



Office of Financial Management

Better information. Better decisions. Better government. Better Washington.

1099 SECURITY ACCESS FORM

'AFRS with TIN' Universe Access and Account Ability Access Form for agency 1099 Reporting

Agency Number: _____ Agency Name: _____

Box 1 - 1099 ADMINISTRATOR

The individual below is designated as 1099 Administrator for 'AFRS with TIN' Universe for agency 1099-NEC & 1099-MISC reporting. They are authorized to approve 1099 User's access to the 'AFRS with TIN' Universe for this agency.

Add Delete

Name: _____

Phone # w/area code: _____

Email: _____

Signature: _____ Date: _____

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE

Signature: _____ Date: _____

Printed Name: _____ Phone # w/area code: _____

Title: _____ Mail Stop: _____

Box 2 - 1099 USER

The following individual should be granted access to the 'AFRS with TIN' Universe for this agency.

Add Delete

Name: _____ Logon ID: _____

Email: _____

Please specify all the agency code(s) you need secure access (in the spaces below):

By signing this request form, I am acknowledging that I have read SAAM 50.10.65 1099 Download Application policies and have signed the 1099 Download Non-disclosure Agreement.

Signature: _____ Date: _____

APPROVAL OF 1099 ADMINSTRATOR

By signing this request form, I am acknowledging that I have received a signed 1099 Download Non-disclosure Agreement from the Requestor.

Signature: _____ Date: _____

Printed Name: _____ Phone # w/area code: _____

Title: _____ Mail Stop: _____

Send a copy of the electronically signed form to: OFM Help Desk at HeretoHelp@ofm.wa.gov

Electronically signed can be: An electronic signature, or a typed name in the signature line.

OFM USE ONLY

System security changes made by: _____ Date: _____

OFM financial systems do not collect personal information from system users. The systems' files/products may contain personal information about citizens. The safeguarding/disposition of AFRS files/products must comply with executive order 00-03, 4/15/00; RCW 42.17.310; and the federal privacy act of 1974.