

FORM 1099 SF DUE ON BY FEBRUARY 28 YEAR _____	CITY OF HENDERSON SUMMARY AND TRANSMITTAL OF NON-EMPLOYEE EARNINGS This filing is for City of Henderson only.
Form 1099s issued are <input type="checkbox"/> 100% City of Henderson (Attach copies of 1099; do not complete Columns 1-4)	
CITY OF HENDERSON LICENSE NUMBER _____	
NAME: _____	
ADDRESS: _____	
CITY, STATE, & ZIP CODE: _____	
MAIL TO: City of Henderson PO Box 671 Henderson KY 42419-0671	Phone: (270) 831-1290, Ext 2229 or (270) 831-1200 Fax: (270) 827-6054

INSTRUCTIONS

Licenses making payments of \$600 or more to recipients other than employees, (i.e., non-employee compensation payments) for services performed or rents paid on property located within the City of Henderson are responsible to maintain records of those payments. The licensee making payment will be responsible for completing Form 1099 SF and submitting it to the Occupational Tax Administrator by February 28 of the year following the close of the calendar year in which the non-employee compensation was paid. Businesses that make subject payments, where all monies reported over \$600 were paid to recipients for work performed 100% within the City Limits of Henderson may comply with the reporting requirement by checking the "100%" box on Form 1099 SF (see above), and submitting copies of Federal Form 1099 MISC. (Completion of Columns 1 through 4 of Form 1099 SF not required if the licensee is eligible to submit 1099 MISC, unless payment is made to an entity not requiring the completion of a Federal Form 1099 MISC, such as payments to corporations.)

RETURN THIS PAGE WITH NON-EMPLOYEE INFORMATION

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Name & Address of each Non-Employee receiving compensation	Social Security No. or Federal ID No. for each Non-Employee	Total Compensation Paid to each Non-Employee	Non-Employee Compensation from Column #3, for Work Performed within the City of Henderson

Preparer's Signature _____ Preparer's Phone _____

Attach additional sheets if necessary.

Revised 12/31/2018
