

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 _____