

## ***2016 Form 1099 Preparation and Filing***

Dear Beaird Harris Client,

In an effort to provide you with more timely and cost effective service for Forms 1099, there are three (3) options for compiling and submitting the data for the 2016 forms. One option allows you to handle the filing yourself, and two other options involve Beaird Harris' assistance. If you would like our assistance in preparing the forms, we must receive your 1099 information in our office ***by Monday, January 9, 2017*** to guarantee completion by the filing deadline of Tuesday, January 31, 2017. In fairness to all of our clients, 1099's will be prepared in the order in which they are received along with other year-end payroll reports.

**NOTE: If you do not have a business and/or rental properties, please disregard this letter.**

Please read through the following pages, mark the option you choose, sign and date below.

- Option 1** – Self-filing your Form(s) 1099
- Option 2** – Return the completed worksheet using the link provided in the email
- Option 3** – We will review your QuickBooks for 1099 information

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Due to the confidential nature of the information requested, please return this completed form, along with your related 1099 information/worksheet, to Beaird Harris *by Monday, January 9, 2017* via fax at 972-503-1120 or upload to John Cassidy via the "[Send Us Files Securely](#)" link in the utility bar of our website at [www.bh-co.com](http://www.bh-co.com).**