

# 1099 Printing Service

1. Please verify the following information in Luca:

- **Production Company Information**
  - Name of company
  - Company address
  - Tax information (Federal Tax)
  - Contact information (name, phone, and email)
- **Vendor Information**
  - Vendor name
  - Address
  - Full Tax ID/SSN

2. Email request to [pssupport@extremereach.com](mailto:pssupport@extremereach.com) and include the following information:

- Production Company Name & your Federal Tax ID#
- List of show(s). Please inform us if you would like us to merge 1099 data for multiple shows
- Attach Final, Audited 1099 summary report
- Indicate if you would like us to file electronically (eFile) on your behalf
- Indicate if you would like us to mail forms to the individuals or send back to the Production Office

3. The cost for the print service is \$10.00/form and will be invoiced upon completion. The print service includes the following:

- Copy A unless XR Extreme Reach eFiles on your behalf
- Copy B (vendor copy)
- Copy C (payer copy)
- eFile (if requested)
- All printed forms (including envelopes) can be sent back to your production office or mailed on your behalf
- Stamps, FedEx or UPS shipping cost will be billed separately
- Any reprints will also be billed at \$10.00/form

**Any Questions? Get in touch at [pssupport@extremereach.com](mailto:pssupport@extremereach.com)**