

1099 Case Submission by Client

Tuesday, January 10, 2023
10:37 AM

Please have Agency to add "1099 Correction Request 2022 TY" in the subject line of the auto case E-mail along with your agency PIN.

Most Issues will fall into one of the following buckets:

- **Change of Address-** Address on 1099 is different from the address on the W9
- **Change of Name-** Name on 1099 is different from the address on the W9
- **Change of Tax Identification-** EIN/SSN/TIN needs to be corrected as per the Landlord W9
- **Refund Request-** Landlord has refunded the paid amount and now needs to update 1099 to reflect refund
- **Fraudulent Payment-** Case was paid to a fraudulent landlord and the landlord is requesting an update 1099 to reflect \$0 payment.
- **Landlord is Exempt-** Landlord is exempt from taxes and is requesting an updated 1099 to reflect \$0

Case Submission Example

Subject Line of Email: Agency PIN# + 1099 Correction Request 2022 TY

Details:

Include details about the ticketing request:

Type of Requested 1099 correction (see list above):

Landlord name listed on 1099:

Rent Relief case number (only need one case if there are multiple):

Has the Landlord updated the portal to reflect the 1099 change request (ie W9, EIN/TIN/SSN): YES
or NO

Full Description:

What should the 1099 correction read (for example correct name, EIN, address)

Attachments: No attachments are needed



To

[RentReliefCase](#)

Cc

Subject 123001230 1099 Correction Request 2022 TY

Details:

Type of Requested 1099 correction (see list above): **Change of Tax Identification**

Landlord name listed on 1099: **John Doe**

Rent Relief case number (only need one case if there are multiple): **12345**

Has the Landlord updated the portal to reflect the 1099 change request (ie W9, EIN/TIN/SSN): **YES**

Full Description:

Landlord fat-fingered the Tax ID. Please update EIN to 123456789. W9 in the portal is correct and EIN has been updated

Warmest,



Ali Chambers | Consultant, Relief Suite

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Please note my email address is Ali.Chambers@yardi.com.

Office Hours are 8:00 am to 5:00 pm EST Monday – Friday

Please note: I'm currently working remotely and unable to answer calls made to my direct number. I do receive voice

WE'RE HERE TO HELP

VIEW OUR SUPPORT RESOURCES
ON **COVID-19**



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