

1099 Preparation Checklist 2025_Clarigro

By January 31 each year, it's mandatory to report contractor payments of \$600 or more to the IRS.

Step	Details	Deadline/Notes
Identify Who Requires a 1099	Audit \$600+ payments, classify, and categorize correctly.	By January 15, 2025
Gather W-9 Forms	Collect W-9s for TINs from all contractors and service providers.	Before making payments
Clean Up Your Books	Reconcile accounts, verify categories, and check for missing docs.	End of December 2024
Verify Vendor Information	Verify vendor details (name, address, TIN) against W-9s to prevent IRS issues.	Early January 2025
Establish Internal Deadlines	Set deadlines for gathering, coding, and reviewing data to avoid a last-minute rush.	Start of January 2025
Streamline the Process	Use accounting software for automated and accurate 1099 preparation.	Throughout the year
Partner with Professionals	Seek outsourced accounting services for hassle-free 1099 filing.	Optional

Confused about the different 1099 forms, deadlines, and recipient types for compliance? Get a clear, detailed breakdown today! Visit us at www.clarigro.com