



Service News

Office of Financial Management

OFM Service News questions? Contact the OFM Help Desk at [HereToHelp@ofm.wa.gov](mailto:HeretoHelp@ofm.wa.gov) or call 360.407.9100.

You are receiving this communication because you have been identified as an Agency 1099 Administrator.

Effective reporting year 2021, when OFM receives a 1099 Access Form requesting to delete a user, the password will be automatically reset for the agencies Account Ability client profile. OFM will remove the users' access and notify the Agency Administrator of the new password.

As a reminder, if an employee with Account Ability access leaves an agency or their duties no longer require access, the following steps must be taken:

- Agency 1099 Administrator completes the [1099 Access Form](#)
- For expedited processing, the completed form is emailed to OFM Help Desk at: HeretoHelp@ofm.wa.gov
- The original signed form is then mailed to the OFM Help Desk at the mailing address listed on the 1099 Access Form

Questions?



OFM Help Desk

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