



Seventh-day Adventist Church

TEXAS CONFERENCE

TREASURY

November 13, 2023

Dear Treasurer,

I hope this letter finds you and your family enveloped in the abundant blessings of the holiday season.

This is a formal request to report any payments made throughout the year 2023 that will require issuing a 1099-NEC (Non-Employee Compensation) to the respective recipient.

According to the guidelines set forth by the Internal Revenue Service (IRS), a 1099-NEC is required for payments of \$600 or more in compensation made as a trade or business to individuals not classified as employees, such as Independent Contractors.

The following individuals or entities must receive IRS form 1099-NEC if your organization made:

1. Payments of \$600 or more to Independent Contractors.
2. Payments exceeding \$600 for services rendered from individuals **not** covered at the Locally Funded Payroll processed through the Texas Conference.

Note: individuals that fall under the Employee classification rather than Independent Contractor, please contact HR to start the employment process through TXC.

Enclosed with this letter you will find:

- a) 2023 1099 Information Request Form – (local treasurer completes form).
- b) W9 Form – (fully completed and signed by each person who received payment during the current year. Must have valid SSN or EIN).

Please return to us the 1099 Information Request form along with IRS W-9 forms by 12/31/2023 at the mailing, email address or fax number shown below. However, if you already have this information do not hesitate to send it earlier.

Please keep in mind:

- Not to include reimbursements in the payments list. It's not considered income to the person.
- He/she who receives income payment carries the tax burden.
- Compensation payments to already TXC employees are reported directly to TXC Payroll by contacting Irais Ortiz at IraisOrtiz@txsda.org.
- IRS imposes penalty fees for failure to report and/or late reporting.

For more information regarding 1099's please visit www.irs.gov and should you have any questions, do not hesitate to contact us at your convenience.

Respectfully,

Jairo Duarte

Accountant, Locally Funded Payroll

Texas Conference of Seventh-day Adventists

PO Box 800 | Alvarado, TX 76009

Payroll@txsda.org or JairoDuarte@txsda.org

[817.790.2255](tel:817.790.2255) x2117, [866.258.2549](tel:866.258.2549) Fax

You can also download the forms by going to the TX Conference's website at www.texasadventist.org. Click **Churches** and scroll down to **Treasury**. You will find them in the section **FORMS/ 1099 Request Forms**.