



NEW ENGLAND
YEARLY MEETING
OF FRIENDS
QUAKERS

May 28, 2019

Dear Friends,

Congratulations on being awarded the accompanying grant from the Legacy Gift Committee.

I understand that the budgets for some of these grants include payments to individuals for their services. This note is being included to remind you that such payments may be subject to income taxes. As a result the organization overseeing the distribution of such funds may be required to report those earnings to the government on 1099 forms in January. The following is a quick summary of the rules:

- Total payments to an individual for their services of over \$600 in a calendar year are required to be reported on a 1099, a copy of which is sent to the individual.
- Not included in that total are reimbursements for expenses directly related to the project which include:
 - The purchase of any items for the project. Receipts are required and should be kept with the records for the project.
 - Travel to meetings and other events specific to the project. For trips taken in your car the current IRS rates is set at up to 58 cents per mile for business travel.

The business rate includes all the costs of operating the car including prorating the costs of the purchase, repairs, maintenance, and insurance. Tolls may be added to the total and receipts should be included (a printout of the EZ-Pass reports with the applicable charges indicated is acceptable).

And an added note for meetings using the NEYM EIN or Tax ID numbers: Please check with the yearly meeting office about the filing of the 1099's as the IRS would like all of the reports using the same numbers to be on one report. This note will be in effect until the Yearly Meeting receives approval of the General EIN application.

If you have any questions, please call the Yearly Meeting office, or contact me or Frederick Martin, Accounts Manager, (accountsmanager@neym.org).

Yours in Peace,

Shearman Taber
Treasurer, New England Yearly Meeting
treasurer@neym.org
617-775-2338