



## **1099 PROCESSING INSTRUCTIONS**

If you require 1099 processing, please indicate your requirements below:

Please check one of the following statements:

The 1099 data has already been processed in the payroll system.

The information needed to create the 1099 forms is attached please update the system and print the 1099 forms.

Type of 1099 Form Required (please check all that apply)

Rent

Miscellaneous

Interest

Pension

The 1099 forms will be shipped beginning January 24, 2005.

Signature \_\_\_\_\_ Date \_\_\_\_\_