

## **W-9 and W-8 Series Documentation Outline**

- I. The Tax Gap
  - A. Learning Objectives
  - B. The Tax Gap
  - C. The Tax Gap and You
- II. 1099 Overview
  - A. Select Internal Revenue Code Sections
  - B. IRC Sections 6041 and 3406 in detail
  - C. Goods and Services
  - D. 6041 Changes
  - E. New P-Card Rules
  - F. Announcement 2010-41
  - G. Increased Penalties
- III. Collecting Data
  - A. Payments Reportable on Forms 1099
  - B. Identifying your Payee
  - C. U.S. vs. Non-U.S. Person
  - D. W-9 vs. W-8
  - E. Forms W-8
  - F. Data Collection Best Practices
  - G. Documenting “Problem Payees”
  - H. Points in Managing/Issues Created by New vs. Existing Laws
- IV. Validating Data
  - A. IRS TIN Match Program
  - B. Best Practices
- V. Compliance
  - A. B-Notice Processing
  - B. The Proposed Penalty Notice
  - C. How to Protect Yourself