

REQUEST FOR IMPAC CHECK
(FOR USE ONLY WHEN VENDOR DOES NOT ACCEPT VISA)

PRIVACY ACT STATEMENT

AUTHORITY: Air Force Instruction 64-117 and E.O. 9397.

PRINCIPAL PURPOSE(S): Check writers are responsible for the capture of TD 1099 data for services paid by convenience checks. The information shall be forwarded to the agency's servicing DFAS OPLOC quarterly, semi-annually, or annually.

ROUTINE USE(S): Information may be disclosed to the General Accounting Office to provide financial information; Federal, State, and local courts for tax purposes; US Treasury to provide information on purchases and amount paid; and to the Department of Justice in some cases for criminal prosecution, civil litigation, or investigative purposes.

DISCLOSURE: Voluntary; however, failure to provide the requested information as well as the Social Security Number or Tax Identification Number may result in a delay in receipt of funds.

REQUESTER	OFFICE SYMBOL	PHONE NUMBER	TOTAL COST OF REQUIREMENT IS LESS THAN \$2500 <input type="checkbox"/> YES <input type="checkbox"/> NO
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DESCRIPTION OF REQUIREMENT

BPA NUMBER (If applicable)	GSA CONTRACT NUMBER (If applicable)
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DOLLAR AMOUNT ON CHECK (Cannot include any taxes)	INCLUSIVE DATES FOR THIS BILLING (If requirement is for service over a particular time period)
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VENDOR INFORMATION

COMPANY NAME	COMPLETE MAILING ADDRESS OF COMPANY
CHECK TO BE MADE OUT TO:	
COMPANY PHONE NUMBER	
SSN (For Services Only)	TAX NUMBER (For Services Only)

SIGNATURES

REQUESTER'S SIGNATURE	DATE
DIRECTOR'S SIGNATURE	DATE
APPROVING OFFICIAL'S SIGNATURE	DATE
CHECK WRITER'S SIGNATURE	DATE

FOR CHECK WRITER USE ONLY

CHECK NUMBER	INVOICE NUMBER	EEIC NUMBER
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\$ _____ + 1.7% FEE \$ _____ = \$ _____

DATE OF CHECK	REPORT TD 1099 DATE <input type="checkbox"/> YES <input type="checkbox"/> NO
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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).