



**Alameda County Office of Education
1099 Processing
Request Form**

Please fax this request to 510 670-4287

District Name: _____

Date: _____

Our District is requesting ACOE Computer Operations to process 1099 forms for printing. **(Submit this form NO LATER THAN 1/25/07)**

Our District 1099 files are ready for State & Federal data file creation.
(Submit this form NO LATER THAN 2/23/07)

District Information

Prepared By: _____ Approved By: _____

Date Prepared: _____ Date Approved: _____

Fax Number: _____

Phone Number: _____

ACOE Information

Date Received by ACOE _____ Received by _____

This document is required by DP Department to process 1099's. Please see ACOE website, Escape Section 'How To' or call the Helpdesk at 510-670-7777 with questions.