



**S. J. & J. Inc.**  
Tax Preparation & Bookkeeping Services

December 2023

***W2 and 1099 Information Requested***

**THIS INFORMATION NEEDS TO GET DONE TIMELY**

**Do not wait until the last minute.**

All W2's and 1099's that need to be issued to Employees and Sub-Contractors must be at S. J. & J. Inc. **no later than Monday, January 8, 2024.**

If I do not get this information in time, then your W2's or 1099 will not be issued and you may be faced with a penalty from the Internal Revenue Service and Massachusetts Department of Revenue for late filing. \*\*\* ALL W2's and 1099 NEC need to be issued by January 31<sup>st</sup>. If they are not issued by then you will incur a \$50 per month penalty by the Internal Revenue Service. \*\*\*

Abiding by this period will assure that all Employees and Sub-Contractors will receive their respective forms within the deadline of January 31, 2024.

**The information I need:** (Please, do not exclude any of the information that is being requested):

- Name (no nick names): First and Last name as well as the company name
- If the company is Incorporated, then the Legal Business name is required.
- If the company is not incorporated, I need the Owner's First and Last name as well as the business name.
- Address (even if you think I have it, it could be wrong, or they moved)
- Social Security Number or Employers Identification Number
- Amount that was paid in 2023.

***Please mail or email the information to Leah.***

The office will be closed from December 21, 2023, until January 2, 2024.

**WE ARE MOVING BACK TO OUR NEWLY REMODELED OFFICE AS OF  
THE FIRST WEEK OF JANUARY!**

Happy Holidays  
Leah B. Greenberg

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