1099 Planner & Guide *for*

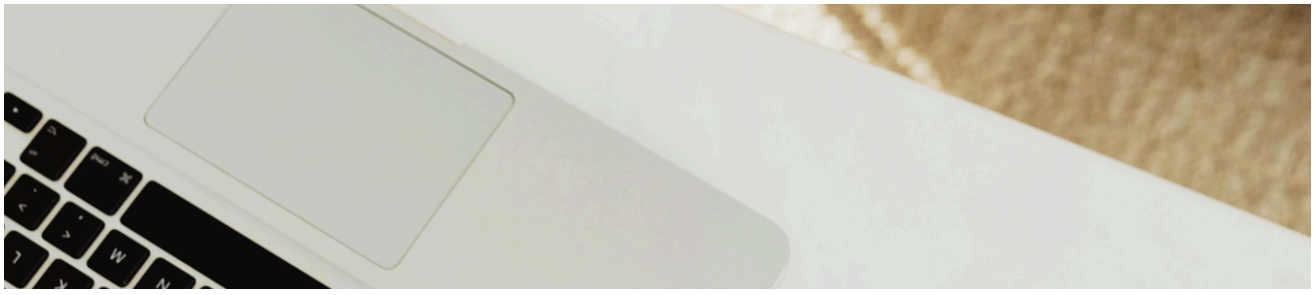
Small Business Owners



First time dealing with 1099s? This checklist, and planner will help you understand what to collect, what to review, and how to stay organized and prepared before the 1099 deadline.

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Disclaimer: This guide is provided for general educational and informational purposes only. It is not intended to replace professional accounting, tax, legal, or financial advice. Information may change over time, so please consult with a qualified professional regarding your specific business needs and circumstances.





2026 1099 Planner & Checklist for Business Owners

This planner and checklist will help you know what to collect, what to review, important dates to remember, and how to stay organized before the 1099 deadline.

Tax Year: 2026

Business Name:

1099 TIMELINE:

SEPTEMBER – OCTOBER 2026

Start getting organized

□ Review contractors and vendors paid in 2026

□ Make sure payments are categorized correctly

□ Check which contractors and vendors have a W-9 on file

□ Start requesting missing W-9s

□ Review how contractors and vendors were paid

NOVEMBER – DECEMBER 2026

Clean up your records

□ Follow up on missing W-9s

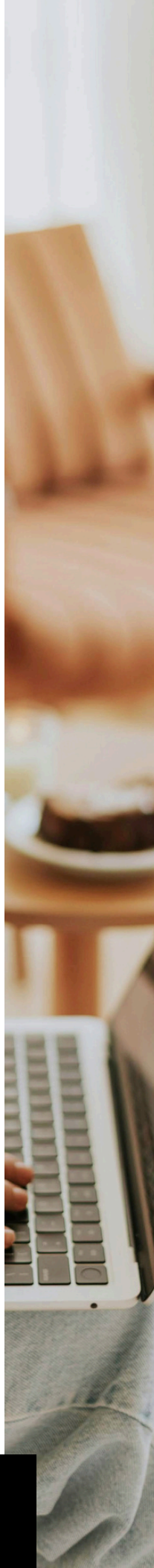
□ Review contractor and vendor totals

□ Reconcile bank accounts

□ Reconcile credit card accounts

□ Correct missing or miscategorized transactions

□ Make a list of potential 1099 recipients



1099 TIMELINE:

JANUARY 2027

Prepare and file

□ Complete final bookkeeping reconciliation

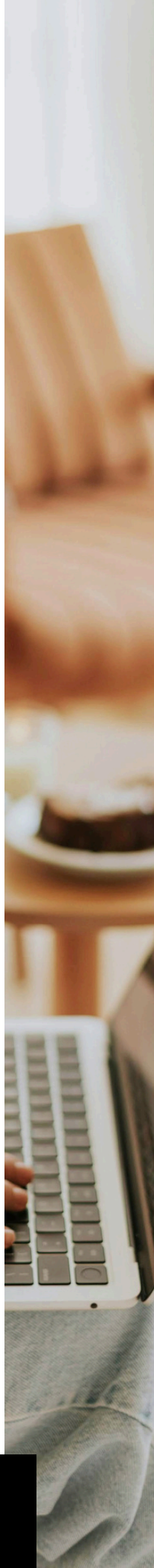
□ Confirm 2026 payment totals

□ Confirm which recipients require a 1099

□ Prepare required forms

□ Provide required forms to recipients

□ File required forms with the IRS



IMPORTANT FILING DEADLINES:

Form 1099-NEC (Nonemployee Compensation)

To Recipients: January 31, 2027

To the IRS: January 31, whether filing by paper or electronically

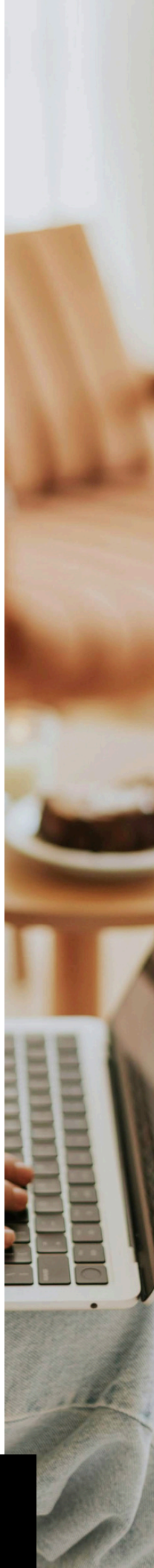
January 31 falls on a Sunday, so the deadline moves to February 1, 2027.

Form 1099-MISC & Most Other 1099s

To Recipients: January 31, 2027

Paper Filing to the IRS: February 28, 2027

Electronic Filing to the IRS: March 31, 2027



step 01

COLLECT YOUR W-9s

Start by making sure you have a completed Form W-9 for anyone who may be subject to 1099 reporting.

The W-9 provides important information, including their legal name, business name, federal tax classification, address, and Taxpayer Identification Number (TIN).

The W-9 also helps determine whether a business is generally subject to Form 1099 reporting. Certain business types, such as corporations, including S corporations and C corporations, are generally exempt from receiving a 1099 for most payments, although some exceptions apply.

W-9 Checklist

□ Review contractors and vendors paid during the year
□ Check which contractors and vendors already have a W-9 on file
□ Request missing W-9s
□ Review W-9s for missing information
□ Securely store completed W-9s

step 02

REVIEW WHO YOU PAID

Who might need a 1099?

For payments made in 2026, Form 1099-NEC applies when a business pays **$2,000 or more** in reportable nonemployee compensation during the year.

This may include payments to:
□ Independent contractors
□ Freelancers
□ Consultants
□ Virtual assistants
□ Designers
□ Marketing professionals
□ Other service providers

However, reaching the reporting threshold does not automatically mean a 1099-NEC is required.

The recipient, type of payment, payment method, tax classification, and other factors can affect the reporting requirement.

step 03

REVIEW PAYMENT METHODS

Watch for credit card & third-party payments

Credit card and certain third-party payment network transactions may be reported separately on Form 1099-K by the payment processor, so you should not report the same payments again on Form 1099-NEC or 1099-MISC.

Before filing:
□ Review how each contractor was paid
□ Separate credit card and applicable third-party network payments
□ Compare totals with your bookkeeping records
□ Keep payment reports and statements

If you paid the same contractor using different methods, such as ACH and credit card, review the payments separately.

Not every payment app transaction is treated the same. Always verify how the payment was processed.

step 04

RECONCILE YOUR BOOKS

BOOKKEEPING CHECKLIST

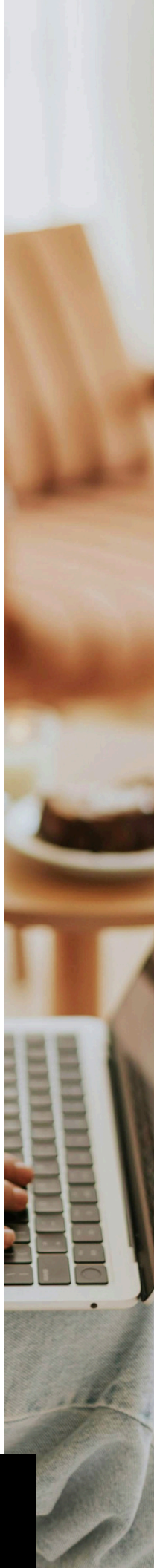
Clean books make 1099 preparation much easier!

- □ Review contractor payments
- □ Review vendor payments
- □ Review professional service expenses
- □ Review legal and accounting expenses
- □ Review other potentially reportable payments
- □ Make sure transactions are categorized correctly
- □ Review contractor and vendor totals
- □ Reconcile bank accounts
- □ Reconcile credit card accounts
- □ Investigate missing or duplicate transactions
- □ Correct any bookkeeping errors before filing

FINAL 1099 CHECKLIST

BEFORE FILING:

- □ Review all potential 1099 recipients
- □ Collect missing W-9s
- □ Verify names and business names
- □ Verify Taxpayer Identification Numbers
- □ Confirm current mailing addresses
- □ Review payment totals
- □ Review payment methods
- □ Correct transaction categories
- □ Reconcile accounts
- □ Determine which 1099 forms are required
- □ Prepare required forms
- □ Provide required recipient copies
- □ File required forms by the applicable deadline
- □ Securely save copies with your business records



1099 RESOURCES



IRS 1099 Information	Find current 1099 forms, instructions, filing requirements, and deadlines from the **IRS.**
IRS IRIS E-File System	The IRS offers **IRIS**, a free online tool to prepare and e-file Forms 1099-NEC, 1099-MISC, and other information returns.
QuickBooks Online	If you use **QuickBooks Online**, you can prepare and e-file 1099s directly through QuickBooks. Fees may apply.
1099 filing software	**Tax1099** https://www.tax1099.com/ **Track1099** https://www.track1099.com/

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Need help preparing and filing your 1099s?

We're here to help!

✓ Review and organize your bookkeeping
✓ Reconcile your bank and credit card accounts
✓ Identify contractor and vendor payments that may need a 1099
✓ Collect and organize W-9 information
✓ Prepare and file your 1099s
✓ Get your books ready for year-end and tax season

Ready to get started?
Book a call today!

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