



**DEFENSE FINANCE AND ACCOUNTING SERVICE  
1099-MISC TAX REPORTING PROGRAM  
SYSTEM ACCESS FORM**

**FOR OFFICIAL USE ONLY.**

A System Access Form is required from each checkwriter, and their Agency Program Coordinator, or access will not be granted. This document contains information exempt from mandatory disclosure under the Freedom of Information Act (FOIA). FOIA exemption 6 applies, and there is no discretion in the release of this information.

**SECTION I**

<b>1. POSITION</b> ( <i>X one</i> )			
<input type="checkbox"/> AGENCY PROGRAM COORDINATOR (APC)	<input type="checkbox"/> ALTERNATE APC	<input type="checkbox"/> APPROVING OFFICIAL (AO)	<input type="checkbox"/> ALTERNATE AO
<input type="checkbox"/> CONVENIENCE CHECK ACCOUNT HOLDER			
<b>2. LAST NAME</b>		<b>3. FIRST NAME</b>	
		<b>4. MIDDLE INITIAL</b>	
<b>5. OFFICE MAILING ADDRESS</b>		<b>6. CITY</b>	<b>7. STATE</b>
		<b>8. ZIP CODE</b>	
<b>9. TELEPHONE NUMBERS</b> ( <i>Include area code</i> )		<b>10. FAX NUMBERS</b> ( <i>Include area code</i> )	
a. COMMERCIAL	b. DSN	a. COMMERCIAL	b. DSN
<b>11. E-MAIL ADDRESS</b> ( <i>Print legibly</i> )			
<b>12. NAME OF YOUR AGENCY</b> ( <i>Spell out. Example: Corps of Engineers, Defense Finance and Accounting Service</i> )			
<b>13. MILITARY SERVICE SUPPORTED</b> ( <i>Example: Army, Navy, Air Force, Marine Corps, Coast Guard</i> )		<b>14. LOCATION</b> ( <i>Example: Ft Knox, Offutt AFB, Huntington District Office, Columbus Center, etc.</i> )	
<b>15. NAME OF YOUR APC</b> ( <i>Mandatory. This is the manager of the program at your location and who authorized you to write checks, not necessarily your supervisor and not your approving official.</i> )			

**SECTION II - CONVENIENCE CHECK ACCOUNT HOLDER**

Show the account number from the bottom of your check. **DO NOT** use the account number from your bank statement.

<b>16. ACCOUNT NUMBER(S)</b>	

**SECTION III - APC/ALTERNATE APC/AO/ALTERNATE AO**

Show the name of each convenience check account holder for whom you are responsible and their checking account number shown at the bottom of their check. **DO NOT SHOW YOUR BANK ACCOUNT NUMBER.** If you are also a checkwriter, show your information in Section II. Attach a separate sheet if more room is needed.

<b>17. ACCOUNT NUMBER</b>	<b>18. CONVENIENCE CHECK ACCOUNT HOLDER NAME</b>

**SECTION IV - COMPLETED BY DFAS TAX OFFICE ONLY**

<b>19. USER ID ASSIGNED</b>	
<b>20. DFAS TAX OFFICE APPROVING SIGNATURE</b>	<b>21. DATE SIGNED</b>