State of Washington – Department of Enterprise Services
Enterprise Technology Solutions Division - Accounting Applications

'AFRS with TIN' Universe Access Form for agency 1099-MISC reporting

AGENCY #:_____ AGENCY NAME:_____

☐ **Check here if this form supersedes previous forms.**

The following individual is designated as 1099 Administrator for the 'AFRS with TIN' Universe for agency 1099-MISC reporting. They are authorized to approve 1099 Users access to the 'AFRS with TIN' Universe for this agency.

Box 1 - 1099 ADMINISTRATOR:

___ Add ___ Delete

Name: _____ Phone Number

Email: _____ ( ) _____

Signature_____ Date_____

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature _____ Date _____

Printed Name _____ Phone Number ( ) _____

Title _____ Mail Stop _____

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

Box 2 - 1099 USER:

___ Add ___ Delete

Name: _____ Logon ID:

Email: _____ __| __| __| __| __| __| __|

Please specify <u>all</u> the agency code (s) you need secure access (in this space)

☐ 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 ADMINISTRATOR:

☐ 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 Number ( ) _____

Title _____ Mail Stop _____

Send **original** form to:

Accounting Applications Security Administrator; DES Enterprise Technology Solutions Division; Accounting Applications; PO Box 41433; Olympia, WA 98504-1433

(DES USE ONLY) System security changes made:
1099: by _____ date _____

DES 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.