Notice to Employee

We would like to remind you of the Form 1099 notice that is returned to you for your annual tax preparation. If you do not receive this notice, please contact your company's Human Resources Department so that you can receive it.

In our efforts to reduce paper usage and make information more accessible, we are transitioning to digital communications for all employees. For more information on this transition, please visit our company's intranet.

In case of any questions, please feel free to contact your supervisor or HR representative.

Thank you for your cooperation.

Best regards,
[Company Name]

Institutional Instructions for Employee

Box 1. Enter the amount on the wages box for your annual tax return.

Box 2. Enter the amount on the interest box for your annual tax return.

Box 3. Enter the amount on the dividends box for your annual tax return.

Box 4. Enter the amount on the self-employment box for your annual tax return.

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