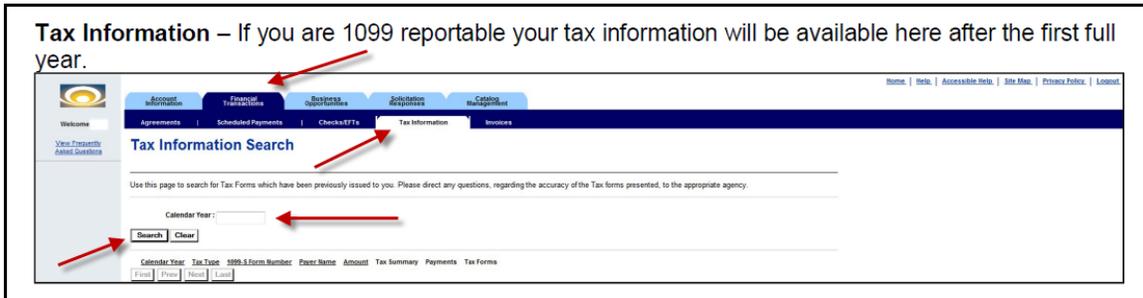


# Vendor View and Print 1099-MISC Tax Forms

An optional service through Vendor Self Service (VSS) gives vendors the capability to view and print their 1099-MISC tax form. Vendors who already have access to VSS will need to do the following in VSS to view their 1099-MISC form.

1. Click the **Financial Transactions** tab.
2. Click the **Tax Information** tab.
3. Enter [Tax Year] in the **Calendar Year** field.
4. Click **Search**.



Some vendors may need to activate their existing account in VSS to view their 1099 information. Instructions to activate an existing account are available under the Vendor References and Resources link at <http://doa.alaska.gov/dof/iris/vendor.html>. Look under the section [Reference](#) and review the [VSS Activate an Existing Account](#) [PDF] document.