



Gardner, Loutzenhiser and Ryan, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

December 27, 2021

Our Dear Friends and Clients,

As 2021 draws to a close, we are once more compelled to start thinking about the upcoming tax filing season. Everyone here at GLR is looking forward to assisting you as your trusted advisors not only in the completion of tax filings but also with forward-looking business and estate decisions.

As always, we will be monitoring tax law developments in 2022. We are hopeful that none would apply to the 2021 tax returns, but history tells us that it is a possibility.

For the 2021 tax filing season you need to provide us the Letter 6475 regarding the Economic Injury Payments (EIP) and the Letter 6419 regarding Advanced Child Tax Credits (if applicable). Both these letters will be sent to you by the IRS in January 2022, these will be highly important in reconciling the payments you received to the IRS records on your tax return. Significant processing delays can occur without these letters.

To assist you we have various options to meet with you and obtain your tax data. You can meet with the partners in-person, via Zoom or Microsoft Teams, or via telephone conference. You may mail or drop off your information in person, we also have a drop box at the back of our Chadron office for your convenience. Additionally, you can also upload your documents through our client portal located on our website at www.glrpa.com.

www.glrpa.com is also where you will find the annual W2/1099 reporting form to assist you in accumulating the information for us to prepare your year-end payroll filings. Please return the W2/1099 form as soon as possible in January, if it is applicable to your business operation. Important to note is that the IRS is working to crack down on fraudulent returns. As part of this effort, they are requiring all payroll reporting for W-2's, 1099-Misc and 1099-NEC be filed by **January 31st** to allow the IRS to match payroll forms to income tax returns. By returning your payroll information sheets well ahead of the January 31st deadline you can be assured your returns will be filed accurately.

As always, we encourage you to call if you have any questions or comments regarding the items we have mentioned and look forward to serving you in the upcoming tax filing season.

In the spirit of the holiday season,

Gardner, Loutzenhiser + Ryan PC

1099 REPORTING INFORMATION

YOUR NAME _____
 YOUR ADDRESS _____

 YOUR EIN OR SSN _____

1099 Reporting Instructions (See reverse side for W-2 reporting)

*This form is to be used to report any contract labor, rents, veterinary services, attorney fees, interest or dividend payments that you paid to any unincorporated entity in 2021, including LLC's. Any payments made to banks, governmental entities and corporations are excluded from this reporting requirement. The 1099 form must be mailed to recipients prior to **January 31, 2022** and non-filing of the required reports results in a \$100 penalty per form not issued, so your attention to this detail is required. See notes below for additional information.*

1099 Reporting	Detail	Type(Please Circle)	Amount
Name	_____	Contract Labor	
EIN/SSN	_____	Rents	_____
Address	_____	Interest	
City, ST, Zip	_____	Dividend	
		Veterinary	
		Attorney	
Name	_____	Contract Labor	
EIN/SSN	_____	Rents	_____
Address	_____	Interest	
City, ST, Zip	_____	Dividend	
		Veterinary	
		Attorney	
Name	_____	Contract Labor	
EIN/SSN	_____	Rents	_____
Address	_____	Interest	
City, ST, Zip	_____	Dividend	
		Veterinary	
		Attorney	
Name	_____	Contract Labor	
EIN/SSN	_____	Rents	_____
Address	_____	Interest	
City, ST, Zip	_____	Dividend	
		Veterinary	
		Attorney	
Name	_____	Contract Labor	
EIN/SSN	_____	Rents	_____
Address	_____	Interest	
City, ST, Zip	_____	Dividend	
		Veterinary	
		Attorney	

NOTE: 1-Payments made to truckers for freight are excluded from the 1099 reporting requirements.

2-Any contract labor (including parts or materials), attorney fees (including pmts to corporations), or rent payments equal to or in excess of \$600.00 must be issued a 1099.

3-Any interest or dividends paid to individuals or LLC's in excess of \$10 must be reported on a 1099.