1099 TAX PREP

Checklist

FLIPPERFORCE

Phase 1: Contractor Data Collection

- [ ] **Collect W-9 Forms:** Get a W-9 from every contractor to verify their filing information. Store these in their Company Profile within FlipperForce.
- [ ] **Identify Reportable Vendors:** Decide which contractors need a 1099 and mark them as "1099 Eligible" in the FlipperForce report.
- [ ] **Update Company Profiles:** Finalize the legal name, TIN, and address for each vendor. You can do this quickly directly on the Vendor 1099 Report screen.

Phase 2: Payment Auditing

- [ ] **Aggregate Compensation:** Use the Vendor 1099 Report to total payments across all projects in your portfolio.
- [ ] **Apply the $600 Filter:** Identify every eligible vendor who was paid a cumulative total of $600 or more.
- [ ] **Audit Payment Methods:** Use the "View Expenses" link to confirm payments were made via cash, check, or ACH.
- [ ] **Exclude 1099-K Payments:** Remove any totals paid via Credit Card, Debit Card, or third-party apps (PayPal/Venmo).
- [ ] **Review Materials vs. Labor:** Ensure you are only reporting compensation for services, not just bulk material purchases from retail corporations.

Phase 3: Filing & Distribution

- [ ] **Export to CSV:** Download your refined list from FlipperForce.
- [ ] **Choose Your Filing Method:** Decide between handing the data to your CPA or e-filing via the IRS IRIS portal.
- [ ] **Furnish to Recipients:** Mail or electronically deliver the 1099-NEC to your contractors by Feb 2, 2026.
- [ ] **File with the IRS:** Submit your official 1099-NEC forms to the IRS by Feb 2, 2026.

Important Disclaimer: This checklist is provided for educational and organizational purposes only. Tax laws are complex, subject to change, and vary based on your specific business structure. FlipperForce is a data organization tool and does not provide tax, legal, or accounting advice. We strongly recommend consulting with a qualified tax professional to review your data and ensure you are meeting all current federal and state requirements before filing.