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| |  | | --- | | **IMPORTANT NOTICE:** If you **do not have a business and/or rental properties** or if **you're a monthly bookkeeping client** (we'll prepare your 1099s), please disregard this letter. | |

**2023 FORM 1099 PREPARATION AND FILING**

In order to provide more timely and cost-effective service for Forms 1099, we are offering two (2) options for compiling and submitting the data for the 2023 forms. If you would like our assistance in preparing the forms, we must receive your 1099 information in our officeby **Friday, January 5, 2024**to guarantee completion by the filing deadline of **Wednesday, January 31, 2024**. In fairness to all our clients, 1099s will be prepared in the order in which they are received along with other year-end payroll reports.

Please read through the following pages, and mark Option 1, Option 2, or Self-file below. **Please sign, date, and return this page, along with additional requested information.**

□ **Option 1** –We’ll Prepare Your Forms 1099 Based on the Information You Provide on the 1099 Worksheet

□ **Option 2** – We’ll Prepare Your Forms 1099 After Reviewing Your QuickBooks for 1099 Information

□ **Self-File** – We’ll be Self‐Filing our 1099s and Do Not Require Beaird Harris’ Assistance

Name of Company

Signature Date

Please return this completed form along with your related 1099 Worksheet by **Friday, January 5, 2024** by uploading the documents using the link provided at [**https://bh-co.com/events/1099-cutoff-date/**](https://bh-co.com/events/1099-cutoff-date/) or via fax at (972) 503‐1120.