

# Bookkeeping Tips

## When you have not received that 1099

If you are like AIPB's 30,000 professional bookkeepers, you either prepare your company and personal taxes or deal directly with the preparer. As you gather information for taxes, you may discover that or more 1099s is missing.

That is why, the next issue of our monthly technical update for members, *The General Ledger* ([www.aipb.org/general\\_ledger.html](http://www.aipb.org/general_ledger.html)) explains what to do when a 1099 does not arrive. To see what else is in the next issue, read past this tip.

If you don't have an expected 1099, contact the payer. If you still don't receive it, call the IRS for help at 800-829-1040.

In some cases, you can get the 1099 information from other sources. For instance, you can generally find bank interest paid on the December or January bank statement. If you can get accurate data, file the tax return before you get the 1099 since only the 1099-R and 1099-INT (showing federal income tax withheld) are required attachments.

If you file a return and a later 1099 shows income not fully included on the return, report the income. Take credit for any FIT that was withheld (despite the income not being fully reported) by filing an amended return. Keep copies of 1099s with tax records.

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Contact information: AIPB, Suite 500, 6001 Montrose Road, Rockville, MD 20852.  
Tel.: 800-622-0121, Fax: 800-541-0066, email: [info@aipb.org](mailto:info@aipb.org). Web site: [www.aipb.org](http://www.aipb.org)

The American Institute of Professional Bookkeepers (AIPB), is the national association for bookkeepers, currently with 30,000 active members

AIPB was founded in 1987 for the following purposes:

- To recognize bookkeeping as a profession—and bookkeepers as professionals
- To make sure that each member has the latest bookkeeping, accounting and tax information
- To answer members' everyday bookkeeping and accounting questions on the telephone at no charge.
- To provide bookkeepers with low-cost continuing professional education.
- To return the membership fees of any bookkeeper who is dissatisfied with the benefits of membership