



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 26, 2009.

Signature _____ Date _____

Co# _____ Name _____