

# 1099-NEC and 1099-MISC Excel Worksheet Preparation Instructions

- **Step 1:**

Please access the templates on our website at :

<https://tfgllc.com/client-resources>

The information is under the Accounting & Tax Documents category

- **Step 2:**

Use the 1099-NEC Excel Template for nonincorporated recipients in which you reported nonemployee compensation of \$600 or more.

Use 1099-MISC Excel Template to report information on other types of miscellaneous nonemployee payments like rent, royalties, payments to attorneys (even if the attorney or law firm is incorporated), medical and health payments, or other income.

- **Step 3:**

Please fill out the appropriate template with the information for each recipient and upload the document to our secure Dropbox using the following [link](#) or on our website.

## **Please see below for formatting requirements:**

**ID** - Enter Payer's SSN or EIN in text format without dashes and spaces (Only numbers)

**LAST NAME OR COMPANY** - Enter Recipient's Last Name or Company Name

**FIRST NAME** - Enter Recipient's First name

**INITIAL**- Enter middle initial of Recipient's name (if applicable)

**STREET**- Enter Recipient's street address (Do not include apostrophes)

**CITY**- Enter Recipients city name

**STATE**- Enter Recipients state abbreviations (Ex. NJ, NY, PA, etc.)

**ZIP** - Enter Recipient's Zip code (Only numbers no dashes)

**\*1099-NEC NONEMPLOYEE COMP**- Enter the amount paid to Recipient (Do not include commas or \$)

**\*1099-MISC**- Enter the applicable payment type under the appropriate column such as rent, royalties, other income, etc (Do not include commas or \$)

**\*Please see sample excels which have been uploaded to our website, as well as attached to the letter received in the mail**

**\* Please do not change the format of this template and do not skips lines.**

**\*If you require further assistance, please feel free to contact Nagibina either via email at [nataliya@tfgllc.com](mailto:nataliya@tfgllc.com) or via phone at 201-262-1040 extension 402.**