Space Parking Lot Space Welfare Rental Assistance (to Landlords) Equipment Surface Royalties |
| DUE DATES FOR FORMS 1099 | | |
| To RECIPIENTS by January 31 To IRS with Form 1096 by February 28 (paper), February 28 with Form 4804 (magnetic media), or March 31 (if filing electronically) | | |

***If compensation, enter income in box 7. If not able to determine percentage of compensation from gross proceeds paid to an attorney, then in Box 14**