

Thank you for your interest in ASAP's 1099 processing services. We are happy to assist you with this important year-end task. Our professional accounting staff will ensure your 1099's are processed accurately and on time. In order to begin the process with us please review the following information and any attachments carefully. Deadline for 1099 submittal is January 15th. Any information received after that date will be subject to additional charges as noted below. Please contact ASAP directly with any questions regarding this process.

Business Information

Company Legal Name _____

DBA _____

Company Legal Address _____

Company Tax ID # _____ - _____

Company Billing Information

Address Street/PO _____

City/State/Zip _____

Contact Person _____

Position _____

Phone # _____ Email _____

Credit Card # _____ Expires _____

(for non-payroll clients)

**Your credit card will not be charged, unless your ASAP Invoice is not paid within 30 days.*

If you are a current payroll client, your 1099 Processing Fees will be processed with your scheduled payroll billing.

IMPORTANT

Before we process your 1099's we need the following information:

- ✓ **Completed ASAP 1099 ESheet** (see attached Excel Document)
 - Information must be complete and accurate before submitting the ASAP 1099 ESheet. Changes or edits to this information will be charged accordingly.

Service Charges – includes postage and electronic filing to the IRS.

***Before January 15th** 1099 Processing Service **\$50 Base Fee**
+ _____ **\$3.00/1099 Form**

***After January 15th** 1099 Processing Service **\$100 Base Fee**
+ _____ **\$3.50/1099 Form**

Making Business **As Simple As Possible**

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