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
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,

[Logo]
Ali Chambers | Consultant, Relief Suite
Toll-free: 800.866.1124 x6188 local: 770.242.7779 x6188
mail: 500 Colonial Center Pkwy Ste 200, Roswell, GA 30076 | web: www.yardi.com

*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 voic...*