

## CHECKLIST FOR FARMERS

- ! Send all 1099 worksheets to accounting office by January 14, 2022. Be sure to have proper names, addresses, spellings, and social security numbers. If you paid an individual, we need the individual's **name** and **social security number**, even if they operate under a business name with a federal identification number. Partnership, LLP, and LLC payments go under the **business name** and **federal identification number**. Attorneys are to receive 1099s if you paid any legal fees in 2021 related to your farm. Corporations should not be issued 1099s, unless they are law firm or veterinarian corporations.
  
- ! Send all payroll information to accounting office by January 14, 2022.
  - Employee earnings records (detail the amount paid and taxes withheld by date). Please provide the gross pay before deductions, a breakdown of taxes withheld and the net amount of all checks. If you pay by commodities, earnings records must contain dates and quantities. Please remember, we need accurate addresses and social security numbers.
  
  - Copies of all payroll reports filed during 2021.
  
  - A list of the payroll tax deposits you made and the dates paid.
  
  - All government tax forms received
  
- ! Confirm appointment date, time, and location.
  
- ! Bring to appointment:
  - Farm records
  
  - Completed tax organizer booklet
  
  - A listing (with dates and dollar amounts) of machinery and livestock bought and sold. Please indicate cash outright or trade and new vs. used machinery purchased. Also bring in the paperwork.
  
  - All original real estate tax slips paid in 2021.
  
  - All 1099s you have received (mail subsequent 1099s as soon as you receive them). Please bring all the information sent by investment companies with their 1099s.
  
  - The amount of health insurance premiums paid.