

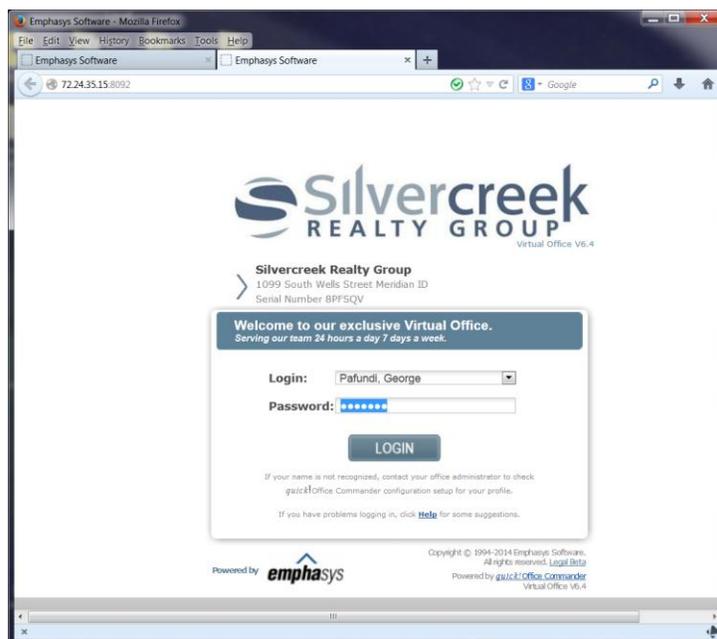
How to Obtain Your 1099

Instructions on how to view and use program will follow below. Please be aware of the following items:

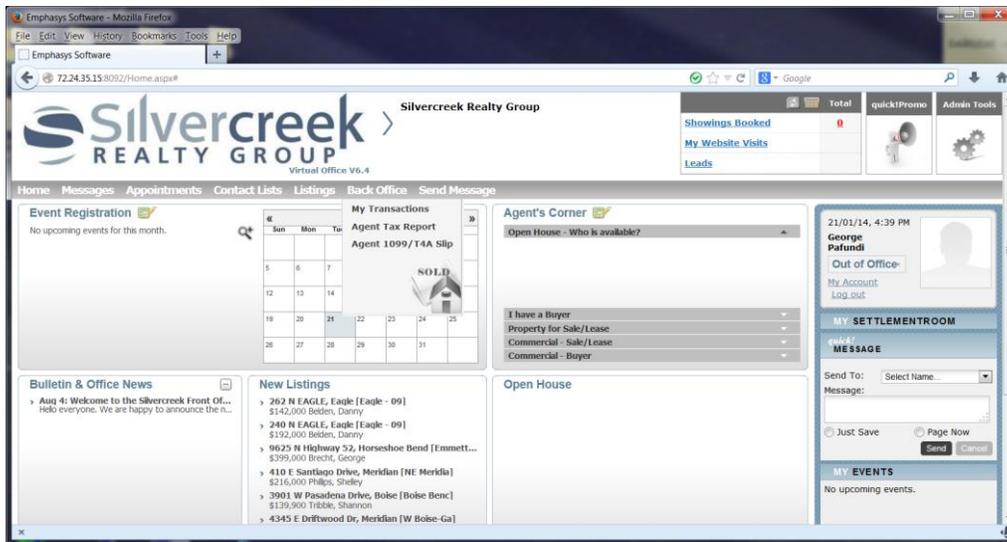
- 1) You will need to **review** and **verify** the reported commissions. Check your **SSN, Tax ID, Address,** and **Commissions** as applicable. Please do this by **January 31**, after which date we will submit our reports to the IRS. If we do not hear from you we will assume that the information is correct.
- 2) Profit Sharing Income: If you have referred an agent to Silvercreek and have received profit sharing checks please compare your records to ours. On the report you will review the profit sharing income is listed with your property transactions under the Comm/Bonus column. They are recognizable because they are the \$100 amounts. If there are any discrepancies, please make us aware of those.
- 3) If you are or were a member of the **Hughes Group team** during 2015 you will receive a 1099 from Kevin Hughes. If you were *also* an agent with Silvercreek proper (and additionally had closings as a Silvercreek proper agent) your 1099 from us will be posted to the <http://SilvercreekFrontDesk.net> website.
- 4) **BPO income** and **ServiceMaster** referrals/rebates will not be reflected in your online copy of the 1099 but will be reported to the IRS.

To View and Print your 1099's do the following. <http://SilvercreekFrontOffice.net> 1099's will only be available through this web site. Silvercreek will **NOT** be sending you a hard copy.

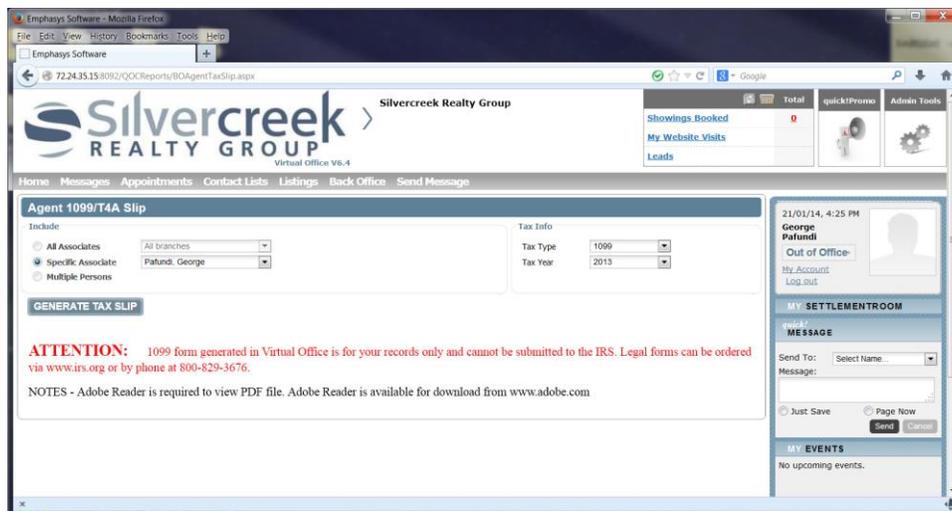
- Open a browser and go to <http://SilvercreekFrontOffice.net>.
- Look up your **LAST NAME**, First Name.
- Enter Your Password (the last **4 digits** or **last 6 digits** of your SS#)
- Click on the **"Back Office"** and select **"Agent 1099/ T4A Slip"**.



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- Select the “Tax Year” you want (2015) and click on “**GENERATE TAX SLIP**” on the Left side.
NOTE: Please disregard the **Red Warning**. The 1099 generated is acceptable for you to submit for taxes.
It only applies to Silvercreek's 1099 submittals, and we use a different method.



- This will bring up a **1099 form** as a PDF which you may save to your computer or print.
- IF THE FORM DOES NOT COME UP, **check your popup blocker** and select **Allow Popups**.

THIS IS THE ONLY MEANS THAT 1099's WILL BE AVAILABLE. WE WILL NOT BE SENDING OUT 1099's THROUGH THE MAIL.