

**Brandeis University
Controllers Office
Accounts Payable Department**

Request for Duplicate 1099 Form

Accounts Payable fax number 781-736-4454

Please note that requests received by each Wednesday at noon will be ready for pick up or mailing by Friday after 2:00 PM. Please print clearly.

To Accounts Payable Department

Date_____

NAME: _____

TAX ID NUMBER or LAST 4 SSN: _____

SPECIFY TAX YEAR: 200____

DISPOSITION: Hold for pickup ☐ Mail to address below ☐

Mailing Address: _____

Signature: _____ Date_____

For AP Office Use Only

Date Request Received: _____

Date of 1099 Preparation:_____

Date of pick up or mailing :_____

Initials: _____