

November 17, 2020

Dear Treasurer/Pastor or 1<sup>st</sup> Elder,

I hope that when you receive this letter the Lord's blessings are with you and your family during this Holiday Season, we pray that this coming Holidays will be filled with the joy of a new opportunity to recommit our lives to Christ.

Enclosed is a request to report any payments you have made during the year 2020 that require a **1099-NEC (Non-Employee Compensation)** be issue to the recipient of the payment or gift.

According to **IRS** guidelines a **1099-NEC** must be issued:

**For payments of \$600 or more made by a trade or business to people not treated as its employees.**

If your organization has made payments of \$600 or more for services to any individuals that are not in your Local Hire payroll processed at the Texas Conference, a 1099 must be issued with the amounts of payments made (do not include reimbursements).

You can use the enclosed green worksheet to report the Individual's information, amount of payment and code number that the individual received between January and December 2020.

To meet regulations, a W-9 must be completed by the person who received the payment, this W-9 must accompany the report you send to have on file. The W-9 must be completed by any sole proprietors who may do business as an entity name, and it needs to have their actual name and social security number.

***The forms must be back in the office by January 10, 2021*** for us to process them. Make sure you include any payments you made through December 31, 2020. As per IRS rules the 1099's must be in the mail or in the hands of the recipient by January 31, 2020.

If you have any questions, please do not hesitate to contact me at 817-790-2255 x2116.

Sincerely,



Betsabe Cuevas  
Associate Treasurer

You can also download the forms by going to the Conference website [www.texasadventist.org](http://www.texasadventist.org). Click **Churches** and scroll down to **Treasury** you will find them in the section **1099 Request Forms**.