

2018 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 2018 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 7, 2019** to guarantee completion by the filing deadline of **Thursday, January 31, 2019**. 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

Return this completed form along with your related 1099 information/worksheet by Monday, January 7, 2019 to:

Beaird Harris & Co., P.C.
12221 Merit Drive, Suite 750
Dallas, TX 75251
Phone 972-503-1040
Fax 972-503-1120
Upload [Send Me Files Securely](#)