

To: Dental Group Clients and their Bookkeepers
Regarding: Year-end Bookkeeping and Tax Related Items
Date: December 2017

Please pass along a copy of this to your bookkeeper if you do not perform these functions!

The New Year is almost upon us and that means it is time to begin thinking about yearend bookkeeping items for your practice. This is also the time of year that we usually bombard you with numerous mailings with various resources and items to complete.

In order to reduce the amount of paper sitting on your desk, we will be providing you the following resources via our website www.dentalgroupllc.com. Please feel free to use the following as a checklist to be sure you have addressed the year-end items.

- QuickBooks Year End Accounting Procedures
- Form 1099 Filing instructions for Desktop and Online QuickBooks Users

Additional Information Regarding 1099 Filing

As in the past, we recommend that our clients file their 1099s electronically. We believe this method to be more efficient and cost effective not to mention that electronic filing will likely be required in the near future. **All 1099-misc forms are due to the IRS by January 31, 2018.** Filing may be accomplished in a couple of different ways:

QuickBooks - You can prepare your 1099s in QuickBooks as you normally would but instead of clicking on "Print 1099s" you will select "Go to Intuit 1099 E-file Service". This will cost \$14.99 for the first 3 forms and then it will be \$3.99 for each additional form.

Online Forms Service - IRS Approved Site - There are a number of Online forms services that are approved by the IRS. We've used *Tax 1099* in the past. The cost on that varies but we found it to be approximately \$2.90 per form. <https://www.tax1099.com/>

Paper File - If you wish to continue processing in paper format the forms are available directly from the IRS at no cost. Order your forms as soon as possible to ensure timely delivery. They may also be purchased from your local Office Supply store but they should be obtained soon as the stores tend run out of them fairly quickly.

As always, if you need help or have questions, please do not hesitate to contact us.

Sincerely,

Dental Group, LLC

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