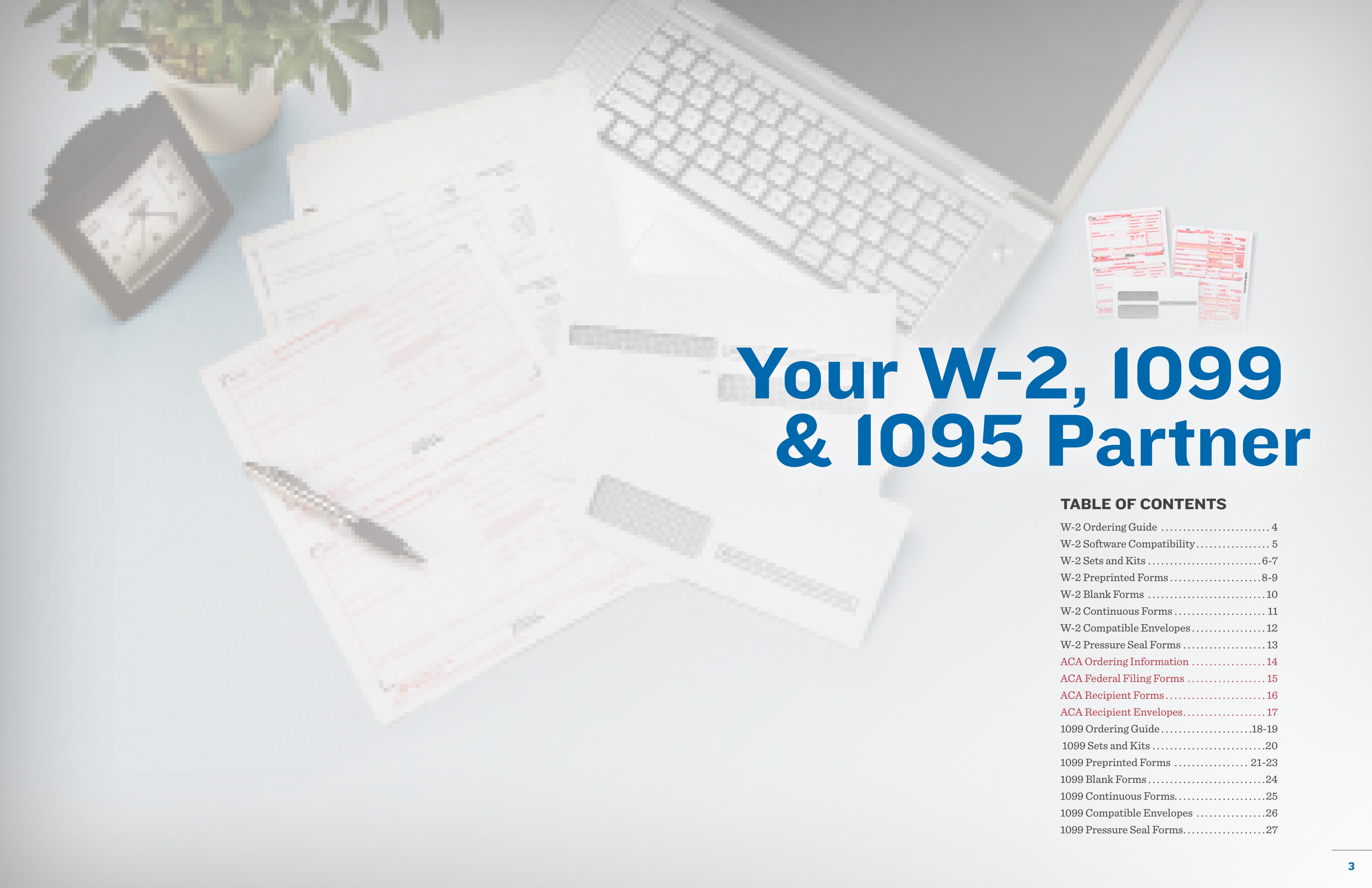


# W-2, 1099 & 1095 REPORTING

TAX YEAR 2016



*The right options  
for easy wage and  
information reporting*



# Your W-2, 1099 & 1095 Partner

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**W-2 Parts Required Per State**

- State (Parts)
- Alabama\*\* (6)
- Alaska (4)
- Arizona (6)
- Arkansas (6)
- California (6)
- Colorado (6)
- Connecticut (6)
- Delaware\*\* (6)
- District of Columbia (6)
- Florida (4)
- Georgia (6)
- Hawaii (6)
- Idaho (6)
- Illinois (6)
- Indiana (6)
- Iowa (6)
- Kansas (6)
- Kentucky\*\* (6)
- Louisiana (6)
- Maine (6)
- Maryland\*\* (6)
- Massachusetts (6)
- Michigan\*\* (6)
- Minnesota (6)
- Mississippi (6)
- Missouri\*\* (6)
- Montana (6)
- Nebraska (6)
- Nevada (4)
- New Hampshire (4)
- New Jersey (6)
- New Mexico (6)
- New York\*\* (6)
- North Carolina (6)
- North Dakota (6)
- Ohio\*\* (6)
- Oklahoma (6)
- Oregon (6)
- Pennsylvania\*\* (6)
- Rhode Island (6)
- South Carolina (6)
- South Dakota (4)
- Tennessee (4)
- Texas (4)
- Utah (6)
- Vermont (6)
- Virginia (6)
- Washington (4)
- West Virginia (6)
- Wisconsin (6)
- Wyoming (4)

\*\*Certain cities in these states require an 8-part W-2 form.

# W-2 Ordering Information

» **Sets & Kits**  
Order by the number of employees

» **Preprinted Forms**  
Order by the number of employees  
Increments of 25 available  
Example: 17 employees order 25;  
67 employees order 75

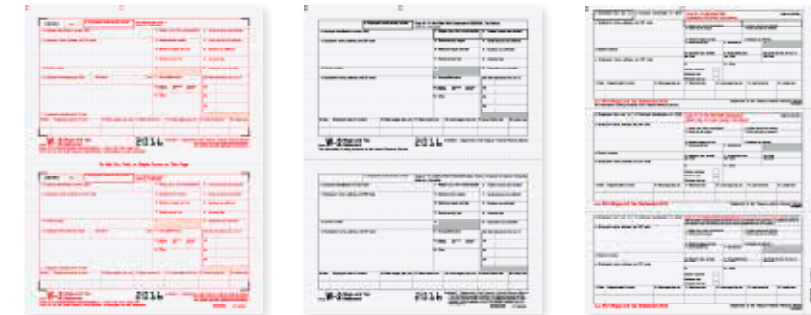
» **Blank Forms**  
Order by the sheet  
Increments of 25 available



Form	Title	What to Report	To SSA by	To IRS by	To Recipient by
W-2	Wage & Tax Statement	Wages, tips, other compensation; social security, Medicare, withheld income taxes. Include bonuses, vacation allowances, severance pay, certain moving expense payments, some kinds of travel allowances, and third-party payments of sick pay.	Last day of February (March 31st if e-filed)		January 31*
W-2G	Certain Gambling Winnings	Gambling winnings from horse racing, dog racing, jai alai, lotteries, keno, bingo, slot machines, sweepstakes, wagering pools, etc. Generally, \$600 or more; \$1,200 or more from bingo or slot machines; \$1,500 or more from keno.		Last day of February (March 31st if e-filed)	January 31*
W-2c	Corrected Wage & Tax Statement	Corrects errors on previously filed W-2s. A W-2c form must be provided to the employee, and a copy mailed to, or e-filed with, the SSA (Social Security Administration). Do not file a W-2c to correct an address error only. Do not file a W-2c to correct an error on a W-2G form.	File with the employee and SSA as soon as error is discovered		

\*If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

## PREPRINTED W-2 FORMATS



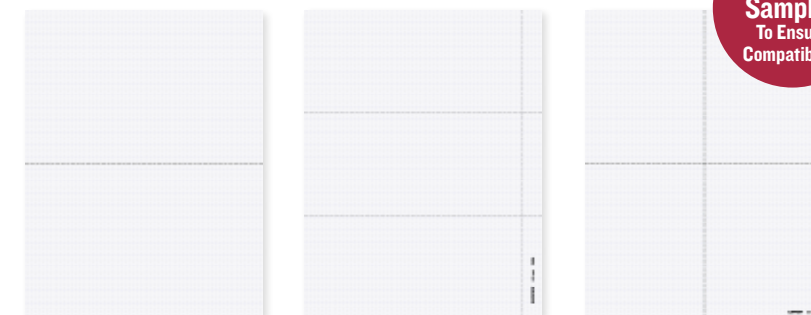
**A.** Traditional, two employees per page  
**B.** Condensed 2up, one employee, two copies per page  
**C.** Condensed 3up, one employee, three copies per page



**D.** Condensed 4up Quadrant, one employee, four copies per page  
**E.** Condensed 4up Horizontal, one employee, four copies per page  
**F.** Continuous

**Compatible envelopes** available for all forms.

## BLANK W-2 FORMATS



**G.** 2up  
**H.** 3up with 3/4" side perf  
**I.** 4up Quadrant



**J.** 4up Horizontal  
**K.** Universal for printing W-2 and 1099s on one stock  
**L.** 3up for QuickBooks & EasyACCT with 1/2" side perf

Request Free Samples To Ensure Compatibility

### Software Compatible with Preprinted W-2 Formats

Software	Compatible Formats
1099-ETC (AMS)	A, B, C, D, E
ATX W2/1099	A, C, D
Client Accounting Suite	A
CS Professional	A, B, D
EasyACCT	A, D
Pensoft	A
QuickBooks Basic PR	A
QuickBooks Enhanced PR	A, D
QuickBooks Standard PR	A, D
TaxWise W2/1099	A, D
Yearli Desktop	A, B, C, D, E

We have compatibility information for many other software programs. Call us if you don't see the program you are looking for.

### Software Compatible with Blank W-2 Formats

Software	Compatible Formats
1099-ETC (AMS)	G, H, I, J, K
ATX W2/1099	H, I, K
Client Accounting Suite	G, I, J, K
CS Professional	G, H, I
EasyACCT	I, L
Pensoft	G, I
QuickBooks Assisted PR	J
QuickBooks Enhanced PR	I, L
QuickBooks Standard PR	I, L
SAGE BusinessWorks	I
Sage 50 - U.S. Edition	I
SAGE 100 ERP	I
SAGE 300 (ACCPAC)	I
TaxWise W2/1099	I, K
Yearli Desktop	G, H, I, K

We have compatibility information for many other software programs. Call us if you don't see the program you are looking for.

All brand names are the property of their respective companies.

# W-2 Sets & Kits

Order by the number of employees in increments of 25

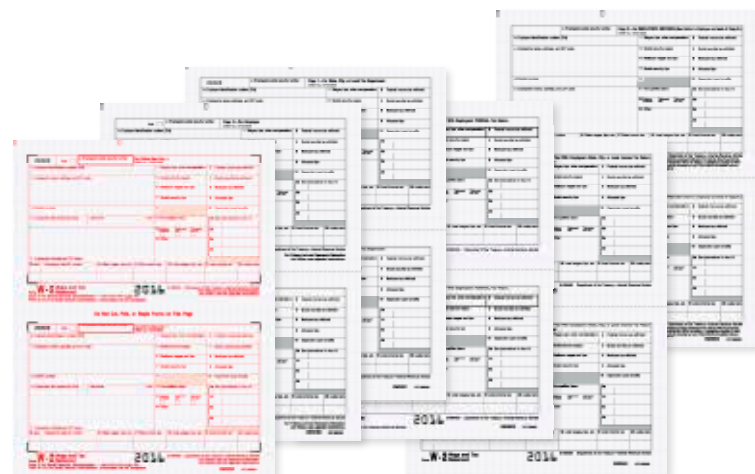
## W-2 TRADITIONAL LASER SETS

Sets include all forms required for filing with federal, state and local agencies based on the number of parts needed.

### W-2 Traditional 2up Laser Sets

Item #	Parts	Compatible Envelope
<b>Preprinted Laser Sets</b>		
W2TRADS405	4pt	DWENV05
W2TRADS605	6pt	DWENV05
W2TRADS805	8pt	DWENV05
<b>Blank Laser Sets</b>		
TRADSET405	4pt	DWENV05
*TRDSET4I05	4pt	DWENV05
TRADSET605	6pt	DWENV05
*TRDSET6I05	6pt	DWENV05
TRADSET805	8pt	DWENV05
*TRDSET8I05	8pt	DWENV05

\*Employee instructions are printed on back of blank paper.



Traditional 6-part Preprinted Set  
W2TRADS605

## >> FORMS INCLUDED

### W-2 Traditional Preprinted & Blank Sets

Form Copy	Preprinted Forms			Blank Sheets		
	4pt	6pt	8pt	4pt	6pt	8pt
W-2 Employer Federal Copy A	1	1	1	1	1	1
W-2 Employer State/City Copy 1	n/a	1	2	n/a	n/a	n/a
W-2 Employer File Copy D	1	1	1	n/a	n/a	n/a
W-2 Employee Federal Copy B	1	1	1	n/a	n/a	n/a
W-2 Employee State/City Copy 2	n/a	1	2	n/a	n/a	n/a
W-2 Employee File Copy C	1	1	1	n/a	n/a	n/a
Blank 2up Laser Paper	n/a	n/a	n/a	2	3	4

Use the **W-2 Parts Required Per State** chart on page 4 to determine the parts needed for the state(s) in which you file.

## W-2 KITS WITH ENVELOPES

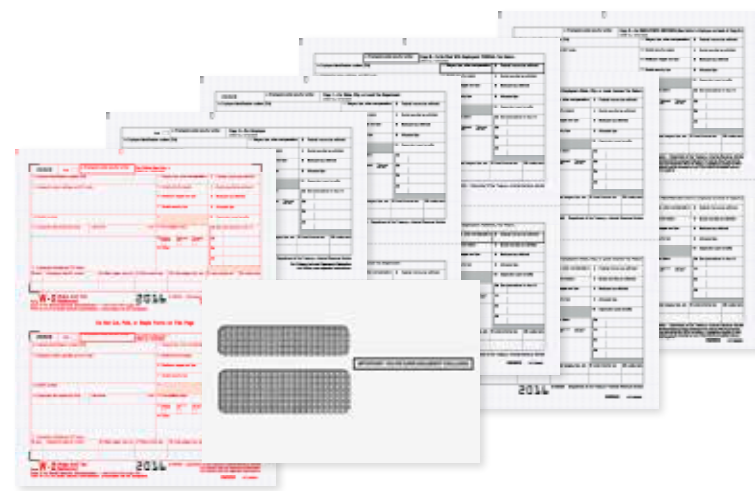
Kits include all forms required for filing with federal, state and local agencies based on the number of parts needed **and envelopes**.

### W-2 Traditional 2up Preprinted Laser Kits

Item #	Parts	Included Envelope	Envelope Seal
W2TRADS4E	4pt	DWENVS05	Self Seal
W2TRADS4EG	4pt	DWENV05	Moisture Seal
W2TRADS6E	6pt	DWENVS05	Self Seal
W2TRADS6EG	6pt	DWENV05	Moisture Seal
W2TRADS8E	8pt	DWENVS05	Self Seal
W2TRADS8EG	8pt	DWENV05	Moisture Seal

### W-2 Condensed 4up Preprinted Quadrant Laser Kits

Item #	Parts	Included Envelope	Envelope Seal
W24UPS6E	6pt	4UPDWENVS05	Self Seal
W24UPS6EG	6pt	4UPDWENV05	Moisture Seal
W24UPS8E	8pt	4UPDWENVS05	Self Seal
W24UPS8EG	8pt	4UPDWENV05	Moisture Seal



W-2 Preprinted Traditional 6-part Kit with Envelope  
W2TRADS6EG

## W-2 CONDENSED LASER SETS

Sets include all forms required for filing with federal, state and local agencies based on the number of parts needed.

### W-2 Condensed Preprinted 2up Sets\*\*

Item #	Parts	Compatible Envelope
W2COMBS405	4pt	DWENV05
W2COMBS605	6pt	DWENV05
W2COMBS805	8pt	DWENV05

\*\*If you need 2up condensed laser sets with blank paper, order traditional 2up blank paper sets on p. 6.

### W-2 Condensed Preprinted 3up Sets

Item #	Parts	Compatible Envelope
W23UPS405	4pt	3UPDWENV05
W23UPS605	6pt	3UPDWENV05

### W-2 Condensed Preprinted 4up Sets

Item #	Parts	Compatible Envelope
<b>Quadrant</b>		
W24UPS605	6pt	4UPDWENV05
W24UPS805	8pt	4UPDWENV05
<b>Horizontal</b>		
W24DOWN605	6pt	4DOWNENV05
W24DOWN805	8pt	4DOWNENV05

### W-2 Condensed Blank 3up Sets

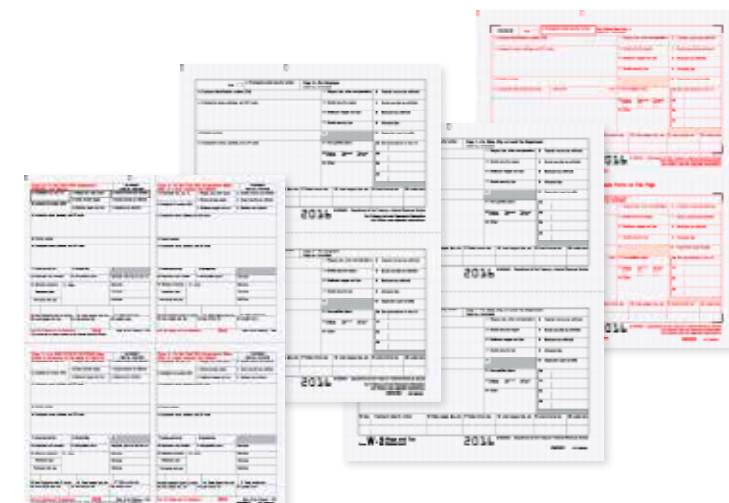
Item #	Parts	Compatible Envelope
3UPSET605	6pt	3UPDWENV05
*3UPSET6I05	6pt	3UPDWENV05

\*Employee instructions are printed on back.

### W-2 Condensed Blank 4up Sets

Item #	Parts	Compatible Envelope
<b>Quadrant</b>		
4UPSET605	6pt	4UPDWENV05
*4UPSET6I05	6pt	4UPDWENV05
4UPSET805	8pt	4UPDWENV05
*4UPSET8I05	8pt	4UPDWENV05
<b>Horizontal</b>		
*4DWNSET605	6pt	4DOWNENV05

\*Employee instructions are printed on back.



W-2 Condensed 4up 6-part Preprinted Set  
W24UPS605

## >> FORMS INCLUDED

### W-2 Condensed Preprinted Sets

Form Copy	2up Forms			3up Forms		4up Forms	
	4pt	6pt	8pt	4pt	6pt	6pt	8pt
W-2 Employer Federal Copy A	1	1	1	1	1	1	1
W-2 Employer State/City Copy 1	n/a	1	2	n/a	1	1	2
W-2 Employer File Copy D	1	1	1	1	1	1	1
W-2 Employee State/City Copy 2	n/a	1	2	n/a	n/a	n/a	n/a
Employee 2up Copies B/C	1	1	1	n/a	n/a	n/a	n/a
Employee 3up Copies B/2/C	n/a	n/a	n/a	1	1	n/a	n/a
Employee 4up Copies B/2/C/2	n/a	n/a	n/a	n/a	n/a	1	1

### W-2 Condensed Blank Sets

Form Copy	3up Sheets		4up Sheets	
	6pt	8pt	6pt	8pt
W-2 Employer Federal Copy A	1	1	1	1
Blank 2up Laser Paper	1	1	2	
Blank 3up Laser Paper	1	n/a	n/a	
Blank 4up Laser Paper	n/a	1	1	



## W-3 TRANSMITTALS

You need one W-3 form to summarize all paper W-2 Copy A forms for a single company (EIN). Do not use W-3 forms when e-filing. If you need more than the THREE FREE laser forms we send with your W-2s, order #BW305.

# W-2 Preprinted Forms

Order by the number of employees in increments of 25

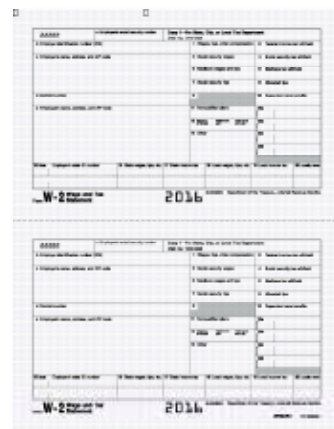
## W-2 PREPRINTED LASER FORMS

### W-2 Preprinted Traditional 2up Laser Forms

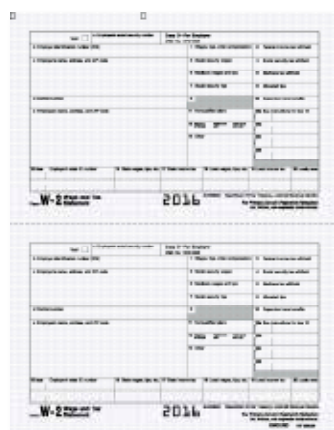
Item #	Description	Compatible Envelope
BW2FED05	W-2 Employer Federal Copy A	n/a
BW2ER105	W-2 Employer State/City/Local Copy 1	n/a
BW2ERD05	W-2 Employer File Copy D	n/a
BW2ERD105	W-2 Employer 2up Copies D/1	n/a
BW2EEB05	W-2 Employee Federal Copy B	DWENV05
BW2EE205	W-2 Employee State/City/Local Copy 2	DWENV05
BW2EEC05	W-2 Employee File Copy C	DWENV05



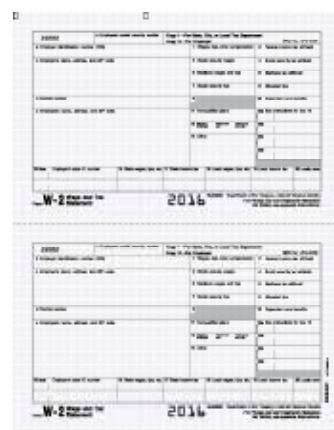
W-2 Employer Federal Copy A  
BW2FED05



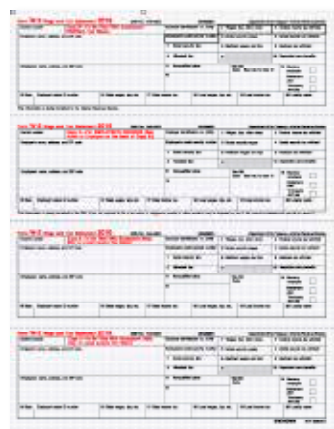
W-2 Employer State/City/Local Copy 1  
BW2ER105



W-2 Employer File Copy D  
BW2ERD05



W-2 Employer 2up Copies D/1  
BW2ERD105



W-2 Employee 4up Horz Copies B/C/2/2  
BW24DWN05



W-2 Employer 4up Copies 1/D  
BW24UPER05

### W-2 FORM DESCRIPTIONS

Form Copy	Description
Copy A	Social Security Administration
Copy 1	For State, City or Local Tax Department
Copy D	For Employer's Records
Copy B	To be filed with Employee's Federal Tax Return
Copy C	For Employee's Records
Copy 2	To be filed with Employee's State, City or Local Income Tax Return

## W-2 PREPRINTED CONDENSED 2UP, 3UP & 4UP LASER FORMS

### W-2 Preprinted Condensed 2up, 3up & 4up Laser Forms

Item #	Description	Compatible Envelope
BW2EEBC05	W-2 Employee 2up Copies B/C	DWENV05
BW23UP05	W-2 Employee 3up Copies B/2/C	3UPDWENV05
BW24UP05	W-2 Employee 4up Quadrant Copies B/2/C/2	4UPDWENV05
BW24DWN05	W-2 Employee 4up Horizontal Copies B/C/2/2	4DOWNENV05
BW24UPER05	W-2 Employer 4up Copies 1/D	n/a

Formats may change in compliance with IRS standards.

## W-2 PREPRINTED CONDENSED 4UP LASER FORMS

### W-2 Preprinted Condensed 4up Laser Forms

Item #	Description	Compatible Envelope
W24UPA	W-2 Employee 4up Quadrant Copies C/B/2/2	80558
80026	W-2 Employer 4up Quadrant Copies 1/D	n/a
B4DWNEMP	W-2 Employer 4up Horizontal Copies 1/D	n/a
BW24DWN	W-2 Employee 4up Horizontal Copies B/C/2/2	4356
80071	W-2 Employee 4up Quadrant Copies 2/2/B/C	398
80072*	W-2 Employer 4up Quadrant Copies 1/D	n/a

\*Order in increments of 50



W-2 Employee 4up Quadrant Copies C/B/2/2  
W24UPA

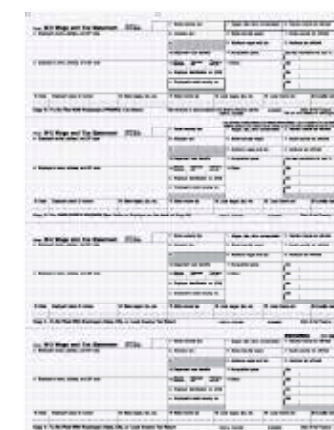


W-2 Employer 4up Quadrant Copies 1/D  
80026

## W-2c, W-3c LASER FORMS

### W-2c & W-3c Correction Forms

Item #	Description	Compatible Envelope
BW2C05	W-2c Employer Federal Copy A	n/a
80075	W-2c Employer File Copy D	n/a
80076	W-2c Employer State/City/Local Copy 1	n/a
80073	W-2c Employee Federal Copy B	W2CENV05
80074	W-2c Employee File Copy C	W2CENV05
80077	W-2c Employee State/City/Local Copy 2	W2CENV05
BW3C05	W-3c Correction Transmittal	n/a



W-2c Employer Federal Copy A  
BW2C05



W-2c Employer Federal Copy A  
BW2C05

## W-2G LASER FORMS

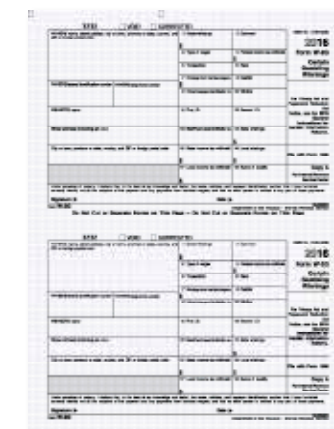
### W-2G 2up Forms

Item #	Description	Compatible Envelope
16BW2GFED05	2016 W-2G Federal Copy A	n/a
16BW2GER105	2016 W-2G Payer State Copy 1	n/a
16BW2GERD05	2016 W-2G Payer Record Copy D	n/a
16BW2GEEB05	2016 W-2G Winner Federal Copy B	RDWENV05
16BW2GEEC05	2016 W-2G Winner Record Copy C	RDWENV05
16BW2GEE205	2016 W-2G Winner State Copy 2	RDWENV05
17BW2GFED05	2017 W-2G Federal Copy A	n/a
17BW2GER105	2017 W-2G Payer State Copy 1	n/a
17BW2GERD05	2017 W-2G Payer Record Copy D	n/a
17BW2GEEB05	2017 W-2G Winner Federal Copy B	RDWENV05
17BW2GEEC05	2017 W-2G Winner Record Copy C	RDWENV05
17BW2GEE205	2017 W-2G Winner State Copy 2	RDWENV05

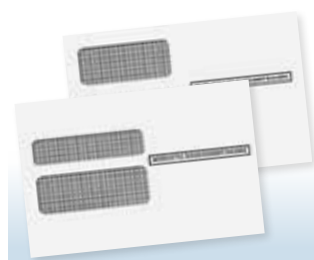
W-2G products are summarized with 1096 forms.



W-3c Correctional Transmittal  
BW3C05



2016 W-2G 2up Federal Copy A  
16BW2GFED05



**COMPATIBLE ENVELOPES**  
ON PAGE 12

# W-2 Blank Forms

Order by the sheet in increments of 25

## W-2 BLANK PERFORATED LASER PAPER

- The IRS recommends that employee copies be printed on perforated paper
- Form pictures indicate which parts of the form have instructions printed on the back (unless noted)

### W-2 Blank Laser Paper

Item #	Description	Compatible Envelope
WONEPERF05	2up	DWENV05
WONEPERFI05	2up with instructions	DWENV05
*83634	3up with 1/2" side perf	1973
*83634I	3up with 1/2" side perf with instructions	1973
BW23PERF05	3up with 3/4" side perf	3UPDWENV05
BW3PERFI05	3up with 3/4" side perf with instructions	3UPDWENV05
4UPPERF05	4up Quadrant	4UPDWENV05
4UPPERFI05	4up Quadrant with instructions on 2 panels	4UPDWENV05
83631	4up Quadrant with instructions on all 4 panels	4UPDWENV05
80016	4up Horizontal	4DOWNENV05
4DWNPERF05	4up Horz with instructions on 2 panels	4DOWNENV05
B4PERF05	4up Universal	1970**
4UP24	4up Quadrant with instructions on 24# paper stock	4UPDWENV05

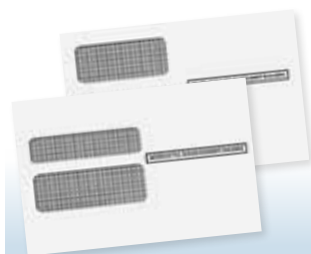
\*Compatible with QuickBooks.

\*\*Not for users of ATX, TaxWise, or Client Accounting Suite.

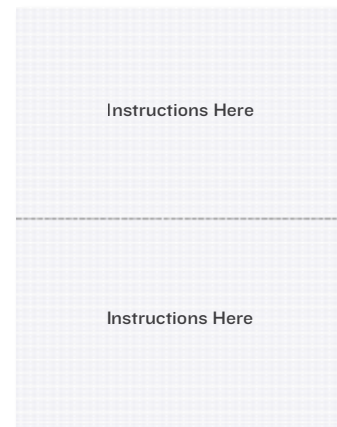
### Request a sample of our envelopes

if you plan to use them with blank W-2 paper.

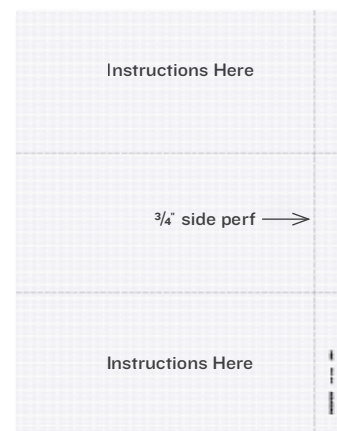
It's important to ensure that window placement is compatible with the information your software prints.



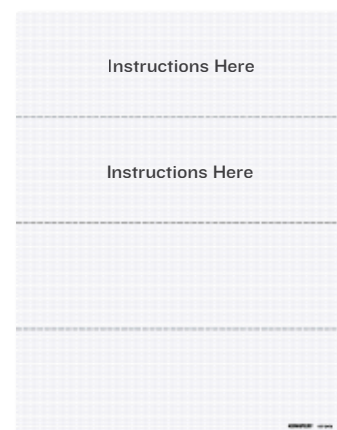
**COMPATIBLE ENVELOPES**  
ON PAGE 12



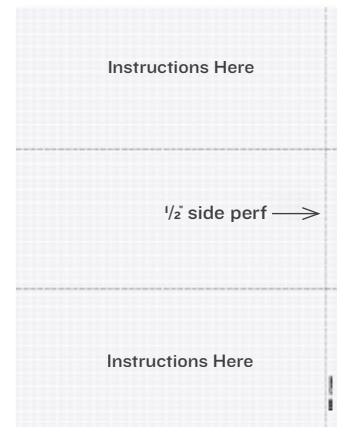
2up Blank Paper  
WONEPERF05  
WONEPERFI05 (with instructions)



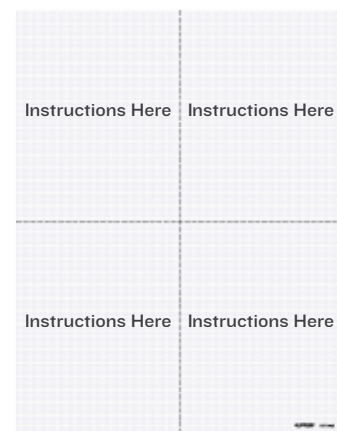
3up Blank Paper  
BW23PERF05  
BW3PERFI05 (with instructions)



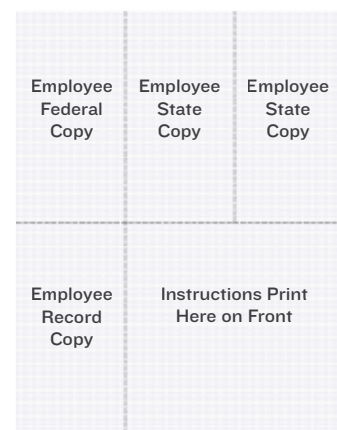
4up Blank Paper - Horizontal  
80016  
4DWNPERF05 (with instructions)



3up Blank Paper  
83634  
83634I (with instructions)  
Compatible with QuickBooks



4up Blank Paper - Quadrant  
4UPPERF05  
4UPPERFI05 (with instructions)  
83631 (with instructions on all 4 panels)  
4UP24 (24# paper with instructions)



4up Universal Blank Paper  
B4PERF05

# W-2 Continuous Forms

Order by the number of employees in increments of 25

## W-2 CONTINUOUS FORMS

### W-2 Continuous Forms

Item #	Description	Copy Part	Compatible Envelope
<b>Carbonless</b>			
CW2054	One-Wide 4pt	A, B, C, D	DWENV05
CW2056	One-Wide 6pt	A, 1, B, C, 2, D	DWENV05
CW2058	One-Wide 8pt	A, 1, 1, B, C, 2, 2, D	DWENV05
2CW2053	Two-Wide 6pt	Left: D/1, D/1; Right: A, B, C, 2	2DWENV05
2CW2054	Two-Wide 8pt	Left: D/1, D/1, D/1; Right: A, B, C, 2, 2	2DWENV05
TSCW2ER053	Twin-Set Employer 3pt	A, 1, D	DWENV05
TSCW2EE053	Twin-Set Employee 3pt	B, 2, C	DWENV05
TSCW2ER054	Twin-Set Employer 4pt	A, 1, D, 1	DWENV05
TSCW2EE054	Twin-Set Employee 4pt	B, 2, C, 2	DWENV05
TSCW2053	Twin-Set 6pt	A, 1, D, B, 2, C	DWENV05
TSCW2054	Twin-Set 8pt	A, 1, D, 1, B, 2, C, 2	DWENV05
<b>Self-Mailer</b>			
QMW2054	One-Wide 4pt	A, D : B, C	n/a
QMW2056	One-Wide 6pt	A, 1, D : B, C, 2	n/a
2QMW2056	Two-Wide 6pt	Right: A : B, C, 2; Left: 1/D, 1/D	n/a

### W-2 Electronic Reporting Forms

Item #	Description	Copy Part	Compatible Envelope
<b>Carbonless</b>			
MMCW2054	4pt	B, C, 2, 1/D	DWENV05
MMCW2055	5pt	B, C, 2, 2, 1/D	DWENV05
<b>Self-Mailer</b>			
MMQMW2D053	4pt	1/D : B, C, 2	n/a

### W-2G, W-2c Continuous Forms

Item #	Description	Copy Part	Compatible Envelope
<b>*W-2G Certain Gambling Winnings</b>			
*16CW2G056	2016 Carbonless 6pt (2 per page)	A, 1, B, C, 2, D	RDWENV05
*17CW2G056	2017 Carbonless 6pt (2 per page)	A, 1, B, C, 2, D	RDWENV05
<b>W-2c Corrected Wage and Tax Statement</b>			
CW2C056	Non-Dated Carbonless 6pt	A, 1, B, C, 2, D	W2CENV05

\*W-2G products are summarized with 1096 forms.

### W-3, W-3c Continuous Forms

Item #	Description	Copy Part	Compatible Envelope
<b>Carbonless</b>			
W3052	2pt Transmittal	A	n/a
W3C052	2pt Transmittal	Fed Employer Record	n/a

## W-3 TRANSMITTALS

You need one W-3 form to summarize all paper W-2 Copy A forms for a single company (EIN). Do not use W-3 forms when e-filing. If you need more than the THREE FREE laser forms we send with your W-2s, order #BW305.



**Carbonless Construction** – Print on all copies without a carbon interleave.



**One-Wide** – Suitable for any size printer or typewriter, making this format our most popular continuous form.



**Two-Wide** – For use on wide, 132 column printers. Employer and employee copies are printed side by side.



**Twin Sets** – For printers that cannot legibly print more than four parts. Employer and employee copies printed separately.



**Electronic Reporting** – Print recipient, state, local and file copies. Copy A is not included because you file it electronically. *Electronic filing is required for payers with over 250 employees.*



**Self-Mailer** – Print form data for all copies at once. Tear off the employer/payer copies, and the employee copies are printed, pre-inserted into envelopes and are ready to mail.

# W-2 Compatible Envelopes

Order in increments of 25 unless noted

## W-2 ENVELOPES

- Envelopes are constructed of 24# white wove stock
- **Compatible with nearly all W-2 forms; request a sample if you plan to use them with blank W-2 paper to ensure that window placement is compatible with the information your software prints**
- Interior tint provides secure delivery of confidential employee information
- All envelopes are imprinted in black with "Important Tax Return Document Enclosed"
- **Order in increments of 25 envelopes unless noted**



Item #	Description	Overall Size	Top Window		Bottom Window		Bottom Window	
			Distance From Left Edge	Distance From Bottom Edge	Distance From Left Edge	Distance From Bottom Edge	Distance From Left Edge	Distance From Bottom Edge
<b>Moisture Seal W-2 Envelopes</b>								
*1970	W-2 Universal Double Window	5 5/8" x 8 3/4"	1/2"	3 11/16"	9/16" x 2 1/2"	3 1/16"	1 1/2"	
DWENV05	W-2 2up Double Window	5 3/4" x 8 3/4"	1/2"	3 3/8"	1 3/8" x 4 1/8"	1/2"	1 9/16"	
1973	W-2 3up Double Window	3 7/8" x 8 1/2"	3/8"	2 1/4"	1 3/16" x 3 1/4"	3/8"	1"	
3UPDWENV05	W-2 3up Double Window	3 7/8" x 8"	3/8"	2 3/16"	3/4" x 3 1/8"	3/8"	1"	
4UPDWENV05	W-2 4up Quadrant Double Window	5 3/4" x 8 3/4"	5/16"	3 9/16"	1 1/16" x 3 7/8"	4 3/8"	2 1/2"	
4DOWNENV05	W-2 4up Horizontal Double Window	5 3/4" x 8 3/4"	5/16"	4 3/16"	3/4" x 3 13/16"	5/16"	5/8"	
80558	W-2 4up Quadrant Double Window	5 5/8" x 9"	5/8"	3 9/32"	1 1/16" x 3 11/16"	5/8"	1 5/32"	
4356	W-2 4 Down Horz Alt. Double Win	5 5/8" x 9"	3/8"	4 1/4"	1 3/16" x 3 3/8"	3/8"	5/8"	
2DWENV05	W-2 Two-Wide Double Window	5 5/8" x 9 1/2"	1/2"	3 11/32"	1 7/16" x 4 1/16"	1/2"	1 1/2"	
1961	W-2 4up Quadrant Double Window	5 5/8" x 9"	3/8"	3 7/16"	3/4" x 3 7/8"	3/8"	2 7/16"	
398	W-2 4up Quadrant Double Window	5 5/8" x 9"	5/8"	3 1/2"	1 1/16" x 3 5/8"	5/8"	1 1/4"	
RDWENV05	2up Double Window	5 5/8" x 8 3/4"	1/2"	3 11/16"	1 7/16" x 3 3/8"	1/2"	1 17/32"	
SWENV05	W-2 2up Single Window	5 3/4" x 8 3/4"	n/a	n/a	1 3/8" x 4 1/8"	1/2"	1 9/16"	
**4UPALT9	W-2 4up 9" Double Window	5 5/8" x 9"	5/16"	3 9/16"	1 1/16" x 3 7/8"	4 3/8"	2 1/2"	
W2CENV05	W-2c Double Window	5 3/4" x 9"	1/2"	3 1/4"	1" x 3 11/16"	4 5/16"	1 7/8"	
<b>Self Seal W-2 Envelopes</b>								
*1970S	W-2/1099 Universal Double Win	5 5/8" x 8 3/4"	1/2"	3 11/16"	9/16" x 2 1/2"	3 1/16"	1 1/2"	
DWENV05	W-2 2up Double Window	5 3/4" x 8 3/4"	1/2"	3 3/8"	1 3/8" x 4 1/8"	1/2"	1 9/16"	
3UPDWENV05	W-2 3up Double Window	3 7/8" x 8"	3/8"	2 3/16"	3/4" x 3 1/8"	3/8"	1"	
1973S	W-2 3up Double Window	3 7/8" x 8 1/2"	3/8"	2 1/4"	1 3/16" x 3 1/4"	3/8"	1"	
4UPDWENV05	W-2 4up Quadrant Double Window	5 3/4" x 8 3/4"	5/16"	3 9/16"	1 1/16" x 3 7/8"	4 3/8"	2 1/2"	
4DOWNENV05	W-2 4up Horizontal Double Window	5 3/4" x 8 3/4"	5/16"	4 3/16"	3/4" x 3 13/16"	5/16"	5/8"	
80558S	W-2 4up Quadrant Double Window	5 5/8" x 9"	5/8"	3 9/32"	1 1/16" x 3 11/16"	5/8"	1 5/32"	
4356S	W-2 4up Horz Alt. Double Window	5 5/8" x 9"	3/8"	4 1/4"	1 3/16" x 3 3/8"	3/8"	5/8"	

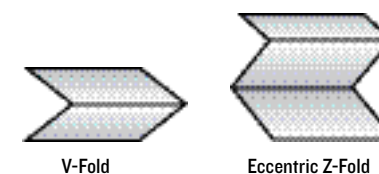
\*Not for users of ATX, TaxWise, or Client Accounting Suite. \*\*Order in increments of 500. • For high-speed inserting equipment.

# W-2 Pressure Seal Forms

Order in increments of 500

## W-2 PRESSURE SEAL FORMS

- Pressure Seal saves you time and money by efficiently processing high volumes of forms and eliminating the need to fold forms and stuff envelopes (special equipment required)
- W-2 instructions are printed on the back of most blank W-2 forms



W-2 Universal - Instructions printed by software  
80650



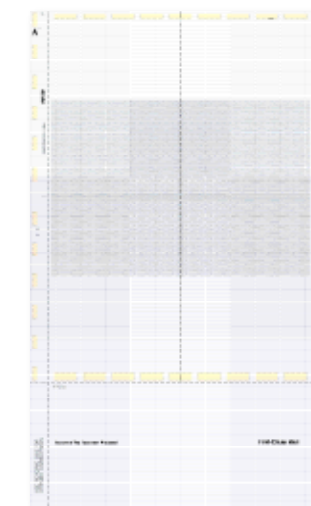
W-2 4up Quadrant Preprinted  
80732—Comparable to MW285

## Universal Pressure Seal Forms

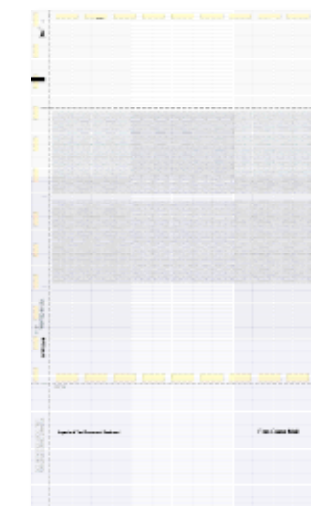
Item #	Description	Size	Form Type	Fold Type
80650	Universal Paper	8 1/2" x 14"	n/a	Eccentric Z

## W-2 Pressure Seal Forms

Item #	Description	Employee Copies	Size	Form Type	Fold Type
<b>Blank</b>					
80640	W-2 4up Quadrant	n/a	8 1/2" x 14"	Quadrant	Eccentric Z
80642	W-2 4up Horizontal	n/a	8 1/2" x 14"	Horizontal	Eccentric Z
<b>Preprinted</b>					
80481	W-2 4up Quadrant	Copies C/B/2/2	8 1/2" x 14"	Quadrant	Eccentric Z
80483	W-2 4up Horizontal	Copies B/C/2/2	8 1/2" x 14"	Horizontal	Eccentric Z
80732	W-2 4up Quadrant	Copies 2/2/B/C	8 1/2" x 11"	Quadrant	V



W-2 4up Quadrant Blank  
80640—Comparable to MW1289



W-2 4up Horizontal Blank  
80642—Comparable to MW1288



W-2 4up Quadrant Preprinted  
80481—Comparable to MW1287



W-2 4up Horizontal Preprinted  
80483—Comparable to MW1286

# 1095 Ordering Information

## >> IRS Reporting

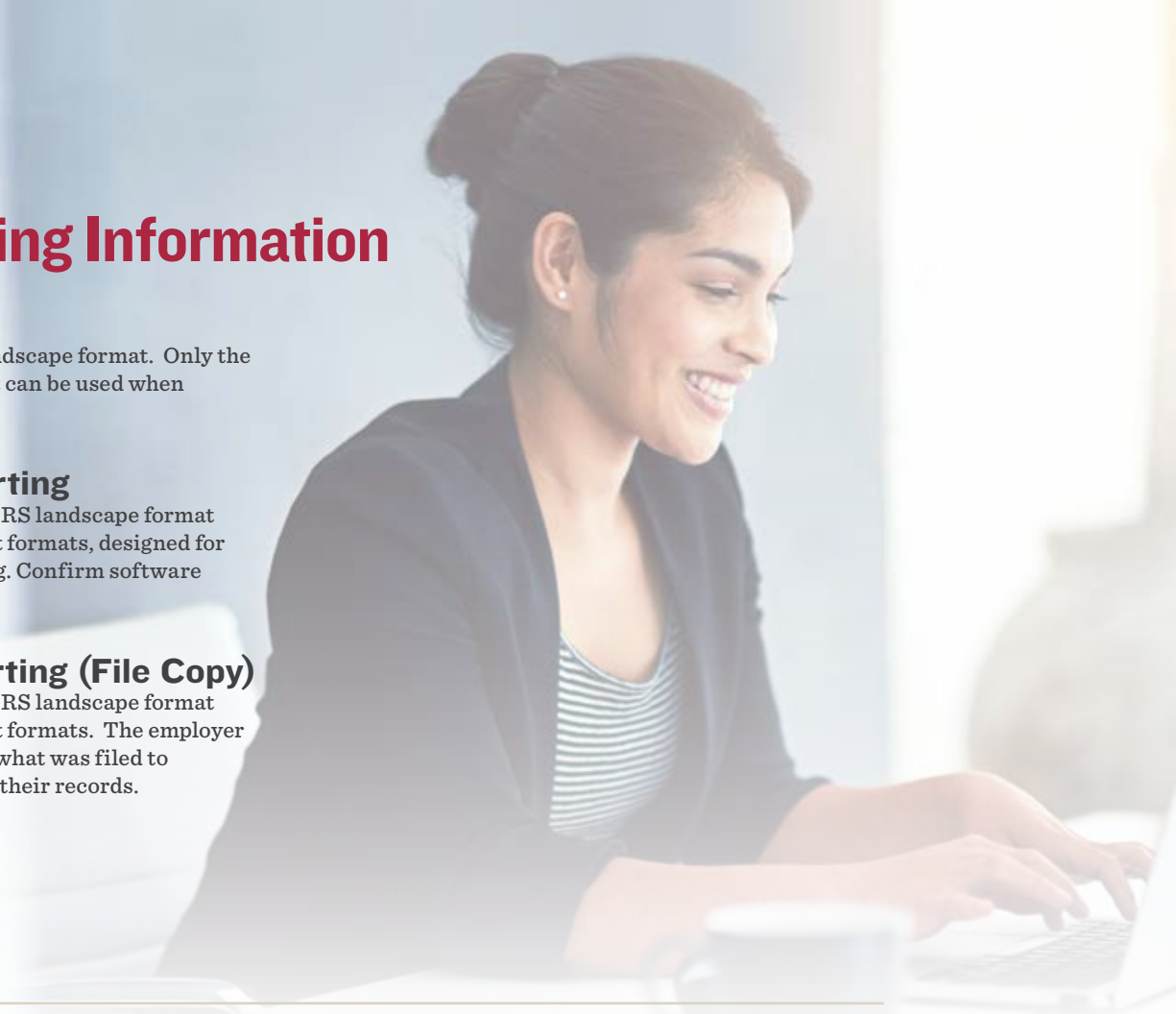
Order the official IRS landscape format. Only the official landscape format can be used when reporting to the IRS.

## >> Recipient Reporting

Order either the official IRS landscape format or portrait style recipient formats, designed for easy printing and mailing. Confirm software compatibility.

## >> Employer Reporting (File Copy)

Order either the official IRS landscape format or portrait style recipient formats. The employer needs to retain a copy of what was filed to the IRS and recipient for their records.



Form	Title	Who Uses This Form
1095-B	Health Coverage	Self-insured employers with less than 50 full-time equivalent employees or the insurer must issue form 1095-B to the responsible individual and file with the IRS as proof of healthcare coverage.
1094-B	Transmittal of Health Coverage	This transmittal must accompany each batch of 1095-B forms when filing to the IRS. This form is not required when issuing recipient copies.
1095-C	Employer Provided Health Insurance	Employers with 50+ full-time equivalent employees must issue form 1095-C to employees and file with the IRS as proof of healthcare coverage.
1094-C	Employer Health Transmittal	This transmittal must accompany each batch of 1095-C forms when filing to the IRS. This form may have up to 3 pages depending on whether or not the transmittal is being filed as the authoritative transmittal and if the filer is a member of an aggregate ALE group. This form is not required when issuing recipient copies.

### ACA 1095 REPORTING DEADLINES

Type of Reporting	Deadline
1095 Recipient Reporting	January 31
1095 Federal Reporting	February 28*

\*Due date is March 31 if filed electronically

# ACA Preprinted Federal Forms

Order in increments of 25

## OFFICIAL IRS FORMS

When using the official IRS copy only, purchase 3 forms per employee/recipient to be used as IRS, Recipient, and Employer file copy.

### 1095-B

Item #	Description
B1095B05	1095-B Health Coverage
B1095BCON05	1095-B Continuation Form

### 1094-B

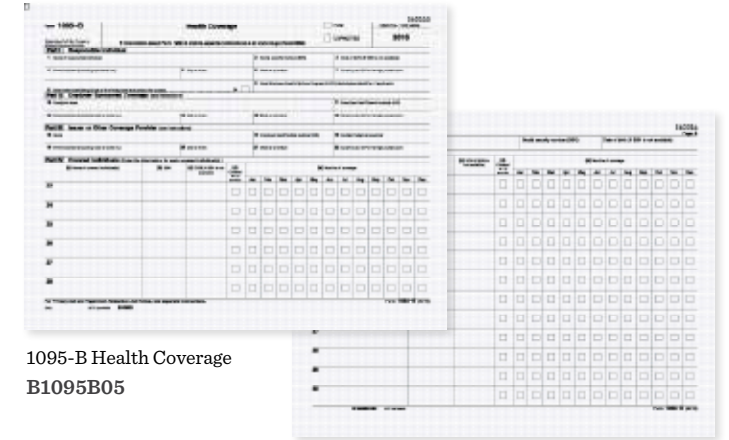
Item #	Description
B1094B05	1094-B Transmittal of Health Coverage

### 1095-C

Item #	Description
B1095C05	1095-C Employer Provided Health Insurance
B1095CCON05	1095-C Continuation Form

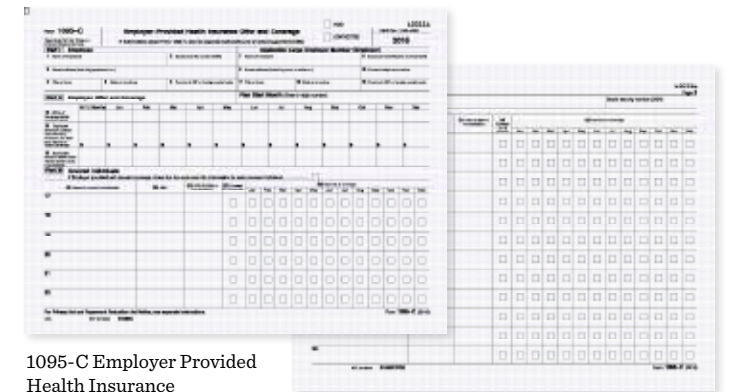
### 1094-C

Item #	Description
B1094C105	1094-C Employer Health Transmittal Page 1
B1094C205	1094-C Employer Health Transmittal Page 2
B1094C305	1094-C Employer Health Transmittal Page 3
B1094CS05	1094-C Employer Health Transmittal Kit — Pages 1-3



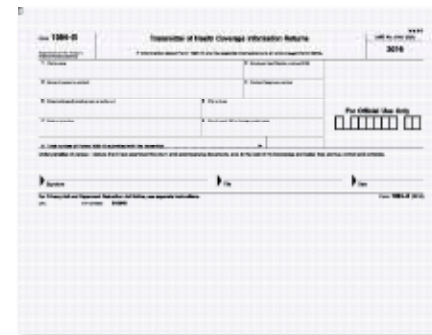
1095-B Health Coverage  
B1095B05

1095-B Continuation Form  
B1095BCON05

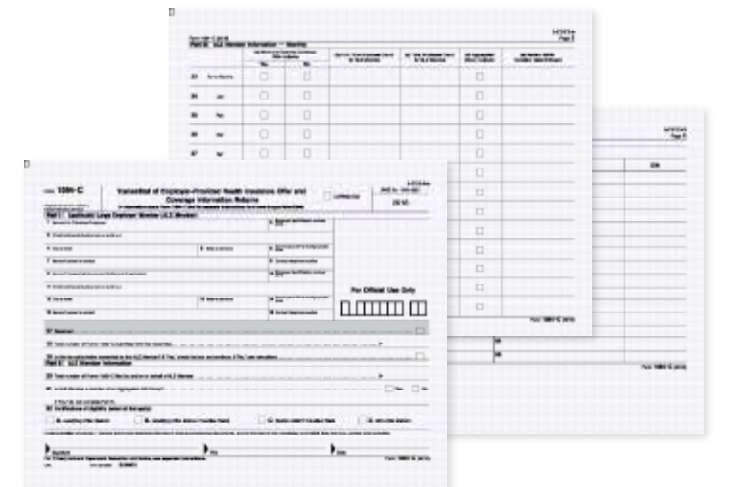


1095-C Employer Provided Health Insurance  
B1095C05

1095-C Continuation Form  
B1095CCON05



1094-B Transmittal of Health Coverage  
B1094B05



1094-C Employer Health Transmittal Kit — Pages 1-3  
B1094CS05



# ACA Recipient Formats

Order in increments of 25

## ACA RECIPIENT FORMATS

The following forms have been developed to simplify the process of issuing and mailing recipient copies. **These forms cannot be filed with the IRS.** Check with your software for compatibility. Order 1 form per employee/insured.

### 1095-B

Item #	Description	Form Type
B95BFPREC05	1095-B Full Page Recipient Form w/Instructions on Back	Preprinted Laser
B95BHPREC05	1095-B Half Page Recipient Form w/Instructions on Front	Preprinted Laser
B95BPERFI05	1095-B Form w/Instructions on Back	Blank Laser
B95BLANK	1095 w/Fold Perforation	Blank Laser
81651*	Pressure Seal 14" EZ 1095-B w/Instructions on Back	Preprinted Pressure Seal
81650*	Pressure Seal 14" EZ 1095-B or 1095-C	Blank Pressure Seal

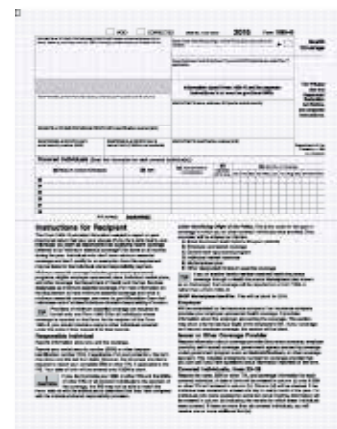
### 1095-C

Item #	Description	Form Type
B95CFPREC05	1095-C Full Page Recipient Form w/Instructions on Back	Preprinted Laser
B95CHPREC05	1095-C Half Page Recipient Form w/Instructions on Front	Preprinted Laser
95CRCBT	1095-C Blank Top Half Page Recipient Form w/Instructions on Back	Preprinted Laser
95CRCCNP	1095-C Blank Top Half Page Recipient Continuation Form	Preprinted Laser
B95CPERFI05	1095-C Form w/Instructions on Back	Blank Laser
B95BLANK	1095 w/Fold Perforation	Blank Laser
PS95CISB*	Pressure Seal 14" EZ Fold 1095-C w/Instructions on Back	Blank Pressure Seal
81652*	Pressure Seal 14" EZ Fold 1095-C	Preprinted Pressure Seal
81650*	Pressure Seal 14" EZ 1095-B or 1095-C	Blank Pressure Seal

\*Order in increments of 500



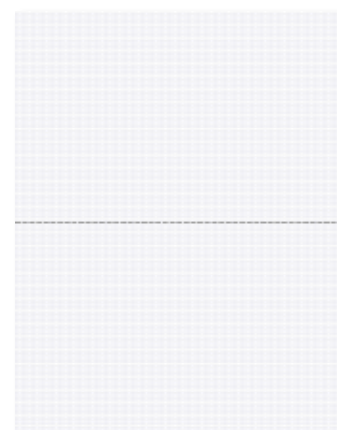
1095-B Full Page Recipient Form w/Instructions on Back  
B95BFPREC05



1095-B Half Page Recipient Form w/Instructions on Front  
B95BHPREC05



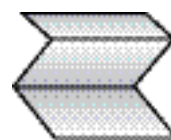
1095-C Full Page Recipient Form w/Instructions on Back  
B95CFPREC05



Blank 1095-C Form w/Instructions on Back  
B95CPERFI05



1095-C Preprinted Pressure Seal 14" EZ Fold  
81652



Eccentric Z-Fold

# ACA Recipient Mailing Envelopes

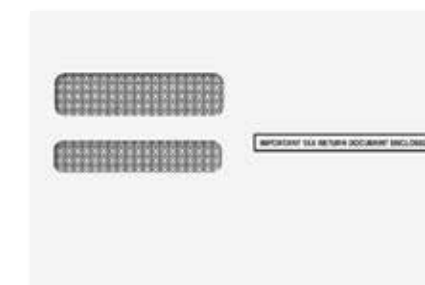
Order in increments of 25

## RECIPIENT MAILING ENVELOPES

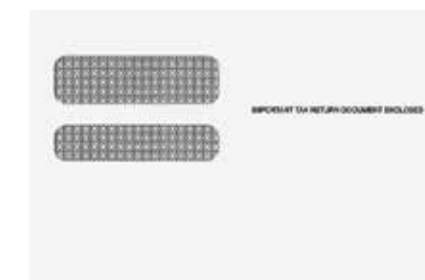
These envelopes are designed for the specified recipient copies only. Window envelopes will not work with federal landscape ACA forms.

Item #	Description	Compatible Forms
95DWENV05	Double Window Envelope Moisture Seal	B95BHPREC05
		B95CHPREC05
		B95BFPREC05
		B95CFPREC05
		B95BPERFI05*
95DWENVS05	Double Window Envelope Self Seal	B95CPERFI05*
		B95BHPREC05
		B95CHPREC05
		B95BFPREC05
		B95CFPREC05
1964	Double Window Envelope Moisture Seal - Machine Inserter	B95BPERFI05*
		B95CPERFI05*
		B95BHPREC05
		B95CHPREC05
		B95BFPREC05
RDWENV05	Double Window Envelope Moisture Seal	B95CFPREC05
		B95BPERFI05*
		B95CPERFI05*
		95CRCBT
		95CRCBT
RDWENVS05	Double Window Envelope Self Seal	95CRCBT
		95CRCBT

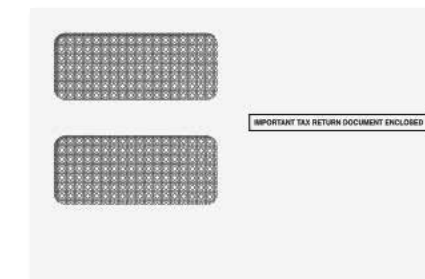
\*Blank forms can be used with various software packages. Check with software for envelope compatibility.



95DWENV05 - Moisture Seal  
95DWENVS05 - Self Seal



1964 - Moisture Seal



RDWENV05 - Moisture Seal  
RDWENVS05 - Self Seal



**COMPATIBLE ENVELOPES**  
ON PAGE 17

**1099 Parts Required Per State**

- State (Parts)
- Alabama (4 or 5)
- Alaska (3)
- Arizona (4)
- Arkansas (4 or 5)
- California (3 or 4)
- Colorado (4 or 5)
- Connecticut (4 or 5)
- Delaware (4 or 5)
- District of Columbia (4)
- Florida (3)
- Georgia (3 or 4)
- Hawaii (5)
- Idaho (4 or 5)
- Illinois (3 or 4)
- Indiana (3 or 4)
- Iowa (3 or 4)
- Kansas (4)
- Kentucky (3 or 4)
- Louisiana (3 or 4)
- Maine (4 or 5)
- Maryland (3 or 4)
- Massachusetts (4 or 5)
- Michigan (3 or 4)
- Minnesota (4 or 5)
- Mississippi (4 or 5)
- Missouri (3 or 4)
- Montana (4 or 5)
- Nebraska (4 or 5)
- Nevada (3)
- New Hampshire (3)
- New Jersey (4)
- New Mexico (3 or 4)
- New York (3 or 4)
- North Carolina (4 or 5)
- North Dakota (4 or 5)
- Ohio (4 or 5)
- Oklahoma (4 or 5)
- Oregon (3 or 4)
- Pennsylvania (4 or 5)
- Rhode Island (4)
- South Carolina (4 or 5)
- South Dakota (3)
- Tennessee (3)
- Texas (3)
- Utah (4 or 5)
- Vermont (3 or 4)
- Virginia (4)
- Washington (3)
- West Virginia (4)
- Wisconsin (4 or 5)
- Wyoming (3)

States noted as 3- or 4-part for 1099-MISC filing: If federal taxes have been withheld on the 1099-MISC, then a 4-part form is required; otherwise, a copy is not required to be filed with the recipient's personal taxes.

Some states require a 5-part form if Box 16 (State tax withheld) is filled in on the 1099-MISC form.

# 1099 Ordering Information

## » Sets & Kits

Order by the number of recipients

## » Preprinted Forms

Order by the number of recipients

Increments of 25 available

Example: 17 employees order 25;  
67 employees order 75

## » Blank Forms

Order by the sheet

Increments of 25 available



Software Compatible with 1099-MISC	
Blank 2up	Preprinted 2up
1099-ETC (AMS)	1099-ETC (AMS)
Client Accounting Suite	ATX W2/1099
Pensoft	Client Accounting Suite
Yearli Desktop	EasyACCT
Blank 3up	Pensoft
1099-ETC (AMS)	QuickBooks Basic PR
EasyACCT	QuickBooks Online Edition
Pensoft	QuickBooks Enhanced PR
Yearli Desktop	QuickBooks Standard PR
	SAGE BusinessWorks
	SAGE 50 Payroll
	TaxWise W2/1099
	Yearli Desktop

**1099 Forms:** Payment statement for payments made to non-employees of a business, or for other reasons as required by the government. If any date shown falls on a Saturday, Sunday or legal holiday, the due date is the next business day.

Form	Title	What to Report	Amounts to Report	Due Date	
				To IRS	To Recipient (unless indicated otherwise)
1042-S	Foreign Person's U.S. Source Income Subject to Withholding	Income such as interest, dividends, royalties, pensions and annuities, etc., and amounts withheld under Chapter 3. Also, distributions of effectively connected income by publicly traded partnerships or nominees.	See form instructions	March 15	March 15
1098	Mortgage Interest Statement	Mortgage interest (including points) and certain mortgage insurance premiums you received in the course of your trade or business from individuals and reimbursements of overpaid interest.	\$600 or more	February 28*	(To Payer/Borrower) January 31
1098-C	Contributions of Motor Vehicles, Boats, and Airplanes	Information regarding a donated motor vehicle, boat, or airplane.	Gross proceeds of more than \$500	February 28*	(To Donor) 30 days from date of sale or contribution
1098-E	Student Loan Interest Statement	Student loan interest received in the course of your trade or business.	\$600 or more	February 28*	January 31
1098-T	Tuition Statement	Qualified tuition and related expenses, reimbursements or refunds, and scholarships or grants (optional).	See form instructions	February 28*	January 31
1099-A	Acquisition or Abandonment of Secured Property	Information about the acquisition or abandonment of property that is security for a debt for which you are the lender.	All amounts	February 28*	(To Borrower) January 31
1099-B	Proceeds From Broker and Barter Exchange Transactions	Sales or redemptions of securities, future transactions, commodities, and barter exchange transactions.	All amounts	February 28*	February 15**
1099-C	Cancellation of Debt	Cancellation of a debt owed to a financial institution, the Federal Government, a credit union, RTC, FDIC, NCUA, a military department, the U.S. Postal Service, the Postal Rate Commission, or any organization having a significant trade or business of lending money.	\$600 or more	February 28*	January 31
1099-CAP	Changes in Corporate Control and Capital Structure	Information about cash, stock, or other property from an acquisition of control or the substantial change in capital structure of a corporation.	Over \$1,000	February 28*	(To Shareholders) January 31
1099-DIV	Dividends and Distributions	Distributions such as dividends, capital gain distributions, or nontaxable distributions, that were paid on stock and liquidation distributions.	\$10 or more, except \$600 or more for liquidations	February 28*	January 31**
1099-G	Certain Government Payments	Unemployment compensation, state and local income tax refunds, agricultural payments, and taxable grants.	\$10 or more, for refunds and unemployment	February 28*	January 31
1099-INT	Interest Income	Interest income.	\$10 or more (\$600 or more in some cases)	February 28*	January 31**
1099-LTC	Long-Term Care and Accelerated Death Benefits	Payments under a long-term care insurance contract and accelerated death benefits paid under a life insurance contract or by a viatical settlement provider.	All amounts	February 28*	January 31
1099-MISC	Miscellaneous Income (Also, use to report direct sales of \$5,000 or more of consumer goods for resale.)	Rent or royalty payments; prizes and awards that are not for services, such as winnings on TV or radio shows.	\$600 or more, except \$10 or more for royalties	February 28*	January 31
		Payments to crew members by owners or operators of fishing boats including payments of proceeds from sales of catch.	All amounts	February 28*	January 31**
		Section 409A income from nonqualified deferred compensation plans (NQDCs).	All amounts	February 28*	January 31**
		Payments to a physician, physicians' corporation, or other supplier of health and medical services. Issued mainly by medical assistance programs or health and accident insurance plans.	\$600 or more	February 28*	January 31**
		Payments for services performed for a trade or business by people not treated as its employees. Examples: fees to subcontractors or directors and golden parachute payments.	\$600 or more	January 31	January 31**
		Fish purchases paid in cash for resale.	\$600 or more	February 28*	January 31**
		Crop insurance proceeds.	\$600 or more	February 28*	January 31**
		Substitute dividends and tax-exempt interest payments reportable by brokers.	\$10 or more	February 28*	February 15**
		Gross proceeds paid to attorneys.	\$600 or more	February 28*	February 15**
		1099-OID	Original Issue Discount	Original issue discount.	\$10 or more
1099-PATR	Taxable Distributions Received From Cooperatives	Distributions from cooperatives passed through to their patrons including any domestic production activities deduction and certain pass-through credits.	\$10 or more	February 28*	January 31
1099-Q	Payments From Qualified Education Programs (Under Sections 529 and 530)	Earnings from qualified tuition programs and Coverdell ESAs.	All amounts	February 28*	January 31
1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	Distributions from retirement or profit-sharing plans, any IRA, insurance contracts, and IRA recharacterizations.	\$10 or more	February 28*	January 31
1099-S	Proceeds From Real Estate Transactions	Gross proceeds from the sale or exchange of real estate and certain royalty payments.	Generally, \$600 or more	February 28*	February 15
1099-SA	Distributions From an HSA, Archer MSA, or Medicare Advantage MSA	Distributions from an HSA, Archer MSA, or Medicare Advantage MSA.	All amounts	February 28*	January 31
5498	IRA Contribution Information	Contributions (including rollover contributions) to any individual retirement arrangement (IRA) including a SEP, SIMPLE, and Roth IRA; Roth conversions; IRA recharacterizations; and the fair market value (FMV) of the account.	All amounts	May 31	(To Participant) For FMV/RMD Jan 31; For contributions, May 31
5498-ESA	Coverdell ESA Contribution Information	Contributions (including rollover contributions) to a Coverdell ESA.	All amounts	May 31	April 30
5498-SA	HSA, Archer MSA, or Medicare Advantage MSA Information	Contributions to an HSA (including transfers and rollovers) or Archer MSA and the FMV of an HSA, Archer MSA, or Medicare Advantage MSA.	All amounts	May 31	(To Participant) May 31

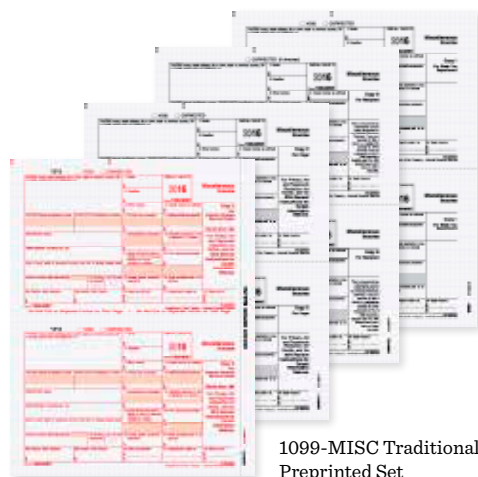
\*The due date is March 31 if filed electronically.  
\*\*The due date is March 15 for reporting by trustees and middlemen of WHFITs.

# 1099 Sets & Kits

Order by the number of recipients in increments of 25

## 1099 LASER SETS

- Sets include all forms required for filing with federal, state and local agencies based on the number of parts needed
- Blank sets include a preprinted red-scannable Copy A



1099-MISC Traditional 4-part Preprinted Set MISCS405

## 1099 KITS WITH ENVELOPES

Kits include all forms required for filing with federal, state and local agencies based on the number of parts needed **and envelopes**.



1099-MISC Traditional 3-part Preprinted Kit MISCS3E

### 1099 Laser Sets

Item #	Description/Parts	Format	Compatible Envelope
<b>1099-DIV Dividends &amp; Distributions</b>			
DIVS305	Preprinted 3pt	2up	RDWENV05
DIVS405	Preprinted 4pt	2up	RDWENV05
DIVSET305	Blank 3pt	2up	RDWENV05
DIVSET405	Blank 4pt	2up	RDWENV05
<b>1099-INT Interest Income</b>			
INTS305	Preprinted 3pt	2up	RDWENV05
INTS405	Preprinted 4pt	2up	RDWENV05
INTS505	Preprinted 5pt	2up	RDWENV05
INTSET305	Blank 3pt	2up	RDWENV05
INTSET405	Blank 4pt	2up	RDWENV05
<b>1099-MISC Miscellaneous Income</b>			
MISCS305	Preprinted 3pt	2up	RDWENV05
MISCS405	Preprinted 4pt	2up	RDWENV05
MISCS505	Preprinted 5pt	2up	RDWENV05
MISCSET305	Blank 3pt	2up	RDWENV05
MISCSET405	Blank 4pt or 5pt	2up	RDWENV05
<b>1099-R Distributions from Pensions, Annuities, Etc.</b>			
RS405	Preprinted 4pt	2up	RDWENV05
RS605	Preprinted 6pt	2up	RDWENV05
R4UPS605	Preprinted 6pt	4up	R4UPDWENV05
RSET405	Blank 4pt	2up	RDWENV05
RSET605	Blank 6pt	2up	RDWENV05
R4UPSET605	Blank 6pt	4up	R4UPDWENV05
<b>1099-T Tuition Statement</b>			
B98TSET05	Preprinted 3pt	3up	99DWENV05

### 1099 Kits with Envelopes

Item #	Parts	Format	Included Envelope	Envelope Seal
<b>Preprinted Kits</b>				
<b>1099-DIV Dividends &amp; Distributions</b>				
DIVS3E	3pt	2up	RDWENV05	Self Seal
DIVS3EG	3pt	2up	RDWENV05	Moisture Seal
DIVS4E	4pt	2up	RDWENV05	Self Seal
DIVS4EG	4pt	2up	RDWENV05	Moisture Seal
<b>1099-INT Interest Income</b>				
INTS3E	3pt	2up	RDWENV05	Self Seal
INTS3EG	3pt	2up	RDWENV05	Moisture Seal
INTS4E	4pt	2up	RDWENV05	Self Seal
INTS4EG	4pt	2up	RDWENV05	Moisture Seal
<b>1099-MISC Miscellaneous Income</b>				
MISCS3E	3pt	2up	RDWENV05	Self Seal
MISCS3EG	3pt	2up	RDWENV05	Moisture Seal
MISCS4E	4pt	2up	RDWENV05	Self Seal
MISCS4EG	4pt	2up	RDWENV05	Moisture Seal
MISCS5E	5pt	2up	RDWENV05	Self Seal
MISCS5EG	5pt	2up	RDWENV05	Moisture Seal
<b>1099-R Distributions from Pensions, Annuities, Etc.</b>				
RS4E	4pt	2up	RDWENV05	Self Seal
RS4EG	4pt	2up	RDWENV05	Moisture Seal
RS6E	6pt	2up	RDWENV05	Self Seal
RS6EG	6pt	2up	RDWENV05	Moisture Seal

Use the **1099 Parts Required Per State** chart on page 18 to determine the parts needed for the state(s) in which you file.

# 1099 Preprinted Forms

Order by the number of recipients in increments of 25

## 1099 PREPRINTED LASER FORMS

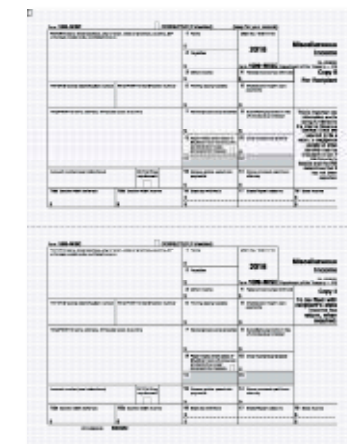
Item #	Description	Format	Compatible Envelope
<b>1099-MISC Miscellaneous Income</b>			
BMISFED05	1099-MISC Federal Copy A	2up	n/a
BMISREC05	1099-MISC Recipient Copy B	2up	RDWENV05
BMISB205*	1099-MISC Recipient Copies B/2	2up	RDWENV05
BMISPAY05	1099-MISC Payer Copy C	2up	n/a
BMIS105	1099-MISC Payer State Copy 1	2up	n/a
BMIS205	1099-MISC Recipient State Copy 2	2up	RDWENV05
<b>1099-R Distributions From Pensions, Annuities, etc.</b>			
BRFED05	1099-R Federal Copy A	2up	n/a
BRB05	1099-R Recipient Federal Copy B	2up	RDWENV05
BRREC05	1099-R Recipient File Copy C	2up	RDWENV05
BRPAY05	1099-R Payer State/City/Local Copy 1/D	2up	n/a
BR205	1099-R Recipient State/City/Local Copy 2	2up	RDWENV05
BR3UP05*	1099-R Recipient Copies B/C/2	3up	99DWENV05
BR4UP05*	1099-R Recipient Copies B/2/C/2	4up	R4UPDWENV05
<b>1099-DIV Dividends &amp; Distributions</b>			
BDIVFED05	1099-DIV Federal Copy A	2up	n/a
BDIVREC05	1099-DIV Recipient Copy B	2up	RDWENV05
BDIVPAY05	1099-DIV Payer Copy C	2up	n/a
BDIV105	1099-DIV Payer State Copy 1	2up	n/a
BDIV205	1099-DIV Recipient State Copy 2	2up	RDWENV05
<b>1099-INT Interest Income</b>			
BINTFED05	1099-INT Federal Copy A	2up	n/a
BINTREC05	1099-INT Recipient Copy B	2up	RDWENV05
BINTPAY05	1099-INT Payer Copy C	2up	n/a
BINT105	1099-INT Payer State Copy 1	2up	n/a
BINT205	1099-INT Recipient State Copy 2	2up	RDWENV05

\*Condensed form, one recipient per sheet.

Note: n/a indicates that envelopes are not used with these forms.



1099-MISC Federal Copy A BMISFED05



1099-MISC Recipient Copies B/2 BMISB205



1099-R Federal Copy A BRFED05



1099-R 4up Recipient Copies B/2/C/2 BR4UP05



1099-DIV Federal Copy A BDIVFED05



1099-INT Federal Copy A BINTFED05



## 1096 TRANSMITTALS

You need one 1096 form to transmit a summary of 1099, 1098, 5498 and W-2G forms filed by a single EIN or TIN. Use one 1096 for each type of form filed.

If you need more than the **THREE FREE** laser forms we send, order #B109605.

# 1099 Preprinted Forms

Order by the number of recipients in increments of 25 unless noted

## 1099 PREPRINTED LASER FORMS

Item #	Description	Format	Compatible Envelope
<b>1099-A</b>	<b>Acquisition/Abandonment of Secured Property</b>		
BAFED05	1099-A Federal Copy A	3up	n/a
BAREC05	1099-A Borrower Copy B	3up	99DWENV05
BAPAY05	1099-A Lender Copy C	3up	n/a
<b>1099-B</b>	<b>Proceeds From Broker and Barter Exchange Transactions</b>		
BBFED05	1099-B Federal Copy A	2up	n/a
BBREC05	1099-B Recipient Copy B	2up	RDWENV05
BBPAY05	1099-B Payer Copy C	2up	n/a
BB105	1099-B Payer State Copy 1	2up	n/a
BB205	1099-B Recipient State Copy 2	2up	RDWENV05
<b>1099-C</b>	<b>Cancellation of Debt</b>		
BCFED05	1099-C Federal Copy A	3up	n/a
BCREC05	1099-C Debtor Copy B	3up	99DWENV05
BCPAY05	1099-C Creditor Copy C	3up	n/a
<b>1099-CAP</b>	<b>Changes in Corp. Control/Cap. Structure</b>		
BCAPFED05	1099-CAP Federal Copy A	3up	n/a
<b>1099-DIV</b>	<b>Dividends &amp; Distributions (See page 21)</b>		
<b>1099-G</b>	<b>Certain Government Payments</b>		
BGFED05	1099-G Federal Copy A	3up	n/a
5028	1099-G Recipient Copy B	3up	99DWENV05
5029	1099-G Payer Copy C	3up	n/a
<b>1099-INT</b>	<b>Interest Income (See page 21)</b>		
<b>1099-K</b>	<b>Payment Card and Third Party Network Transactions</b>		
BKFED05	1099-K Federal Copy A	2up	n/a
BKB05	1099-K Payee Copy B	2up	RDWENV05
BKC05	1099-K Filer Copy C	2up	n/a
<b>1099-LTC</b>	<b>Long-Term Care &amp; Accelerated Death Benefits</b>		
BLTCFED05	1099-LTC Federal Copy A	3up	n/a
<b>1099-MISC</b>	<b>Miscellaneous Income (See page 21)</b>		
<b>1099-OID</b>	<b>Original Issue Discount</b>		
BOIDFED05	1099-OID Federal Copy A	2up	n/a
BOIDREC05	1099-OID Recipient Copy B	2up	RDWENV05
BOIDPAY05	1099-OID Payer Copy C	2up	n/a
<b>1099-PATR</b>	<b>Taxable Distributions From Cooperatives</b>		
BPATRFED05	1099-PATR Federal Copy A	3up	n/a
BPATRRC05	1099-PATR Recipient Copy B	3up	99DWENV05
BPATRPY05	1099-PATR Payer Copy C	3up	n/a
<b>1099-Q</b>	<b>Payments From Qualified Education Programs</b>		
BQFED05	1099-Q Federal Copy A	3up	n/a
BQREC05*	1099-Q Recipient Copy B	3up	99DWENV05
<b>1099-R</b>	<b>Distributions from Pensions, Annuities, Etc. (See page 21)</b>		
<b>1099-S</b>	<b>Proceeds From Real Estate Transactions</b>		
BSFED05	1099-S Federal Copy A	3up	n/a
BSREC05	1099-S Transferor Copy B	3up	99DWENV05
BSPAY05	1099-S Filer or State Copy C	3up	n/a
<b>1099-SA</b>	<b>Distributions From an HSA, Archer MSA, or Medicare Advantage</b>		
BMSAFED05	1099-SA Federal Copy A	3up	n/a
9377	1099-SA Recipient Copy B	3up	99DWENV05
9378*	1099-SA Trustee/Payer Copy C	3up	n/a

## MORE INFORMATION REPORTING FORMS

Item #	Description	Format	Compatible Envelope
<b>1098</b>	<b>Mortgage Interest Statement</b>		
B1098FED05	1098 Federal Copy A	2up	n/a
B1098PY05	1098 Payer/Borrower Copy B	2up	RDWENV05
B1098RC05	1098 Recipient/Lender Copy C	2up	n/a
<b>1098-C</b>	<b>Contributions of Motor Vehicles, Boats &amp; Airplanes</b>		
B1098CA05	1098-C IRS Copy A	1up	n/a
B1098CB05	1098-C Donor Copy B	1up	n/a
B1098CC05	1098-C Donor File Copy C	1up	n/a
B1098CD05	1098-C Donee Copy D	1up	n/a
<b>1098-E</b>	<b>Student Loan Interest Statement</b>		
B98EFED05	1098-E Federal Copy A	3up	n/a
B98EREC05	1098-E Borrower Copy B	3up	99DWENV05
B98EPAY05	1098-E Recipient Copy C	3up	n/a
<b>1098-T</b>	<b>Tuition Statement</b>		
B98TFED05	1098-T Federal Copy A	3up	n/a
B98TREC05	1098-T Student Copy B	3up	99DWENV05
B98TPAY05	1098-T Filer Copy C	3up	n/a
<b>1042-S</b>	<b>Foreign Person's U.S. Source Income Subject to Withholding</b>		
1042SFED05	1042-S Federal Copy A	1up	n/a
1042SB05	1042-S Recipient Record Copy B	1up	42SSWENV05
1042SC05	1042-S Recipient Federal Copy C	1up	42SSWENV05
1042SD05	1042-S Recipient State Copy D	1up	42SSWENV05
1042SE05	1042-S Withholding Agent Record Copy E	1up	n/a
<b>5498</b>	<b>IRA Contribution Information</b>		
B5498FED05	5498 Federal Copy A	2up	n/a
B5498RC05	5498 Participant Copy B	2up	RDWENV05
B5498PY05	5498 Trustee or Issuer Copy C	2up	n/a
<b>5498-ESA</b>	<b>Coverdell ESA Contribution Information</b>		
BESAFED05	5498-ESA Federal Copy A	3up	n/a
BESAB05	5498-ESA Beneficiary Copy B	3up	99DWENV05
<b>5498-SA</b>	<b>HSA, Archer MSA, or Medicare Advantage Information</b>		
B98MSFD05	5498-SA Federal Copy A	3up	n/a
9380	5498-SA Participant Copy B	3up	99DWENV05
9381*	5498-SA Trustee Copy C	3up	n/a

Formats may change in compliance with IRS standards.

Note: n/a indicates that envelopes are not used with these forms.

\*Available in increments of 150

## 1096 TRANSMITTALS

You need one 1096 form per form type to transmit a summary of 1099, 1098, 5498 or W-2G forms filed by a single EIN or TIN. Use one 1096 for each type of form filed.

If you need more than the THREE FREE laser forms we send, order #B109605.



1099-A Federal Copy A  
BAFED05



1099-B Federal Copy A  
BBFED05



1099-G Federal Copy A  
BGFED05



1099-LTC Federal Copy A  
BLTCFED05



1099-OID Federal Copy A  
BOIDFED05



1099-PATR Federal Copy A  
BPATRFED05



1099-Q Federal Copy A  
BQFED05



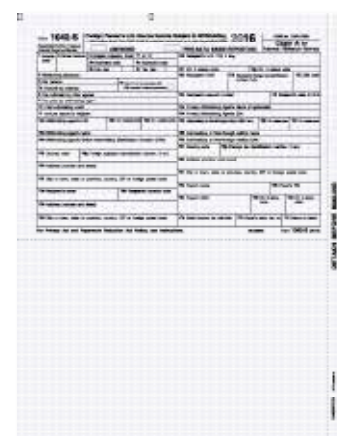
1099-S Federal Copy A  
BSFED05



1098 Federal Copy A  
B1098FED05



1098-T Federal Copy A  
B98TFED05



1042-S  
1042SFED05



**COMPATIBLE ENVELOPES**  
ON PAGE 26

# 1099 Blank Forms

Order by the sheet in increments of 25

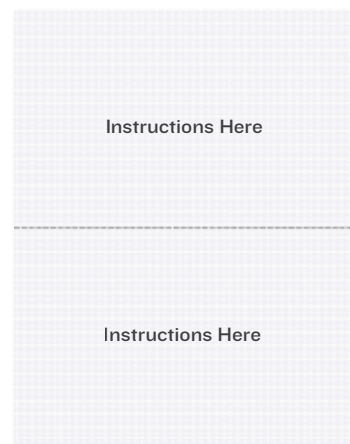
## 1099 BLANK PERFORATED LASER PAPER

- The IRS recommends that recipient copies be printed on perforated paper
- Form pictures indicate which parts of the form have instructions printed on the back (unless noted)

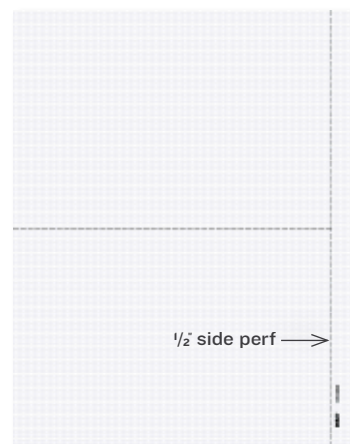
### 1099 Blank Laser Paper

Item #	Description	Compatible Envelope
WONEPERF05	2up 1099-MISC, -B, -DIV, -R	RDWENV05
WONEPERFMI05	2up with 1099-MISC instructions on the top form	RDWENV05
80014	2up with 1099-MISC instructions on both forms	RDWENV05
80637	2up with 1/2" side perf	RDWENV05
B99PERF05	3up with 1/2" side perf	99DWENV05
B99PERFMI05	3up with 1/2" side perf with 1099-MISC instructions on top and middle forms	99DWENV05
4UPPERF05	4up 1099-MISC, -R	R4UPDWENV05
80728	4up 1099-R with instructions	R4UPDWENV05
B4PERF05	4up Universal 1099-R and 1099-MISC	1970*
9ONEPERF05	1099 3up without side perf	99ENVA
BINTBLNK	2up with 1099-INT instructions	RDWENV05
42SPERF05	1up 1042-S	42SSWENV05

\*Not for users of ATX, TaxWise, or Client Accounting Suite.



2up Blank Paper  
WONEPERF05  
WONEPERFMI05 (with 1099-MISC instructions on top form)  
80014 (with 1099-MISC instructions on both forms)

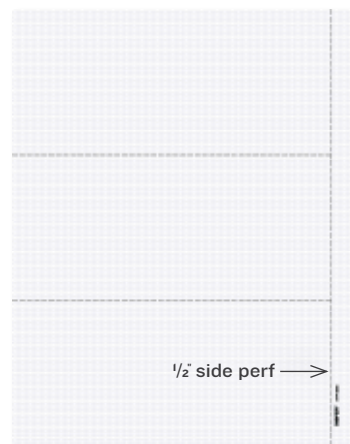


2up Blank Paper with side perf  
80637

MISC: Recipient State Copy	MISC: Recipient Copy	MISC: Recipient Instructions
1099-R: Recipient Federal Copy	1099-R: Recipient State Copy	1099-R: Recipient State or Local Copy

MISC: Payer State Copy	MISC: Payer Copy and Payer Instructions
1099-R: Recipient Copy	1099-R: Recipient Instructions

4up Universal Blank Paper  
B4PERF05



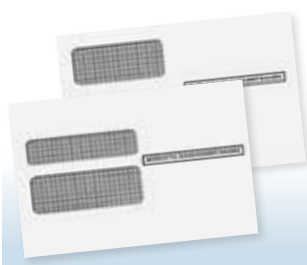
3up Blank Paper with side perf  
B99PERF05  
B99PERFMI05 (with 1099-MISC inst.)  
9ONEPERF05 (no side perf)



4up Blank Paper  
4UPPERF05  
80728 (with 1099-R instructions)

**REQUEST A SAMPLE** of our envelopes if you plan to use them with blank 1099 paper.

It's important to ensure that window placement is compatible with the information your software prints.



**COMPATIBLE ENVELOPES**  
ON PAGE 26

# 1099 Continuous Forms

Order by the number of recipients in increments of 25

## Most Popular 1099s

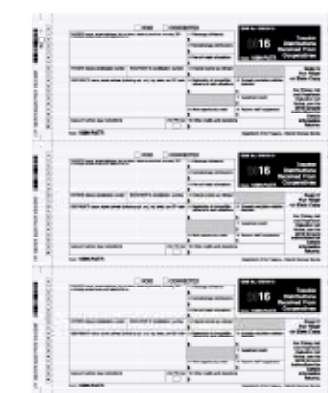
Item #	Description	Copy Part	Compatible Envelope
<b>1099-DIV</b>	<b>Dividends &amp; Distributions</b>		
CDIV053	1099-DIV 3pt Carbonless	A, B, C	RDWENV05
CDIV054	1099-DIV 5pt Carbonless	A, State, B, 2, C	RDWENV05
<b>1099-INT</b>	<b>Interest Income</b>		
CINT053	1099-INT 3pt Carbonless	A, B, C	RDWENV05
CINT054	1099-INT 5pt Carbonless	A, State, B, 2, C	RDWENV05
<b>1099-MISC</b>	<b>Miscellaneous Income</b>		
CMIS053	1099-MISC 3pt Carbonless	A, B, C	RDWENV05
CMIS054	1099-MISC 4pt Carbonless	A, State, B, C	RDWENV05
CMIS055	1099-MISC 5pt Carbonless	A, 1, B, 2, C	RDWENV05
PAMIS053	1099-MISC 3pt SM	A, C : B	n/a
PAMIS054	1099-MISC 4pt SM	A, 1, C : B	n/a
QMMIS055*	1099-MISC 5pt SM	A, 1, C : B, 2	n/a
MMMIS051*	1099-MISC 1pt EF	B	RDWENV05
MMPAMIS052	1099-MISC 2pt EF SM	C : B	n/a
MMQMMIS053	1099-MISC 3pt EF SM	C : B, 2	n/a
MMMSIND053	1099-MISC 3pt Non-Dated EF SM	C : B, 2	n/a
<b>1099-R</b>	<b>Distributions From Pensions, Annuities, etc.</b>		
CR054	1099-R 4pt Carbonless	A, B, C, D	RDWENV05
CR056	1099-R 6pt Carbonless	A, 1, B, C, 2, D	RDWENV05
QMR054	1099-R 4pt SM	A, D : B, C	n/a

## Other 1099s

Item #	Description	Copy Part	Compatible Envelope
<b>1099-A</b>	<b>Acquisition/Abandonment of Secured Property</b>		
CSA054	1099-A 4pt Carbonless	A, State, B, C	99DWENV05
<b>1099-B</b>	<b>Proceeds From Broker &amp; Barter Exchange Transactions</b>		
CB054	1099-B 4pt Carbonless	A, State, B, C	RDWENV05
<b>1099-C</b>	<b>Cancellation of Debt</b>		
CC054	1099-C 4pt Carbonless	A, State, B, C	99DWENV05
<b>1099-G</b>	<b>Certain Government Payments</b>		
CG054	1099-G 5pt Carbonless	A, State, B, 2, C	99DWENV05
<b>1099-LTC</b>	<b>Long-Term Care &amp; Accelerated Death Benefits</b>		
CLTC054*	1099-LTC 4pt Carbonless	A, B, C, D	99DWENV05
<b>1099-OID</b>	<b>Original Issue Discount</b>		
COID054	1099-OID 4pt Carbonless	A, State, B, C	RDWENV05
<b>1099-PATR</b>	<b>Taxable Distributions Received From Cooperatives</b>		
CPATR054	1099-PATR 4pt Carbonless	A, State, B, C	99DWENV05
MMQMPATR052	1099-PATR 2pt EF SM	C : B	n/a
<b>1099-Q</b>	<b>Payments From Qualified Education Programs</b>		
CQ053*	1099-Q 3up Carbonless 3pt	A, B, C	99DWENV05
<b>1099-S</b>	<b>Proceeds From Real Estate Transactions</b>		
CS054	1099-S 4pt Carbonless	A, State, B, C	99DWENV05



1099-MISC 4-part Carbonless  
CMIS054



1099-PATR 2-part Electronic Reporting Self-Mailer  
MMQMPATR052

## More Information Reporting Forms

Item #	Description	Copy Part	Compatible Envelope
<b>1098</b>	<b>Mortgage Interest Statement</b>		
C1098053	1098 3pt Carbonless	A, B, C	RDWENV05
C1098054	1098 4pt Carbonless	A, State, B, C	RDWENV05
<b>1098-E</b>	<b>Student Loan Interest Statement</b>		
C1098E054*	1098-E 4pt Carbonless	A, State, B, C	n/a
<b>1098-T</b>	<b>Tuition Statement</b>		
C1098T054	1098-T 4pt Carbonless	A, State, B, C	99DWENV05
MMPA98T052	1098-T 2pt EF SM	C : B	n/a
<b>5498</b>	<b>IRA Contribution Information</b>		
C5498053	5498 3pt Carbonless	A, B, C	RDWENV05
<b>1042-S</b>	<b>Foreign Person's US Source Income Subject to Withholding</b>		
16C1042S055	2016 1042-S 5pt Carbonless	A, B, C, D, E	42SSWENV05
17C1042S055	2017 1042-S 5pt Carbonless	A, B, C, D, E	42SSWENV05

EF=Electronic Filing

SM=Self Mailer (Does not require a separate envelope)

\*Order in increments of 50

## 1096 TRANSMITTALS

You need one 1096 form per form type to transmit a summary of 1099, 1098, 5498 or W-2G forms filed by a single EIN or TIN. Use one 1096 for each type of form filed.

If you need more than the THREE FREE laser forms we send, order #B109605.



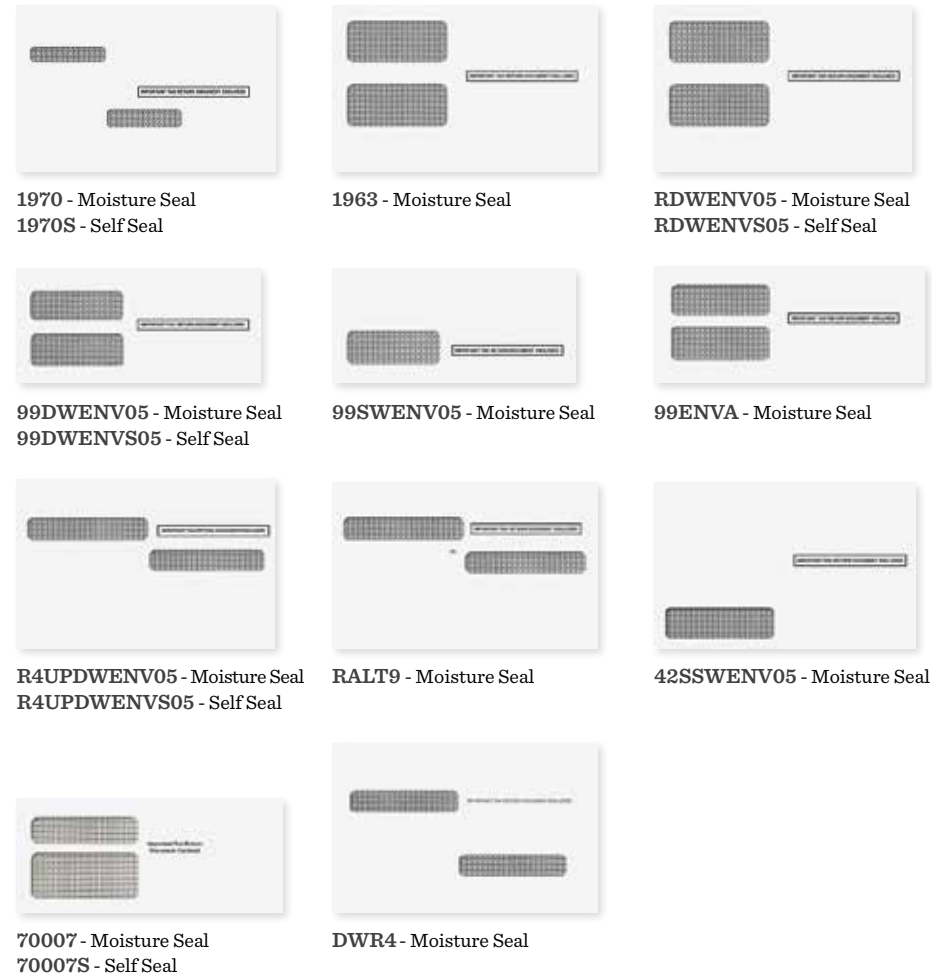
# 1099 Compatible Envelopes

Order in increments of 25

## 1099 ENVELOPES

- Envelopes are constructed of 24# white wove stock
- Compatible with nearly all 1099 forms
- Interior tint provides secure delivery of recipient's information on the forms
- All envelopes are imprinted in black with "Important Tax Return Document Enclosed"

**FREE SAMPLES**



Item #	Description	Overall Size	Top Window		Bottom Window		Top Window		Bottom Window	
			Distance From Top	Distance From Bottom	Distance From Top	Distance From Bottom	Distance From Top	Distance From Bottom	Distance From Top	Distance From Bottom
<b>Moisture Seal 1099 Envelopes</b>										
*1970	W-2/1099 Universal Double Window	5 5/8" x 8 3/4"	1/2" x 2 1/2"	1/2"	3 11/16"	9/16" x 2 1/2"	3 1/16"	1 1/2"		
1963	• 1099 2up Double Window	5 5/8" x 9"	1 3/8" x 3 3/8"	1/2"	3 11/16"	1 7/16" x 3 3/8"	1/2"	1 17/32"		
RDWENV05	1099 2up Double Window	5 5/8" x 8 3/4"	1 3/8" x 3 3/8"	1/2"	3 11/16"	1 7/16" x 3 3/8"	1/2"	1 17/32"		
99DWENV05	1099 3up Double Window	3 7/8" x 8 1/4"	1" x 3 1/8"	1/2"	2 3/16"	1 1/8" x 3 1/8"	1/2"	5/8"		
99SWENV05	1099 3up Single Window	3 7/8" x 8 1/4"	n/a	n/a	n/a	1 1/8" x 3 1/8"	1/2"	5/8"		
99ENVA	• 1099 Double Window	3 15/16" x 9 3/16"	1" x 3 5/16"	9/16"	2 5/16"	1 1/8" x 3 5/16"	9/16"	3/4"		
R4UPDWENV05	1099-R 4up Double Window	5 3/4" x 8 3/4"	3/4" x 4 1/16"	3/8"	3 11/16"	1 1/16" x 3 7/8"	4 1/2"	2 5/8"		
RALT9	• 1099-R 4up Alt. Double Window	5 5/8" x 9"	3/4" x 4 1/16"	3/8"	3 11/16"	1 1/16" x 4 1/16"	4 1/2"	2 5/8"		
42SSWENV05	1042-S Single Window	6" x 9"	n/a	n/a	n/a	1" x 3 5/8"	3/8"	5/16"		
70007	• 1099 for Jack Henry Software	3 7/8" x 9"	7/8" x 3 5/8"	1/2"	2 3/8"	1 9/16" x 3 5/8"	1/2"	1/2"		
DWR4	• 1099 4up Double Window	5 3/4" x 9"	1 1/16" x 3 5/8"	5/8"	3 5/16"	1 1/16" x 3 5/8"	4 5/16"	1 1/8"		
<b>Self Seal 1099 Envelopes</b>										
*1970S	W-2/1099 Universal Double Window	5 5/8" x 8 3/4"	1/2" x 2 1/2"	1/2"	3 11/16"	9/16" x 2 1/2"	3 1/16"	1 1/2"		
RDWENV05S	1099 2up Double Window	5 5/8" x 8 3/4"	1 3/8" x 3 3/8"	1/2"	3 11/16"	1 7/16" x 3 3/8"	1/2"	1 17/32"		
99DWENV05S	1099 3up Double Window	3 7/8" x 8 1/4"	1" x 3 1/8"	1/2"	2 3/16"	1 1/8" x 3 1/8"	1/2"	5/8"		
R4UPDWENV05S	1099-R 4up Double Window	5 3/4" x 8 3/4"	3/4" x 4 1/16"	3/8"	3 11/16"	1 1/16" x 3 7/8"	4 1/2"	2 5/8"		
70007S	1099 for Jack Henry Software	3 7/8" x 9"	7/8" x 3 5/8"	1/2"	2 3/8"	1 9/16" x 3 5/8"	1/2"	1/2"		

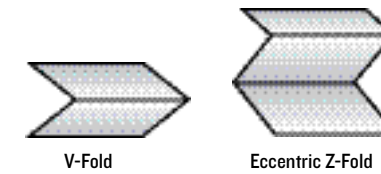
\*Not for users of ATX, TaxWise, or Client Accounting Suite. • For high-speed inserting equipment.

# 1099 Pressure Seal Forms

Order in increments of 500

## 1099 PRESSURE SEAL FORMS

- Pressure Seal saves you time and money by efficiently processing high volumes of forms and eliminating the need for envelopes (special equipment required)



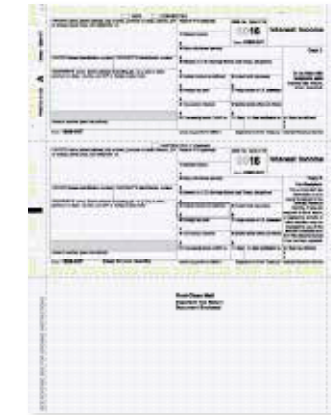
### Universal Pressure Seal Forms

Item #	Description	Size	Fold Type
80650	Universal Paper	8 1/2" x 14"	Eccentric Z

### 1099 Pressure Seal Forms

Item #	Description	Recipient Copies	Size	Fold Type
<b>Preprinted</b>				
80485	1099-INT	Copies 2, B	8 1/2" x 11"	Z
80487	1099-MISC	Copies 2, B	8 1/2" x 11"	Z
<b>Blank</b>				
80349	Multi-Purpose	n/a	8 1/2" x 11"	Z
LMISCPSB*	1099-MISC	n/a	8 1/2" x 11"	Z

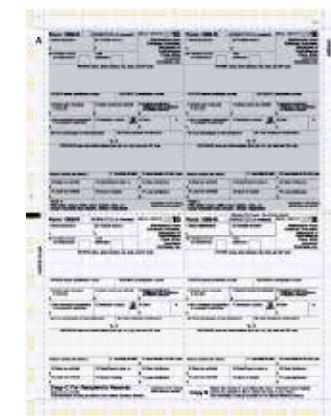
\*Contains instructions



1099-INT  
80485—Comparable to MW351



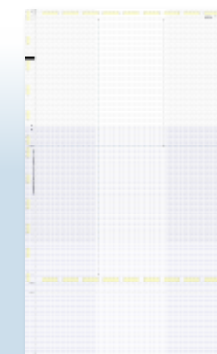
1099-MISC  
80487—Comparable to MW353



1099-R  
80735—Comparable to MW284



1099 Multi-Purpose  
80349—Best used for 1099-INT & 1099-DIV



## UNIVERSAL PRESSURE SEAL FORM

Simplify printing!

Use the Universal Pressure Seal form to print both W-2s and 1099s.

#80650

# Your W-2, 1099 & 1095 Partner...

We're here to answer your questions and help you get the right tools for wage and information reporting.

Please give us a call if you would like more information or need help selecting the right forms.

