



Integrated Tax Consultants, LLC
385 US Route 1 • Suite 101 • Falmouth, Maine 04105

1099 PERPETUAL ENGAGEMENT LETTER

Dear 1099 Client:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide pertaining to the proper filing of 1099s on behalf of your business. ***This agreement is an ongoing 1099 engagement unless you decide to opt out of this offered service. Notice must be provided to us in writing. Please be aware that if you opt out of this service, you are responsible for filing Form 1099 and 1096 with the IRS.***

We will perform the following services:

We will prepare, from the information you provide to us, Federal and State (if applicable) Form 1099 and Transmittal Form 1096. We will not audit or review any information you provide to us in the preparation of these forms. You are solely responsible for the information reported on the Form(s) 1099 and 1096. Once these forms have been reviewed by you, we will electronically file them with the IRS.

Please be aware that it is your responsibility to determine the Form 1099 recipients from your company's books and records, to gather the recipient's correct postal address, email address, and total payments made, to retain proper receipts and other documents in your office to be in compliance with Form 1099 filing. We have no responsibility for any penalty that may arise from our client(s) failure to provide Form 1099 information to our office, for late filing or failure to file, or for incorrect information reported on these forms.

A Failure to File penalty will be assessed if the forms are not filed by **January 31st each year**. The penalty per form can be up to **\$60** if you file within 30 days of the due date. If you file more than **30 days** late but before August 1st, the penalty can be up to **\$120** per form. The penalty increases to **\$310** for any form filed after August 1st or if not filed at all.

If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to our office **no later than July 15th**. We will not prepare any 1099 forms without a signed engagement letter.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to only those within our firm who need to know to provide you with services. We will not disclose your personal information to any third party without your expressed permission, except where required by law. Integrated Tax Consultants' failure to secure written client consent prior to transferring tax return information could result in the imposition on us of up to a \$1,000 fine and up to a year in prison for the responsible individuals. As a result, we intend to adhere to this policy without exception. Please contact us with any questions regarding our privacy policy.

Sincerely,

Integrated Tax Consultants, LLC

- *Yes, I agree to the above terms and conditions*

- *No, I am choosing to opt-out of any services related to Form(s) 1099 and 1096*

Print Business Name: _____

Print Officer Name: _____

Signature: _____

Date: _____