

[Date]

[Agent Name]

[Agent Address]

[City, State, Zip Code]

Subject: IMPORTANT: Tax Documentation and Information Update

Dear [Agent Name],

As the end of the tax year approaches, we are preparing to issue Form 1099-NEC for your independent contractor commissions earned during the calendar year [Year].

To ensure that your tax documents are filed accurately and delivered on time, please provide or verify the following information by [Deadline Date]:

- **Form W-9:** Please ensure we have a current Form W-9 on file with your correct Taxpayer Identification Number (TIN) or Social Security Number (SSN).
- **Current Mailing Address:** Confirm your current physical address for the delivery of your hard-copy forms.
- **Legal Entity Name:** Confirm if you are filing as an individual or under a business entity (LLC, Corp, etc.).

If there have been no changes to your information since last year, please reply to this message with "No Changes." If you need to update your information, please complete the attached Form W-9 and return it to [Email Address/Department].

Failure to provide updated information may result in delays in receiving your tax forms or inaccuracies in IRS reporting.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Brokerage Name]