

# Preparation Request Form

Please complete and return this form no later  
than Friday January 14, 2022

Who will be responsible for preparing and filing your 2021 Forms 1099 & 1096?

Daenen Henderson & Company \_\_\_\_\_

Other Outside Payroll Service  
(Paychex, ADP, etc.) \_\_\_\_\_

Internal Accounting or Bookkeeping Dept. \_\_\_\_\_

So we can better serve you, please indicate below the person in your Company for which we should contact regarding this reporting matter.

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Email \_\_\_\_\_