

1099 SETUP

Please write neatly



First Name: _____

Last Name: _____

Email: _____

Address: _____

City: _____

State: _____

Zip: _____

Social Security # _____ - _____ - _____

Birthdate [mm/dd/yyyy] : _____ / _____ / _____

Gender: ☐ Male ☐ Female

Direct Deposit

Joe Smith
1234 Anystreet Court
Anycity, AA 12345 1234

Pay to the order of _____

_____ Dollars

Bank Anywhere

⑆ 123456789 ⑆ 1234567890123 ⑆ 1234

Routing Number Account Number Check Number

SAMPLE

Name of Bank: _____

Routing #: _____

Account #: _____

Employment:

Est. Date of Hire: _____ / _____ / _____

Job Title: _____

Please check all that apply:

☐ hourly ☐ salary ☐ Commission ☐ Tips ☐ Bonuses

Pay Rate:

If hourly, please put the hourly \$ amount here: _____

If Salary, please put the annual \$ amount here: _____

-Example \$700 per week = \$36,400 annually (\$700 x 52 weeks)

- **Weekly frequency is 52 weeks**
- **Bi-weekly frequency is 26 weeks**
- **Semi-monthly frequency is 24 weeks**

Please complete attached FORM W-9 and provide with this form.