



FORM SUBMISSION INSTRUCTIONS

Once you've completed and saved the form on page 2, please follow the instructions below to upload the document to your "Client Center" portal:

1. Go to **www.thehardinggroup.biz**
2. Log into your portal by clicking "**Client Center**" (red button, top left)
3. Click "**Client Login**"
4. Enter your username and password
5. Click "**File Exchange**" (left menu)
6. Click "**2018 Other Documents**"
7. Click "**Upload**"
8. Click "**Add Files**" and select your file
9. Click "**Start Upload**"



1099 FORMS TO BE PREPARED FOR 2018

Company Name: _____ **Date:** _____

Owner's Name: _____

Contact email: _____ **Phone:** _____

I do NOT need to file any 1099s this year
 I have to file 1099s this year, but I don't need THG to prepare them for me.
 Please prepare 1099s for the following. I understand that all 1099 information must be submitted by 1/15/2019 to ensure that the 1099s are completed on time.

RECIPIENT NAME	ADDRESS	SSN/EIN	AMT PAID IN 2018	IS THIS FOR RENT?

Delivery method:
 Mail entire packet to my business address
 Pick up entire packet at THG

PLEASE review everything carefully before you mail them to your vendors.

Signature: _____ **Date:** _____