**①** 

## 1099 Summary + Prep Sheet

Recipient Name ~ Business or Individual	Amount Paid	W-9 Collected?	1099 Filled Out	1099 Mailed to Recipient
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
Total	\$			
Mailed to the IRS				

<sup>♥</sup> Jenny Girl Friday Seattle's Resource for Self-Employed Women in Seattle

<sup>&</sup>gt;Sign up for Sidekick Services to get reminders+how-tos delivered to your inbox