

## Consent to Electronic Delivery of Forms 1099

Name of Payer \_\_\_\_\_ .

Dear \_\_\_\_\_ :

Publication 1179 of the Internal Revenue Service requires a Payer to receive affirmative consent from recipients in order to deliver Forms 1099 electronically. This correspondence will provide you with disclosures required under IRS requirements. If after reading the disclosures below you choose to have your 1099 delivered electronically, please return this consent form.

1) Name of Recipient \_\_\_\_\_ .

2) Consent to electronic delivery:  Yes (check the box indicating your consent)

### IMPORTANT DISCLOSURE INFORMATION

- 1) If you do not consent to electronic delivery, you will receive a paper 1099 in the mail, which will be delivered to the address that we currently have on file.
- 2) Your consent to electronic delivery will apply to all future 1099s unless consent is withdrawn by you (see point 4 below).
- 3) If for any reason you would like a paper copy of your 1099 after you have consented to electronic delivery, you may submit a request via e-mail (see #10 below) or send a written request to (see #11 below). Requesting a paper copy of your 1099 will not be treated as a withdrawal of consent.
- 4) If you would like to withdraw your consent to electronic delivery, you may submit a notice via e-mail (see #10 below) or send a written request to (see #11 below). Your consent is considered withdrawn on the date the Payer receives your written request to withdraw consent. The Payer will confirm the withdrawal and its effective date in writing. A withdrawal of consent does not apply to a 1099 that was e-mailed to you in accordance with IRS Requirements before the effective date of the withdrawal of consent.
- 5) The Payer will cease providing Forms 1099 to you electronically if you provide a notice to withdraw consent, if you are no longer a Recipient or if regulations change to prohibit the form of delivery.
- 6) If you need to update your contact information that we have on file, e-mail the update to (see #10 below).
- 7) We will notify you if there are any changes to the contact information of the Payer.
- 8) You will need a computer, printer and Adobe Acrobat software to access, print and retain your 1099.
- 9) Your 1099 may be required to be printed and attached to a federal, state or local income tax return.
- 10) Contact email \_\_\_\_\_ .
- 11) Contact address \_\_\_\_\_ .

Sincerely yours,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recipient's signature:

\_\_\_\_\_  
Date:  
\_\_\_\_\_