

Volunteers

Taxes and 1099 Forms

TAXES AND 1099 FORMS - PAYMENT FOR SUBJECTS

The information below includes some general information and frequently asked questions regarding taxes and 1099 forms.

“Is the compensation I’m paid reported to the IRS?” If compensation totals \$600.00 or more during one calendar year period, ICON is required by law to report this income to the IRS.

“Will I get a 1099 form from ICON?” If the amount you received is less than \$600.00 during one calendar year period, ICON is not required to send you a 1099-MISC return. Yes, if you were paid \$600.00 or more.

“Do I have to tell the IRS what I made?” You are required to report all income to the IRS. “Can I state I was employed by ICON?” Participation in a research study DOES NOT mean you are/were employed by ICON.

“When will ICON mail out my 1099?” Our Pennsylvania office will start mailing them out the last week of January.

“Where will my 1099 be sent?” Your 1099 will be sent to the address you provided on the last W-9 you filled out for the last study you were paid for during that calendar year period.

“I have a new address, can I just give you my new one over the phone and have my 1099 sent there?” Unfortunately, no. A new W-9 form must be filled out. As an official government document, any change of information must be filled out, signed and dated by you to be legal.

“How can I fill out a new form?” You can come into our office to fill out and submit a new form. Or, you can click on new W-9 form to get a copy of the form. Fill it out with the new information and make sure to sign and date it or it will have to be returned. You can then mail, email or fax the form to us. We cannot do anything until the form is returned.

Email and fax information; Completed forms can be emailed to volunteers.sat@iconplc.com (works best with Chrome) or faxed to 210-853-0840.

“What happens once I turn in the new W-9 form?” We will submit the new W-9 form and request an updated 1099. This is usually done in mid February.