Donovan CPAs

FORM 1099 ENGAGEMENT LETTER

Dear Client,

Thank you for allowing us to assist with the preparation of your 1099s. We are pleased to confirm our understanding of the services we are to provide for you for the year ending December 31, 2022. We will prepare 1099s solely from the information provided to us, and only individuals for whom we have received written information. We will not audit, review or independently verify the information you provide to us.

Please remember that the IRS requires business owners to file 1099s for unincorporated payees who were paid more than $600 in 2022. Keep in mind that Donovan CPAs is not an eligible entity to receive a 1099 for our services because we are incorporated. The due dates for 1099s are listed below:

- 1099-NEC
  - Due to the recipient by January 31, 2023
  - Due to the IRS by January 31, 2023
- All other 1099s
  - Due to the recipient by January 31, 2023
  - Due to the IRS by February 28, 2023

Please complete the attached "1099 Order Request Form" and include the following information for each recipient:

- Business Name/Individual Name
- EIN/SSN
- Address
- Email Address
- Amount Paid
- Payment Type (i.e. – nonemployee compensation, rent, interest, etc.)

We must receive information by January 20, 2023 to guarantee the 1099s will be prepared by the due dates outlined above. If an email address is entered for a recipient, Donovan CPAs will email the 1099 as a password protected PDF with instructions on how to open the file. If no email address is entered, Donovan CPAs will mail 1099s to recipients via USPS with tracking. Our fees are based on normal hourly rates including any out-of-pocket expenses we may incur.

Please sign and date below and return this form along with your "1099 Order Request Form." Thank you, again, for allowing us to serve you.

Sincerely,

DONOVAN

Your signature below signifies you have read this letter and agree to the terms of this engagement.

Client Name (Print) _____

Client Signature _____   Date _____

Donovan CPAs

1099 ORDER REQUEST FORM

Please allow 7-10 business days for processing and e-Filing to the IRS. 1099 request deadline for on-time processing is January 20th.

Donovan CPAs will email 1099s to recipients if email is entered. All other 1099s will be mailed to recipients via USPS with tracking services

Individual or Company Name	
Federal ID #: SSN / EIN / TIN	
Phone	
E-mail Address	
Street Address, Suite or Apt	
City, State Zip Code	

RECIPIENT COUNT		ANNUAL DOLLAR TOTAL	

1099 RECIPIENT	
Individual's Name	
Company Name (or Full DBA if Appl)	
Federal ID #: SSN / EIN / TIN	
Email Address	
Street Address, Suite or Apt	
City, State Zip Code	
Payment Type	
Amount Paid	

1099 RECIPIENT	
Individual's Name	
Company Name (or Full DBA if Appl)	
Federal ID #: SSN / EIN / TIN	
Email Address	
Street Address, Suite or Apt	
City, State Zip Code	
Payment Type	
Amount Paid	

1099 ORDER REQUEST CONTINUED

	1099 RECIPIENT
Individual's Name	
Company Name (or Full DBA if Appl)	
Federal ID #: SSN / EIN / TIN	
Email Address	
Street Address, Suite or Apt	
City, State Zip Code	
Payment Type	
Amount Paid	

	1099 RECIPIENT
Individual's Name	
Company Name (or Full DBA if Appl)	
Federal ID #: SSN / EIN / TIN	
Email Address	
Street Address, Suite or Apt	
City, State Zip Code	
Payment Type	
Amount Paid	

	1099 RECIPIENT
Individual's Name	
Company Name (or Full DBA if Appl)	
Federal ID #: SSN / EIN / TIN	
Email Address	
Street Address, Suite or Apt	
City, State Zip Code	
Payment Type	
Amount Paid	

	1099 RECIPIENT
Individual's Name	
Company Name (or Full DBA if Appl)	
Federal ID #: SSN / EIN / TIN	
Email Address	
Street Address, Suite or Apt	
City, State Zip Code	
Payment Type	
Amount Paid	

1099 ORDER REQUEST CONTINUED

1099 RECIPIENT

Individual's Name	
Company Name (or Full DBA if Appl)	
Federal ID #: SSN / EIN / TIN	
Email Address	
Street Address, Suite or Apt	
City, State Zip Code	
Payment Type	
Amount Paid	

1099 RECIPIENT

Individual's Name	
Company Name (or Full DBA if Appl)	
Federal ID #: SSN / EIN / TIN	
Email Address	
Street Address, Suite or Apt	
City, State Zip Code	
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Individual's Name	
Company Name (or Full DBA if Appl)	
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Street Address, Suite or Apt	
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Individual's Name	
Company Name (or Full DBA if Appl)	
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1099 ORDER REQUEST CONTINUED

	1099 RECIPIENT
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Company Name (or Full DBA if Appl)	
Federal ID #: SSN / EIN / TIN	
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Street Address, Suite or Apt	
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Federal ID #: SSN / EIN / TIN	
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