

## Letter of Intent to Request 1099 Printing and/or IRS eFiling Services

This Letter of Intent hereby requests 1099 Services from Cast & Crew for the 2025 tax year, and is due by December 15, 2025 via email to [mediaweb@mediaservices.com](mailto:mediaweb@mediaservices.com). Requests received after December 15, 2025, will not be fulfilled. Cast & Crew is offering IRS Services including the printing of 1099-MISC and 1099-NEC and/or IRS eFiling via FIRE upload (Filing Information Returns Electronically) (“1099 Services”).

Customer shall indemnify, defend, and hold Cast & Crew LLC, its affiliates and their officers, directors, employees, and agents harmless from and against any and all third-party claims of loss, damages, liability, costs, and expenses (including reasonable outside attorney’s fees and expenses) (collectively, “Claims”) arising out of or resulting from the performance of the 1099 Services, including without limitation arising from any information or directions provided by or on behalf of Customer, except to the extent arising from the gross negligence or willful misconduct of Cast & Crew LLC. Cast & Crew LLC shall indemnify, defend, and hold Customer, its affiliates and their officers, directors, employees, and agents harmless from and against any and all third-party Claims arising out of or resulting from the gross negligence or willful misconduct of Cast & Crew LLC in the performance of the 1099 Services.

Customer Signature: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Customer signature indicates understanding and acceptance of the Cast & Crew 1099 Services and details contained in and referenced by this document.

### 1099 Services Requested

- Both eFile AND printing
- Only eFile of 1099 data to IRS via FIRE upload, on behalf of my company

What is the Production Company name? \_\_\_\_\_

Estimated number of 1099s to be printed \_\_\_\_\_ (this estimate is for planning only; you will only be charged for the actual services you receive).



**Primary customer contact;** the primary person Cast & Crew will communicate with about 1099 Services.

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Studio: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Permanent backup customer contact;** a secondary person who will be available throughout the year if questions arise after tax filing is complete.

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Studio: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Shipping contact person;** please provide the contact information of the customer representative who is to receive the printed forms from Cast & Crew delivered via FedEx.

Same as primary customer contact listed above, or:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Studio: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Production FedEx account number to use for shipping charges \_\_\_\_\_

Check here if a customer FedEx account # for shipping charges is not available (if checked, or if no FedEx account number is provided above, Cast & Crew will add actual FedEx shipping costs to the final invoice).

**Important Note About Lost / Misplaced Shipments**

- Cast & Crew is not responsible for lost shipments once accepted by FedEx for delivery. Re-print requests due to lost shipments will be additionally billed as additional services at the rush rate and Cast & Crew cannot guarantee they will be completed in time for IRS deadlines.
- Cast & Crew is not responsible for any fees, penalties, or other losses due to delayed, misplaced, or lost shipments, after the shipment has been accepted by FedEx.
- It is important to carefully consider who should receive the printed forms around the time of shipment (late January 2026,) and whether the package will be received directly or whether it may be intercepted by a reception/front desk.

**Required Vendor Contact Person for 1099 Reprint Requests**

Vendors requesting Cast & Crew to reprint 1099 forms will be directed to communicate with the contact named here:

Same as primary customer contact listed above, or:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Studio: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Invoicing for 1099 Services**

Invoice should be assigned to this show / production: \_\_\_\_\_

Please provide the contact information of the party responsible who will pay the 1099 services invoice:

Same as primary customer contact listed above, or:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Studio: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Helpful Steps to Navigate 1099 Print Services

View our 1099 step-by-step guide to help break down the process and prepare in advance.

### Prepare in Advance

- Vendors contacting Cast & Crew to reprint 1099 forms will be directed to communicate with the person named on the Letter of Intent.

### Important Details for a Successful 1099 Season

- If contracted to perform vendor 1099 printing services, Cast & Crew will print the right 1099-NEC and/or 1099-MISC forms and mail them to the production company who will be responsible for final distribution to the 1099 recipients. We will include the proper number of empty envelopes with the shipment to you.
- The forms and envelopes will be shipped to the address you indicate on the Letter of Intent. Cast & Crew is not responsible for deliveries lost due to an address changing without adequate notice and may not be able to re-print your forms before the filing deadlines.
- Due to the inherent risks and sensitivity of processing tax documents, Cast & Crew is unable to change your tax data.
- It is **highly recommended** that you create and send your tax files **well in advance of the deadline, especially if you are contracting Cast & Crew to eFile** for you to the IRS; many eFiles are rejected by the IRS and you will need to fix the errors and resubmit to us with enough time left to eFile by the deadline. Re-submitted eFiles received by Cast & Crew less than four business days before the IRS deadline may not be filed in time. Cast & Crew is not responsible for any fines or penalties due to late filing of re-submitted eFiles.
- Our 1099 support agents are not tax experts and therefore cannot offer tax advice or comment on IRS rules and regulations.