

**Herman Associates, CPAs PC
Cost Breakdown for Original 1099 Forms**

Tax Year: 2019

Name of Business: _____
 Business Contact Name: _____
 ACS CLIENT NUMBER _____
 Contact Phone/Email: _____
 Preparer Name: _____

Date Information received:

| INTERNAL FLOW CHART | | |
|---------------------|------|----------|
| | DATE | INITIALS |
| Preparer | | |
| 1099 Admin | | |
| Reviewer | | |
| Processed | | |
| Upload | | |

| Type of Transmittal Form: | Cost of Form | Quantity | Total Cost of Transmittal |
|------------------------------------|--------------|----------|---------------------------------|
| 1096 - Int | \$60 | 0 | \$0 |
| 1096 - Div | \$60 | 0 | \$0 |
| 1096 - Misc | \$60 | 0 | \$0 |
| | | | |
| Type of Information Form: | Cost of Form | Quantity | Total Cost of Information Forms |
| 1099 - Int (Existing Recipient) | \$12 | 0 | \$0 |
| 1099 - Div (Existing Recipient) | \$12 | 0 | \$0 |
| 1099 - Misc (Existing Recipient) | \$12 | 0 | \$0 |
| 1099 - Int (New/Update Recipient) | \$22 | 0 | \$0 |
| 1099 - Div (New/Update Recipient) | \$22 | 0 | \$0 |
| 1099 - Misc (New/Update Recipient) | \$22 | 0 | \$0 |
| W-9 Provided Discount | (\$2) | 0 | \$0 |
| | | | |
| Total Cost of Preparation: | | | <u>\$0</u> |

| CORRECTED - B4 Upload INTERNAL FLOW CHART | | |
|--|------|----------|
| | DATE | INITIALS |
| Preparer | | |
| 1099 Admin | | |
| Reviewer | | |
| Processed | | |
| Upload | | |

NOTES ON ACCOUNT

PREPARER ADJUSTMENTS ONLY

| | | | |
|--------------------------------------|-------------------|---|-------------------|
| Accounting Time (gathering info) | \$125 | 0 | \$0 |
| | | | |
| Rush Fee - 10% Charge | 0% | | \$0 |
| Information submitted after Jan 20th | Add Fee | | |
| | | | |
| Discount for Multiple 1096's | Enter as negative | | \$0 |
| Additional Discount | Enter as negative | | \$0 |
| | | | |
| Total Cost plus Rush Fee: | | | <u>\$0</u> |

| Cost for Error Correction (Prior to Upload): | Cost of Form | Quantity | Total Cost of Correction |
|--|--------------|----------|--------------------------|
| Prior to Upload 1096 | \$10 | 0 | \$0 |
| Prior to Upload 1099 | \$5 | 0 | \$0 |
| | | | |
| Cost of Correction: | | | <u>\$0</u> |

NOTES ON CORRECTION -
PRIOR TO UPLOAD

Total cost of 1099 Preparation **\$0**

Original Cost, Rush Fee, Correction Fee

DATE TO UPLOAD