

# 1099 LETTER

**THIS MAY APPLY IF YOU OPERATE A BUSINESS OR OWN RENTAL PROPERTY.**

It's 1099 season! Forms must be issued to your independent contractors by **1/31/2026**.

We need your updated independent contractor information and total payments made to each by **Monday, January 19, 2026**.

If your contractor payments are finalized for the year, feel free to send everything in now — early submissions help your contractors receive their forms sooner.

If we handle your bookkeeping and you'd like us to pull payment totals for you, let us know. *\*Additional bookkeeping fees may apply.*

## DO YOU NEED TO ISSUE A 1099?

In general, **you must issue a 1099 if you paid \$600 or more to a person or business (other than a corporation) for services.**

When a 1099 is required:

### 1099-NEC

For \$600 or more paid to contractors, consultants, gig workers, freelancers, or similar providers.

### 1099-MISC

For \$600 or more paid in rent, prizes/awards, medical payments, attorney fees, or other miscellaneous income. Also required for \$5,000 or more in direct sales of consumer goods.

Visit the [IRS website](https://www.irs.gov) for more information.



650-453-3099



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## 1099 DEADLINES YOU NEED TO KNOW

**1/19/2026** Submit updated contractor information and total payments made in 2025 to Ritchie & Company, Inc

**1/20/2026 - 1/26/2026** Information submitted these dates are subject to an additional late fee of \$100.

**1/27/2026** Beyond Will be completed after the IRS deadline.

### How To Submit Your Information?

- Call or email us to schedule a time to drop off your completed information. The office is currently open *Monday through Thursday 10 AM to 3 PM.*
- Upload your information to the Onvio Client Portal.\**If you are not registered please contact the office so we can send you a portal invite.*

## 1099 PREPARATION FEES

1098/1099s (up to 5 contractors)	\$125.00
1098/1099s (up to 10 contractors)	\$225.00
1098/1099s (up to 15 contractors)	\$325.00
1098/1099s (up to 20 contractors)	\$425.00

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## W-9 REQUIREMENTS

Click [here](#) for the latest W-9 Form. Please have each contractor complete and sign page 1, or confirm that the W-9 you have on file is still accurate.

While the IRS does not require a new W-9 every year, it is good practice to obtain updated W-9s annually. This helps ensure all contractor information is current and reduces filing issues.

If you choose not to collect a new W-9 forms annually, please make sure the following details are fully up-to-date for each contractor, as the form must be refreshed any time information changes (legal name, business name, address, tax ID, entity type, or exemption).

## BEST PRACTICES FOR SUBMITTING CONTRACTOR & 1099 INFORMATION

To ensure timely and accurate 1099 filings, please provide us with the following information for each contractor:

- Contractor/Payee Name
- SSN or TIN/EIN
- Mailing Address
- Email Address
- Total Dollar Amount Paid in 2025

Thank you for your cooperation and for trusting Ritchie & Company with your year-end filings. If you have any questions, we're here to help.

Warm regards,  
Ritchie & Company, Inc.  
Tax • Accounting • Advisory

