

CONVENIENCE CHECK INFORMATION SHEET

What information do I need for reporting in the 1099 Tax Reporting Program?

- 1. Check Date
- 2. Check Number
- 3. Check Amount
- 4. Merchant’s Legal Name (the name the merchant uses when they file their federal taxes)
- 5. Sole Proprietor’s Name (if applicable)
- 6. Merchant’s Legal Address including Street, City, State, and Zip
- 7. Merchant’s Tax Identification Number (TIN). Note: A TIN can be an Employer’s Identification Number (EIN) or a Social Security Number (SSN)
- 8. Brief description of type of service purchased (this is used in the Item Description and helps determine which Category to select in the Program)

Optional

- 1. Merchant’s Telephone Number

Recommendation

- 1. Use the *Request for Taxpayer Identification Number and Certification (IRS Form W-9)* to obtain the Merchant’s information.
- 2. Obtain the Merchant’s information before giving them the check. Sometimes it is difficult to get the Merchant’s information after they have been paid.
- 3. Secure the merchant’s information.