



Simple Accounting

IMPORTANT NOTICE

**FORMS AND FILING DATE DEADLINES HAVE CHANGED
1099-NEC (NEW) AND 1099-MISC**

INSTRUCTIONS

FOR DISTRIBUTING AND FILING FORM 1099 & 1096

FORM 1096 & COPY A of 1099

**Sign and mail Form 1096 (Annual Summary) along with
(Copy A of each 1099) to ADDRESS BELOW:**

**INTERNAL REVENUE SERVICE CENTER
OGDEN, UT 84201**

**1099-NEC FILE WITH IRS BY FEBRUARY 1, 2022
1099-MISC FILE WITH IRS BY MARCH 1, 2022**

COPY B of 1099-RECIPIENT

SHOULD BE STUFFED IN ENVELOPES PROVIDED

Copy B 1099-NEC

POSTMARKED NO LATER THAN FEBRUARY 1, 2022.

COPY B 1099-MISC

POSTMARKED NO LATER THAN FEBRUARY 1, 2022

(IF YOU ARE REPORTING PAYMENTS IN BOX 8 OR 10) FEBRUARY 16, 2022

COPY C of 1099-EMPLOYER COPY

**(Copy C of 1099) is for your records only. DO NOT FILE
(State receives electronically from Internal Revenue Service)**