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Ministry CPA

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2023 Form 1099 Organizer

Church/ Organization Name: _____ EIN: _____-_____

State W/H # (if applicable)_____ **Name of Primary Contact:** _____ **Phone:** _____

Primary Contact Email: _____ **Position:** _____

Please complete the following if you have paid amounts **totaling $600 or more** to an individual or business in 2023.

The most common reasons an IRS Form 1099 is required to be filed are monies paid for:

- Contractor (Snow Removal, Lawn Maintenance, Remodeling, Building Maintenance, etc.)
- Speaker Fee
- Love Gift (for a speaker, non-employee - an employee should have these funds added to their W-2)
- Rent
- Please call us if you have a different situation or you need clarification

A copy of IRS Form W-9 to be completed by the individual or business paid can be found here: https://www.irs.gov/pub/irs-pdf/fw9.pdf

Individual or Business Name	Address	SSN or Employer Identification Number	Completed Form W-9 on File (Y/ N)	Total Amount Paid in 2023	Description (Contractor, Speaker, Love Gift, Rent, …)

To avoid IRS penalties, all Forms 1099 must be submitted to the IRS and the individual by January 31, 2024.