



## Standard Support

23 Essex Street #760814  
Melrose, MA 02176

www.standardsupport.net  
(781) 667-0662

### Year-End Processing (YEP) Services, Deadlines and Pricing

#### YEP Available Services:

- **1099-S IRS FIRE Processing** – Includes preparation of your firm's data and e-filing with the IRS.
- **1099-S Recipient (Copy B) Forms** for mailing can be provided, if needed, for an additional flat fee.
- **1099-NEC, MISC, etc. forms** can be provided for mailing to recipients and e-filed with the IRS.

#### Deadlines:

- **1099-S YEP Services** sign-up mailing deadline: **January 10<sup>th</sup>**
- **1099-NEC and MISC** mailing and e-filing deadline: **January 31<sup>st</sup>**
- **1099-S Recipient (Copy B) Forms** mailing deadline: **February 15<sup>th</sup>**
- **1099-S** e-filing deadline: **March 31<sup>st</sup>**

#### General Requirements:

YEP services are available to clients with a current Support and Maintenance Plan and a clear account balance through the date the 1099-S filing is due (Q1/March 31<sup>st</sup>).

Standard Support is here to help you fulfill your filing requirements efficiently and economically. Due to the critical nature of the task and the IRS deadlines, you must work closely with us throughout the process to ensure a timely and compliant filing.

Your data should be as complete and accurate as possible **before** it is transferred and imported into the tax software. Entering seller tax ID numbers and forwarding addresses will help ensure this. We can discuss how best to do this depending on your situation and the condition of your data.

#### The Basic Fee and what it includes:

The Basic Fee is \$395.00 (for fewer than 100 records, \$295.00). Payment must be made before work will commence, and should be enclosed with the sign-up form. The Basic Fee includes:

- All necessary services, including correspondence by e-mail or telephone, connection time, review of data, assistance with edits, generation of reports, data corrections, etc.
- Master and Error Reports generated by IRS compliant software to check for missing or bad data. Reports are delivered for your revisions and your approval before the data is finalized.
- Preparation of a final data file in the IRS electronic filing format, plus transmittal to the IRS.

Timely response to calls and e-mails and making sure your data is complete will help ensure an on-time filing. Every effort will be made to keep you moving through the process; please remember, however, **it is your responsibility under the law to meet IRS deadlines.**

#### Not included in the Basic Fee:

- Seller Recipient (Copy B) Forms can be provided to you for mailing, if you did not print them with your closing packages, for an additional flat fee of \$50.00.
- 1099-NEC, MISC, etc. can be provided for mailing and e-filed for \$5.00 per form.
- Revised or Corrected 1099-S, NEC and MISC forms are \$5.00 per form.
- A \$50.00 fee will be charged for any/each Extension of Time filed for your office. (The IRS now states that Requests for Extensions beyond the first extension require extraordinary circumstances.)

## Tax Year 2024 YEP – Acceptance of Terms and Conditions

Please mail both pages with payment to: **Standard Support, 23 Essex Street #760814, Melrose, MA 02176**

I have reviewed the above information on Standard Support's Year End Processing (YEP) Service. I understand my firm is responsible for following the YEP process and in a timely manner to ensure filing in accordance with IRS deadlines. I understand that Standard Support will not provide the YEP service until the fee for the service is paid.

I understand there may be additional fees involved for processing and delivering the YEP 1099-S data. I agree to pay any such additional fees upon receipt of invoice, and agree that all fees must be paid before my filing data is delivered to me or uploaded to the IRS by Standard Support.

I understand that my firm may be subject to IRS fines and/or penalties for missing or incorrect data or a late filing. I understand that my firm is solely responsible for the timeliness and accuracy of the filing and that my firm is solely responsible for any such fines and penalties.

>>> I do ☐ I do not ☐ have one or more foreign seller(s) for whom Box 5 must be checked

I have enclosed a check for the pre-paid rate of ☐ \$395.00 (☐ \$295.00 if under 100 records) to enroll in 1099 Year-End Processing

☐ I also need 1099-S Copy B/Recipient forms to mail to my Sellers and have added the \$50.00 flat fee

☐ I also need \_\_\_\_ 1099-NEC(s) or MISC, etc. forms generated and e-filed (add \$5.00 for each)

### Must be signed by a principal/owner of the firm:

Firm Name (as on W-9/EIN): \_\_\_\_\_

Signature (Principal of Firm): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

*Repeat YEP participants do not need to verify enrollment – you will be contacted if this signup is not received*

### Fill in below only if new participant or if information needs to be updated

Print Name (Principal of Firm): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Federal Tax ID number: \_\_\_\_\_

YEP/IRS Contact Person & Phone: \_\_\_\_\_

YEP/IRS Contact's E-mail Address: \_\_\_\_\_