



## **IMPORTANT INFORMATION**

This form must be completed when the following deductions are claimed: sub or independent contracting, professional fees, director's fees, management fees, consulting fees, equipment leasing, entertainment, commissions or bonuses, or legal fees. Please report only resident businesses or individuals of the City of St. Louis, or non-resident businesses or individuals that performed work in the City, and received payments totaling more than \$1,000.00 in the calendar year. All payments made to booking agents, promoters, and entertainers must be reported as "Entertainment". If no such payments were made during the calendar year, please indicate "N/A" on the form and return to this office.

Please do not report basic business expenses, such as utilities, supplies, etc., W-2 wages or salaries on this form.

## **INSTRUCTIONS**

1. Please complete boxes 1 and 2, designating the telephone number where you can be reached between 8:00 a.m. and 5:00 p.m. CST.
2. In column A, please complete the name and address section indicating to whom payment was made. In column B, print the Federal Employer Identification Number or the Social Security Number corresponding to each payee. In column C print the code number which best describes the payment. In column D print the total amount paid. In column E print the amount or percent of worked performed within the City.
3. You may elect to include copies of Forms 1099-MISC that you have issued. Please note on each form the code number and amount applicable to the City. Please list all corporations not issued a Form 1099-MISC.
4. Please date, sign and print your name in the spaces provided.
5. Only complete and legible returns will be processed.
6. Return this form on or before March 1, 2016 to:

**GREGORY F.X. DALY  
COLLECTOR OF REVENUE  
1200 MARKET STREET, ROOM 410  
ST. LOUIS, MO 63103-2841**

**Telephone: (314) 622-4248  
Fax: (314) 622-4847**