

# INFORMATION RETURN TEMPLATE

## FORM INSTRUCTIONS

Last revised: 5-20-2008

Source: <http://sedm.org>

### 1. **PURPOSE OF THIS FORM**

The attached information return is intended to be sent into the Social Security Data Processing Center and the IRS in order to correct false information returns filed against you, the submitter. Information Returns include but are not limited to the following forms:

- 1.1. IRS Form W-2
- 1.2. IRS Form 1042-s
- 1.3. IRS Form 1099DIV
- 1.4. IRS Form 1099INT
- 1.5. IRS Form 1096

### 2. **PREPARATION INSTRUCTIONS:**

- 2.1. This form can be filled out electronically. If you have the free Adobe Acrobat Reader available at <http://adobe.com>, you can fill in all the fields and print it out. If you have the full version of Adobe Acrobat, you can also save the filled in form for later reuse. You can download the free Acrobat reader at: <http://www.adobe.com/products/acrobat/readstep2.html>
- 2.2. Fill in all the fields on the attached information return the same as the original for all tax amounts paid. All other blocks indicating interest, dividend, earnings, income, wages, etc. should be ZERO.
- 2.3. Print the form
- 2.4. Cut off the left ½ income from the following form types. This is because the original government form is 8"x11" instead of 8.5"x11" in size:
  - 2.4.1. 1096
  - 2.4.2. 1099DIV
  - 2.4.3. 1099INT
- 2.5. Sign the letter in blue ink if required.
- 2.6. Affix the information return to the following letter and send it in as directed:

<p><i>Corrected Information Return Attachment Letter</i>, Form #04.020 <a href="http://sedm.org/Forms/FormIndex.htm">http://sedm.org/Forms/FormIndex.htm</a></p>
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### 3. **RESOURCES FOR FURTHER STUDY:**

- 3.1. *Correcting Erroneous IRS Form W-2's*, Form #04.002  
<http://sedm.org/Forms/FormIndex.htm>
- 3.2. *Correcting Erroneous IRS Form 1042's*, Form #04.003  
<http://sedm.org/Forms/FormIndex.htm>
- 3.3. *Correcting Erroneous IRS Form 1098's*, Form #04.004  
<http://sedm.org/Forms/FormIndex.htm>
- 3.4. *Correcting Erroneous IRS Form 1099's*, Form #04.005  
<http://sedm.org/Forms/FormIndex.htm>
- 3.5. *Correcting Erroneous Information Returns*, Form #04.012-instructions for preparing the attached form. Includes all the previous four items wrapped up into ONE convenient document.  
<http://sedm.org/Forms/FormIndex.htm>
- 3.6. *Corrected Information Return Attachment Letter*, Form #04.020-cover letter that you can attach this corrected information return to.  
<http://sedm.org/Forms/FormIndex.htm>

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 VOID  CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents	OMB No. 1545-0115		<b>Miscellaneous Income</b>
		\$	2002		
		2 Royalties			
PAYER'S federal identification number		3 Other income	4 Federal income tax withheld	<b>Copy A For Internal Revenue Service Center</b>	
		\$	\$		
RECIPIENT'S identification number		5 Fishing boat proceeds	6 Medical and health care payments	<b>File with Form 1096.</b>	
RECIPIENT'S name		\$	\$		
Street address (including apt. no.)		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	<b>For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</b>	
City, state, and ZIP code		\$	\$		
Account number (see instructions)		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds		
2nd TIN not. <input type="checkbox"/>		11	12		
15a Section 409A deferrals		13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
15b Section 409A income		\$	\$		
\$		16 State tax withheld	17 State/Payer's state no.	18 State income	
\$		\$	\$	\$	

Form 1099-MISC

Cat. No. 14425J

Department of the Treasury - Internal Revenue Service

**Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page**

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 VOID  CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents	OMB No. 1545-0115		<b>Miscellaneous Income</b>
		\$	2002		
		2 Royalties			
PAYER'S federal identification number		3 Other income	4 Federal income tax withheld	<b>Copy A For Internal Revenue Service Center</b>	
		\$	\$		
RECIPIENT'S identification number		5 Fishing boat proceeds	6 Medical and health care payments	<b>File with Form 1096.</b>	
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\$		\$	\$	\$	

Form 1099-MISC

Cat. No. 14425J

Department of the Treasury - Internal Revenue Service

## Instructions to Recipients

### **Amounts shown may be subject to self-employment (SE) tax.**

If your net income from self-employment is \$400 or more, you must file a return and compute your SE tax on **Schedule SE (Form 1040)**. See **Pub. 533**, Self-Employment Tax, for more information. If no income or social security and Medicare taxes were withheld and you are still receiving these payments, see **Form 1040-ES**, Estimated Tax for Individuals.

Individuals must report as explained below. Corporations, fiduciaries, or partnerships report the amounts on the proper line of your tax return.

**Boxes 1 and 2.** Report rents from real estate on Schedule E (Form 1040). If you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business, report on Schedule C or C-EZ (Form 1040). For royalties on timber, coal, and iron ore, see **Pub. 544**, Sales and Other Dispositions of Assets.

**Box 3.** Generally, report this amount on the "Other income" line of Form 1040 and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, or other taxable income. If it is trade or business income, report this amount on Schedule C, C-EZ, or F (Form 1040).

**Box 4.** Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold at a 28% rate if you did not furnish your taxpayer identification number. See **Form W-9**, Request for Taxpayer Identification Number and Certification, for more information. **Report this amount on your income tax return as tax withheld.**

**Box 5.** An amount in this box means the fishing boat operator considers you self-employed. Report this amount on Schedule C or C-EZ (Form 1040). See **Pub. 595**, Tax Highlights for Commercial Fishermen.

**Box 6.** Report on Schedule C or C-EZ (Form 1040).

**Box 7.** Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If payments in this box are SE income, report this amount on Schedule C, C-EZ, or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare taxes. Contact the payer if you believe this form is incorrect or has been issued in error. If you believe you are an employee, report this amount on line 7 of Form 1040 and call the IRS for information on how to report any social security and Medicare taxes.

**Box 8.** Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" line of Form 1040.

**Box 9.** If checked, \$5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit-commission, or other basis. A dollar amount does not have to be shown. Generally, report any income from your sale of these products on Schedule C or C-EZ (Form 1040).

**Box 10.** Report this amount on line 8 of Schedule F (Form 1040).

**Box 13.** Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See the Form 1040 instructions for the "Total Tax" line.

**Box 14.** Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return.

**Box 15.** Other information may be provided to you in box 15.

**Boxes 16–18.** Shows state or local income tax withheld from the payments.

## Instructions for Payers

General and specific form instructions are provided as separate products. The products you should use to complete Form 1099-MISC are the **2004 General Instructions for Forms 1099, 1098, 5498, and W-2G** and the separate specific instructions, **2004 Instructions for Form 1099-MISC**. A chart in the general instructions gives a quick guide to which form must be filed to report a particular payment. To order these instructions and additional forms, call 1-800-TAX-FORM (1-800-829-3676).

**Caution:** *Because paper forms are scanned during processing, you cannot file with the IRS Forms 1096, 1098, 1099, or 5498 that you print from the IRS website.*

**Due dates.** Furnish Copy B of this form to the recipient by January 31, 2005.

File Copy A of this form with the IRS by February 28, 2005. If you file electronically, the due date is March 31, 2005.

