W-2, 1099 & 1095 REPORTING



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

-W-22511



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

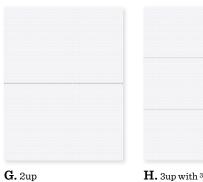
F. Continuous

per page

BLANK W-2 FORMATS

one employee, four copies

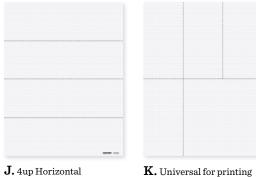
per page

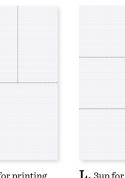




H. 3up with 3/4" side perf

I. 4up Quadrant





W-2 and 1099s on one stock

L. 3up for QuickBooks &



W-2 SOFTWARE COMPATIBILITY

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C. Condensed 3up, one employee, three copies







EasyACCT with 1/2" side perf

| 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 | А | | | |
| CS Professional | A, B, D | | | |
| EasyACCT | A, D | | | |
| Pensoft | А | | | |
| QuickBooks Basic PR | А | | | |
| 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 $\operatorname{programs}$. Call us if you don't see the program you are looking for.

Compatible envelopes available for all forms.

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|----------|------------|------|-------|-----|----------------|
| 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 | Ι | | |
| Sage 50 - U.S. Edition | Ι | | |
| SAGE 100 ERP | Ι | | |
| SAGE 300 (ACCPAC) | Ι | | |
| 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 |
|---------------------|-------|----------------------------|
| Preprinted Laser Se | ets | |
| W2TRADS405 | 4pt | DWENV05 |
| W2TRADS605 | 6pt | DWENV05 |
| W2TRADS805 | 8pt | DWENV05 |
| Blank Laser Sets | | |
| TRADSET405 | 4pt | DWENV05 |
| *TRDSET4I05 | 4pt | DWENV05 |
| TRADSET605 | 6pt | DWENV05 |
| *TRDSET6I05 | 6pt | DWENV05 |
| TRADSET805 | 8pt | DWENV05 |
| *TRDSET8I05 | 8pt | DWENV05 |

 $^{\ast} \mathrm{Employee}$ instructions are printed on back of blank paper.

>> FORMS INCLUDED

W-2 Traditional Preprinted & Blank Sets

| | | Preprinted | | | Blank | | |
|--------------------------------|-----|------------|-----|--------|-------|-----|--|
| | | Forms | | Sheets | | | |
| Form Copy | 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 | |

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

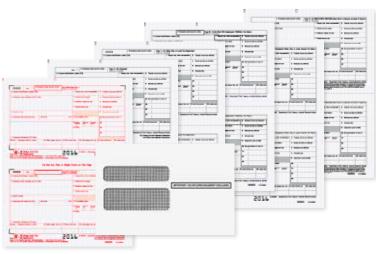
| Item # | Parts | Included Envelope | Envelope Seal |
|-----------|-------|-------------------|---------------|
| W24UPS6E | 6pt | 4UPDWENVS05 | Self Seal |
| W24UPS6EG | 6pt | 4UPDWENV05 | Moisture Seal |
| W24UPS8E | 8pt | 4UPDWENVS05 | Self Seal |
| W24UPS8EG | 8pt | 4UPDWENV05 | Moisture Seal |



Traditional 6-part Preprinted Set W2TRADS605

 ${}_{Use\,the}\,W\mbox{-}2\,Parts\,Required\,Per\,State$

chart on page 4 to determine the parts needed for the state(s) in which you file.



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 |
|------------|-------|---------------------|
| Quadrant | | |
| W24UPS605 | 6pt | 4UPDWENV05 |
| W24UPS805 | 8pt | 4UPDWENV05 |
| Horizontal | | |
| W24DOWN605 | 6pt | 4DOWNENV05 |
| W24DOWN805 | 8pt | 4DOWNENV05 |

W-2 Condensed Blank 3up Sets

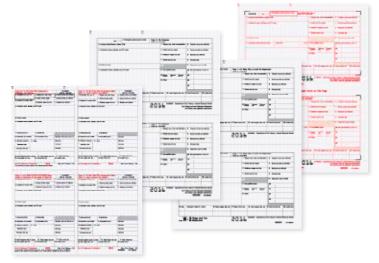
| Item # | Parts | Compatible Envelope |
|-------------|-------|---------------------|
| 3UPSET605 | 6pt | 3UPDWENV05 |
| *3UPSET6I05 | 6pt | 3UPDWENV05 |

*Employee instructions are printed on back.

W-2 Condensed Blank 4up Sets

| Item # | Parts | Compatible Envelope |
|-------------|-------|---------------------|
| Quadrant | | |
| 4UPSET605 | 6pt | 4UPDWENV05 |
| *4UPSET6I05 | 6pt | 4UPDWENV05 |
| 4UPSET805 | 8pt | 4UPDWENV05 |
| *4UPSET8I05 | 8pt | 4UPDWENV05 |
| Horizontal | | |
| *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

| | | 2up | | 31 | ıp | 4u | ւթ |
|--------------------------------|-----|-------|-----|-----|-----|-----|-----|
| | | Forms | 5 | For | ms | For | ms |
| Form Copy | 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

| | 3up Sheets | 4up S | Sheets |
|-----------------------------|-------------------|-------|--------|
| Form Copy | 6pt | 6pt | 8pt |
| W-2 Employer Federal Copy A | 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

| | | Compatible |
|-----------|--------------------------------------|------------|
| Item # | Description | 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 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 |
| Сору В | 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

| | | Compatible |
|------------|--|------------|
| Item # | Description | 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 Employer Federal Copy A BW2FED05

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

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



W-2 Employer 4up Copies 1/D BW24UPER05

W-2 PREPRINTED CONDENSED 4UP LASER FORMS

W-2 Preprinted Condensed 4up Laser Forms

| | | Compatible |
|-----------------|--|------------|
| Item # | Description | 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 |
| BW24DWNA | 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 incre | ments of 50 | |

W-2c, W-3c LASER FORMS

W-2c & W-3c Correction Forms

| | | Compatible |
|--------|---------------------------------------|------------|
| Item # | Description | 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-2G LASER FORMS

W-2G 2up Forms

| | | Compatible |
|-------------|---------------------------------|------------|
| Item # | Description | 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 |
| | | |

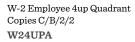
W-2G products are summarized with 1096 forms.



COMPATIBLE ENVELOPES ON PAGE 12

W-2 PREPRINTED FORMS

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W-2 Employee 4up Horizontal Copies B/C/2/2 BW24DWNA

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W-3C Correctional Transmittal **BW3C05**

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

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

*Compatible with QuickBooks.

| Item # | Description | Compatible |
|-------------|-------------------------------|------------|
| | | Envelope |
| WONEPERF05 | 2up | DWENV05 |
| WONEPERFI05 | 2up with instructions | DWENV05 |
| *83634 | 3up with ½" 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 instruction | ons |
| | on 2 panels | 4UPDWENV05 |
| 83631 | 4up Quadrant with instruction | ons |
| | 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 instruction | ons |
| | on 24# paper stock | 4UPDWENV05 |
| | | |

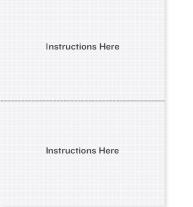
**Not for users of ATX, TaxWise, or Client Accounting Suite.

Request a sample of our envelopes

It's important to ensure that window placement is

compatible with the information your software prints.

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



2up Blank Paper WONEPERF05 WONEPERF105 (with instructions)



3up Blank Paper BW23PERF05 BW3PERF105 (with instructions)



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



3up Blank Paper 83634 836341 (with instructions) Compatible with QuickBooks

| Instructions Here | Instructions Here |
|-------------------|-------------------|
| Instructions Here | Instructions Here |
| | |

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

| Employee | Employee | Employee |
|----------------------------|----------|----------------------|
| Federal | State | State |
| Copy | Copy | Copy |
| Employee Record Copy | | ons Print n Front |

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

| | | | Cor |
|-------------|-----------------------|------------------------|-----|
| Item# | Description | Copy Part | Eı |
| Carbonless | | | |
| CW2054 | One-Wide 4pt | A, B, C, D | DV |
| CW2056 | One-Wide 6pt | A, 1, B, C, 2, D | DV |
| CW2058 | One-Wide 8pt | A, 1, 1, B, C, 2, 2, D | DV |
| 2CW2053 | Two-Wide 6pt | Left: D/1, D/1; | |
| | | Right: A, B, C, 2 | 2DV |
| 2CW2054 | Two-Wide 8pt | Left: D/1, D/1, D/1; | |
| | | Right: A, B, C, 2, 2 | 2DV |
| TSCW2ER053 | Twin-Set Employer 3pt | A, 1, D | DV |
| TSCW2EE053 | Twin-Set Employee 3pt | B, 2, C | DV |
| TSCW2ER054 | Twin-Set Employer 4pt | A, 1, D, 1 | DV |
| TSCW2EE054 | Twin-Set Employee 4pt | B, 2, C, 2 | DV |
| TSCW2053 | Twin-Set 6pt | A, 1, D, B, 2, C | DV |
| TSCW2054 | Twin-Set 8pt | A, 1, D, 1, B, 2, C, 2 | DV |
| Self-Mailer | | | |
| QMW2054 | One-Wide 4pt | A, D : B, C | |
| QMW2056 | One-Wide 6pt | A, 1, D : B, C, 2 | |
| 2QMW2056 | Two-Wide 6pt | Right: A : B, C, 2; | |
| | | Left: 1/D, 1/D | |
| | | | |

W-2 Electronic Reporting Forms

| | | | Co |
|-------------|-------------|-----------------|------------------|
| Item# | Description | Copy Part | \mathbf{E}_{1} |
| Carbonless | | | |
| MMCW2054 | 4pt | B, C, 2, 1/D | DV |
| MMCW2055 | 5pt | B, C, 2, 2, 1/D | DV |
| Self-Mailer | | | |
| MMQMW2D053 | 4pt | 1/D : B, C, 2 | |
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W-2G, W-2c Continuous Forms

| Item# | Description | Copy Part | E |
|----------------|----------------------------------|------------------|----|
| *W-2G Certain | Gambling Winnings | | |
| *16CW2G056 | 2016 Carbonless 6pt (2 per page) | A, 1, B, C, 2, D | RD |
| *17CW2G056 | 2017 Carbonless 6pt (2 per page) | A, 1, B, C, 2, D | RD |
| W-2c Corrected | l Wage and Tax Statement | | |
| CW2C056 | Non-Dated Carbonless 6pt | A, 1, B, C, 2, D | W |
| | | | |

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

W-3, W-3c Continuous Forms

| | | | Co |
|------------|-----------------|-----------------|------|
| Item# | Description | Copy Part | E |
| Carbonless | | | |
| W3052 | 2pt Transmittal | А | |
| W3C052 | 2pt Transmittal | Fed Employer Re | cord |

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.





COMPATIBLE ENVELOPES ON PAGE 12

W-2 CONTINUOUS FORMS

ompatible Envelope

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Compatible Envelope

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

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

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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

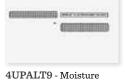
W-2 ENVELOPES

- 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





80558 - Moisture Seal 80558S - Self Seal



12

W2CENV05 - Moisture Seal

4356S - Self Seal



1970 - Moisture Seal

1970S - Self Seal



DWENV05 - Moisture Seal DWENVS05 - Self Seal



3UPDWENV05 - Moisture Seal 4UPDWENV05 - Moisture Seal 4UPDWENVS05 - Self Seal 3UPDWENVS05 - Self Seal





1961 - Moisture Seal



1973 - Moisture Seal 1973S - Self Seal



4DOWNENVS05 - Self Seal



SWENV05 - Moisture Seal

FREE SAMPLES

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| Item # | Description | Overall Size | Window Size | Left Edge | Bottom Edge | Window Size | Left Edge | Bottom Edge |
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| *1970 | W-2 Universal Double Window | 5 ⁵ /8" x 8 ³ /4" | ¹ /2" x 2 ¹ /2" | 1/2" | 311/16" | ⁹ /16" x 2 ¹ /2" | 31/16" | $1^{1/2}$ " |
| DWENV05 | W-2 2up Double Window | 5 ³ /4" x 8 ³ /4" | ¹⁵ /16" x 4 ¹ /8" | 1/2" | 33/8" | 1 ³ /8" x 4 ¹ /8" | 1/2" | 19/16" |
| 1973 | W-2 3up Double Window | 37/8" x 81/2" | 7/8" x 31/4" | 3/8" | 21/4" | ¹³ / ₁₆ " x 3 ¹ / ₄ " | 3/8" | 1" |
| 3UPDWENV05 | W-2 3up Double Window | 37/8" x 8" | 1" x 3 ¹ /8" | 3/8" | 23/16" | ³ /4" x 3 ¹ /8" | 3/8" | 1" |
| 4UPDWENV05 | W-2 4up Quadrant Double Window | $5^{3/4}$ " x $8^{3/4}$ " | ⁹ /16" x 3 ⁷ /8" | 5/16" | 39/16" | ¹¹ /16" x 3 ⁷ /8" | 43/8" | $2^{1/2}$ " |
| 4DOWNENV05 | W-2 4up Horizontal Double Window | 53/4" x 83/4" | 3/4" x 313/16" | 5/16" | 43/16" | 3/4" x 313/16" | 5/16" | 5/8" |
| 80558 | •W-2 4up Quadrant Double Window | 5 ⁵ /8" x 9" | ¹¹ / ₁₆ " x 3 ¹¹ / ₁₆ " | 5/8" | 39/32" | ¹¹ / ₁₆ " x 3 ¹¹ / ₁₆ " | 5/8" | 15/32" |
| 4356 | W-2 4 Down Horz Alt. Double Win | 5 ⁵ /8" x 9" | ³ /4" x 3 ³ /8" | 3/8" | 41/4" | ¹³ /16" x 3 ³ /8" | 3/8" | 5/8" |
| 2DWENV05 | W-2 Two-Wide Double Window | $5^{5/8}$ " x $9^{1/2}$ " | ¹⁵ /16" x 4 ¹ /16" | 1/2" | 311/32" | 17/16" x 41/16" | 1/2" | 11/2" |
| 1961 | W-2 4up Quadrant Double Window | 5 ⁵ /8" x 9" | ³ /4" x 3 ⁷ /8" | 3/8" | 37/16" | ³ /4" x 3 ⁷ /8" | 3/8" | 27/16" |
| 398 | •W-2 4up Quadrant Double Window | 5 ⁵ /8" x 9" | ⁹ /16" x 3 ⁵ /8" | 5/8" | 31/2" | ¹¹ /16" x 3 ⁵ /8" | 5/8" | 1 ¹ /4" |
| RDWENV05 | 2up Double Window | 55/8" x 83/4" | 1 ³ /8" x 3 ³ /8" | 1/2" | 311/16" | 17/16" x 33/8" | 1/2" | 117/32" |
| SWENV05 | W-2 2up Single Window | $5^{3/4}$ " x $8^{3/4}$ " | n/a | n/a | n/a | $1^{3}/8'' \ge 4^{1}/8''$ | 1/2" | 19/16" |
| **4UPALT9 | •W-2 4up 9" Double Window | 5 ⁵ /8" x 9" | ⁹ /16" x 3 ⁷ /8" | 5/16" | 39/16" | ¹¹ /16" x 3 ⁷ /8" | 4 ³ /8" | $2^{1/2}$ " |
| W2CENV05 | W-2c Double Window | 53/4" x 9" | 15/16" x 313/16" | 1/2" | 31/4" | $1'' \ge 3^{11/16''}$ | 45/16" | 17/8" |
| Self Seal W-2 En | velopes | | | | | | | |
| *1970S | W-2/1099 Universal Double Win | $5^{5/8}$ " x $8^{3/4}$ " | ¹ /2" x 2 ¹ /2" | 1/2" | 311/16" | ⁹ /16" x 2 ¹ /2" | 31/16" | $1^{1/2}$ " |
| DWENVS05 | W-2 2up Double Window | 53/4" x 83/4" | 15/16" x 41/8" | 1/2" | 33/8" | 1 ³ /8" x 4 ¹ /8" | 1/2" | 19/16" |
| 3UPDWENVS05 | W-2 3up Double Window | 37/8" x 8" | 1" x 3 ¹ /8" | 3/8" | $2^{3/16}$ " | ³ /4" x 3 ¹ /8" | 3/8" | 1" |
| 1973S | W-2 3up Double Window | $3^{7}/8'' \ge 8^{1}/2''$ | ⁷ /8" x 3 ¹ /4" | 3/8" | 21/4" | ¹³ / ₁₆ " x 3 ¹ / ₄ " | 3/8" | 1" |
| 4UPDWENVS05 | W-2 4up Quadrant Double Window | $5^{3/4}$ " x $8^{3/4}$ " | ⁹ /16" x 3 ⁷ /8" | 5/16" | 39/16" | ¹¹ /16" x 3 ⁷ /8" | 43/8" | $2^{1/2}$ " |
| 4DOWNENVS05 | W-2 4up Horizontal Double Window | $5^{3/4}$ " x $8^{3/4}$ " | $^{3/4}$ " x $^{313/16}$ " | 5/16" | 43/16" | $^{3}/4'' \ge 3^{13}/16''$ | 5/16" | 5/8" |
| 80558S | W-2 4up Quadrant Double Window | 5 ⁵ /8" x 9" | $^{11}\!/_{16}"x3^{11}\!/_{16}"$ | 5/8" | 39/32" | $^{11}\!/_{16}'' x 3^{11}\!/_{16}''$ | 5/8" | 15/32" |
| 4356S | W-2 4up Horz Alt. Double Window | 55/8" x 9" | 3/4" x 33/8" | 3/8" | 41/4" | ¹³ /16" x 3 ³ /8" | 3/8" | 5/8" |
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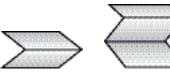
*Not for users of ATX, TaxWise, or Client Accounting Suite. **Order in increments of 500. • For high-speed inserting equipment.

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



V-Fold

80650

Eccentric Z-Fold



W-2 4up Quadrant Preprinted

80732-Comparable to MW285



Item#



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 Pre | essure Seal Forms | | | | |
| Item# | Description | Employee Copies | Size | Form Type | Fold Type |
| Blank | | | | | |
| 80640 | W-2 4up Quadrant | n/a | $8^{1/2}$ " x 14" | Quadrant | Eccentric Z |
| 80642 | W-2 4up Horizontal | n/a | $81/2'' \times 14''$ | Horizontal | Eccentric Z |
| Preprint | ed | | | | |
| 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 | $81/2'' \times 14''$ | Horizontal | Eccentric Z |
| 80732 | W-2 4up Quadrant | Copies 2/2/B/C | $81/2'' \ge 11''$ | Quadrant | V |
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W-2 4up Quadrant Blank 80640-Comparable to MW1289

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



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

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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

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.

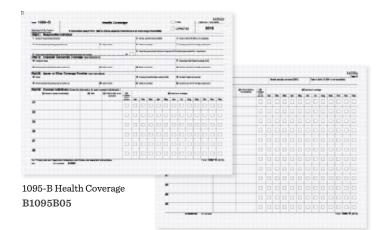
1095-B

| 1033 D | |
|-------------|---|
| 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 | |
| | |

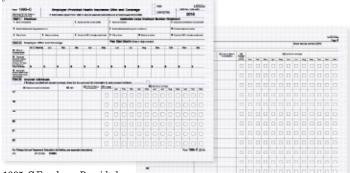
| Item # | Description |
|-----------|--|
| B1094C105 | 1094-C Employer Health Transmittal Page 1 |
| B1094C205 | 1094-C Employer Health Transmittal Page 2 |
| B1094C305 | 1094-C Employer Health Transmittal Page 3 |
| B1094CS05 | 1094-C Employer Health Transmittal Kit — Pages 1-3 |
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1094-B Transmittal of Health Coverage B1094B05

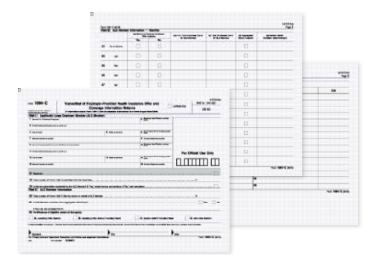


1095-B Continuation Form B1095BCON05



1095-C Employer Provided Health Insurance B1095C05

1095-C Continuation Form B1095CCON05



1094-C Employer Health Transmittal Kit – Pages 1-3 $\bf B1094CS05$

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.

| Item # | Description | Form Type |
|-------------|-------------------------------------|------------------|
| B95BFPREC05 | 1095-B Full Page Recipient Form | |
| | w/Instructions on Back | Preprinted Lase: |
| B95BHPREC05 | 1095-B Half Page Recipient | |
| | Form w/Instructions on Front | Preprinted Lase |
| B95BPERFI05 | 1095-B Form w/Instructions on Back | Blank Laser |
| B95BLANK | 1095 w/Fold Perforation | Blank Laser |
| 81651* | Pressure Seal 14" EZ 1095-B | Preprinted |
| | w/Instructions on Back | Pressure Seal |
| 81650* | Pressure Seal 14" EZ 1095-B or | Blank |
| | 1095-C | Pressure Seal |
| 1095-C | - | |
| Item # | Description | Form Type |
| B95CFPREC05 | 1095-C Full Page Recipient Form | |
| | w/Instructions on Back | Preprinted Lase |
| B95CHPREC05 | 1095-C Half Page Recipient Form | |
| | w/Instructions on Front | Preprinted Lase |
| 95CRCBT | 1095-C Blank Top Half Page Recipien | |
| | Form w/Instructions on Back | Preprinted Lase |
| 95CRCCNP | 1095-C Blank Top Half Page | |
| | Recipient Continuation Form | Preprinted Lase |
| 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 | Blank |
| | w/Instructions on Back | Pressure Seal |
| 81652* | Pressure Seal 14" EZ Fold 1095-C | Preprinted |
| | | Pressure Seal |
| 81650* | Pressure Seal 14" EZ 1095-B or | Blank |
| | 1095-C | Pressure Seal |

140.00

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



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

Eccentric Z-Fold



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

B95BHPREC05



Blank 1095-C Form w/Instructions on Back B95CPERFI05



1095-C Preprinted Pressure Seal 14" EZ Fold 81652

ACA Recipient Mailing Envelopes

Order in increments of 25

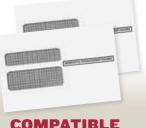
RECIPIENT MAILING ENVELOPES

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

| Item# | Description | Compatil Forms |
|------------|--|-------------------|
| 95DWENV05 | Double Window Envelope Moisture Seal | B95BHPRE |
| | | B95CHPRE |
| | | B95BFPRE |
| | | B95CFPRE |
| | | B95BPERF |
| | | B95CPERF |
| 95DWENVS05 | Double Window Envelope Self Seal | B95BHPRE |
| | | B95CHPRE |
| | | B95BFPRE |
| | | B95CFPRE |
| | | B95BPERF |
| | | B95CPERF |
| 1964 | Double Window Envelope Moisture Seal - | B95BHPRE |
| | Machine Inserter | B95CHPRE |
| | | B95BFPRE |
| | | B95CFPRE |
| | | B95BPERF |
| | | B95CPERF |
| RDWENV05 | Double Window Envelope Moisture Seal | 95CRCBT |
| RDWENVS05 | Double Window Envelope Self Seal | 95CRCBT |
| | | |

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

*Order in increments of 500



COMPATIBLE **ENVELOPES** ON PAGE 17

16

ACA RECIPIENT MAILING ENVELOPES

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Reflation to an talk socialise includes 95DWENV05 - Moisture Seal 95DWENVS05 - Self Seal 1964 - Moisture Seal

IMPORTANT TAX RETURN DOCUMENT ENCLOSED

RDWENV05 - Moisture Seal RDWENVS05 - Self Seal

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.

a (3 or 4) 3 or 4)

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 IO99-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.

| | | | | | Due Date |
|-----------|---|---|--|--------------|---|
| Form | Title | What to Report | Amounts to Report | ToIRS | 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 | February 28* | January 31** |
| 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; Fo 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 |
| | | | | | |

*The due date is March 31 if filed electronically.

**The due date is March 15 for reporting by trustees and middlemen of WHFITs.

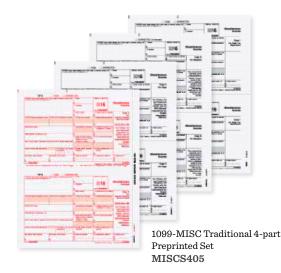
GUIDE TO FILING 1099s

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

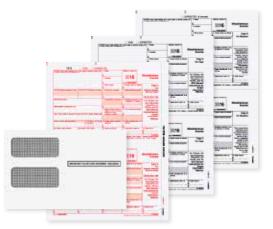


1099 Laser Sets

| | | | Compatible |
|------------|--------------------------|--------------|---------------|
| Item# | Description/Parts | Format | Envelope |
| 1099-DIV | Dividends & Distrib | utions | |
| DIVS305 | Preprinted 3pt | 2up | RDWENV05 |
| DIVS405 | Preprinted 4pt | 2up | RDWENV05 |
| DIVSET305 | Blank 3pt | 2up | RDWENV05 |
| DIVSET405 | Blank 4pt | 2up | RDWENV05 |
| 1099-INT | Interest Income | | |
| 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 |
| 1099-MISC | Miscellaneous Incor | me | |
| 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 |
| 1099-R | Distributions from I | Pensions, An | nuities, Etc. |
| 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 |
| 1099-T | Tuition Statement | | |
| B98TSET05 | Preprinted 3pt | 3up | 99DWENV05 |

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 Kits with Envelopes

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| Preprinted Kits | | | Included | Envelope | |
| Item # | Parts | Format | Envelope | Seal | |
| 099-DIV Dividends & Distributions | | | | | |
| DIVS3E | 3pt | 2up | RDWENVS05 | Self Seal | |
| DIVS3EG | 3pt | 2up | RDWENV05 | Moisture Seal | |
| DIVS4E | 4pt | 2up | RDWENVS05 | Self Seal | |
| DIVS4EG | 4pt | 2up | RDWENV05 | Moisture Seal | |
| 1099-INT Interest Income | | | | | |
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| INTS3EG | 3pt | 2up | RDWENV05 | Moisture Seal | |
| INTS4E | 4pt | 2up | RDWENVS05 | Self Seal | |
| INTS4EG | 4pt 2up | RDW | VENV05 | Moisture Seal | |
| 1099-MISC | Miscella | neous Inco | ome | | |
| MISCS3E | 3pt | 2up | RDWENVS05 | Self Seal | |
| MISCS3EG | 3pt | 2up | RDWENV05 | Moisture Seal | |
| MISCS4E | 4pt | 2up | RDWENVS05 | Self Seal | |
| MISCS4EG | 4pt | 2up | RDWENV05 | Moisture Seal | |
| MISCS5E | 5pt | 2up | RDWENVS05 | Self Seal | |
| MISCS5EG | 5pt | 2up | RDWENV05 | Moisture Seal | |
| 1099-R | Distribu | tions from | Pensions, Annu | ities, Etc. | |
| RS4E | 4pt | 2up | RDWENVS05 | Self Seal | |
| RS4EG | 4pt | 2up | RDWENV05 | Moisture Seal | |
| RS6E | 6pt | 2up | RDWENVS05 | 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

| T . <i>II</i> | | . . | Compatible |
|----------------------|-----------------------------------|------------|-------------|
| Item# | Description | Format | Envelope |
| 1099-MISC | Miscellaneous Income | _ | |
| 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 |
| 1099-R | Distributions From Pensions, An | nuities, | etc. |
| 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 |
| 1099-DIV | Dividends & Distributions | | |
| 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 |
| 1099-INT | Interest Income | | |
| 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 |
| *Condongod fo | rm one reginient per sheet | | |

*Condensed form, one recipient per sheet.

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



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





1099-MISC Federal Copy A BMISFED05

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1099-R Federal Copy A BRFED05



1099-DIV Federal Copy A BDIVFED05

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1099-MISC Recipient Copies B/2 BMISB205



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



1099-INT Federal Copy A BINTFED05

1099 Preprinted Forms

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

1099 PREPRINTED LASER FORMS

| | | | Compatible |
|------------|--------------------------------------|--------------|------------------|
| Item# | Description | Format | Envelope |
| 1099-A | Acquisition/Abandonment of Se | ecured Prop | erty |
| 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 |
| 1099-B | Proceeds From Broker and Bart | er Exchange | Transactions |
| 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 |
| 1099-C | Cancellation of Debt | | |
| 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 |
| 1099-CAP | Changes in Corp. Control/Cap. S | | iija |
| BCAPFED05 | 1099-CAP Federal Copy A | 3up | n/a |
| 1099-DIV | Dividends & Distributions (See | | 11/a |
| | | page 21) | |
| 1099-G | Certain Government Payments | 0 | /- |
| 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 |
| 1099-INT | Interest Income (See page 21) | | |
| 1099-K | Payment Card and Third Party N | | |
| 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 |
| 1099-LTC | Long-Term Care & Accelerated I | Death Benef | ìts |
| BLTCFED05 | 1099-LTC Federal Copy A | 3up | n/a |
| 1099-MISC | Miscellaneous Income (See page | e 21) | |
| 1099-OID | Original Issue Discount | | |
| 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 |
| 1099-PATR | Taxable Distributions From Coc | operatives | |
| 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 |
| 1099-Q | Payments From Qualified Educa | ation Progra | ms |
| BQFED05 | 1099-Q Federal Copy A | 3up | n/a |
| BQREC05* | 1099-Q Recipient Copy B | 3up | 99DWENV05 |
| 1099-R | Distributions from Pensions, Ar | nuities, Etc | e. (See page 21) |
| 1099-S | Proceeds From Real Estate Tran | | |
| 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 |
| 1099-SA | Distributions From an HSA, Arc | - | |
| | Medicare Advantage | | |
| 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 3up | n/a |
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MORE INFORMATION REPORTING FORMS

| | | | Compatible |
|------------|--|--------------|------------------|
| Item # | Description | Format | Envelope |
| 1098 | Mortgage Interest Statement | | |
| 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 |
| 1098-C | Contributions of Motor Vehicles | , Boats & Ai | rplanes |
| 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 |
| 1098-E | Student Loan Interest Statemen | t | |
| 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 |
| 1098-T | Tuition Statement | | |
| 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 |
| 1042-S | Foreign Person's U.S. Source Inc | ome Subjec | t to Withholding |
| 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 |
| 5498 | IRA Contribution Information | | |
| 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 |
| 5498-ESA | Coverdell ESA Contribution Info | ormation | |
| BESAFED05 | 5498-ESA Federal Copy A | 3up | n/a |
| BESAB05 | 5498-ESA Beneficiary Copy B | 3up | 99DWENV05 |
| 5498-SA | HSA, Archer MSA, or Medicare | Advantage | Information |
| 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-OID Federal Copy A BOIDFED05

1099-PATR Federal Copy A BPATRFED05





1098-T Federal Copy A B98TFED05

1098 Federal Copy A B1098FED05

1099 PREPRINTED FORMS



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1099-LTC Federal Copy A BLTCFED05



1099-Q Federal Copy A **BQFED05**

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1099-S Federal Copy A BSFED05



1042-S 1042SFED05



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

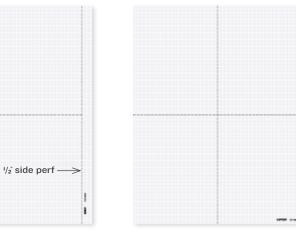
| | | Compatible |
|--------------|---------------------------------|-------------|
| Item # | Description | Envelope |
| WONEPERF05 | 2up 1099-MISC, -B, -DIV, -R | RDWENV05 |
| WONEPERFMI05 | 2up with 1099-MISC | |
| | instructions on the top form | RDWENV05 |
| 80014 | 2up with 1099-MISC | |
| | instructions 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* |
| 90NEPERF05 | 1099 3up without side perf | 99ENVA |
| BINTBLNK | 2up with 1099-INT | |
| | instructions | RDWENV05 |
| 42SPERF05 | 1up 1042-S | 42SSWENV05 |



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

3up Blank Paper with side perf B99PERF05 B99PERFMI05 (with 1099-MISC inst.) 90NEPERF05 (no side perf)

1/2 side perf \longrightarrow



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

1099 Continuous Forms

Order by the number of recipients in increments of 25

Most Popular 1099s

| | | | Compatible |
|------------|--|--------------------|------------|
| Item# | Description | Copy Part | Envelope |
| 1099-DIV | Dividends & Distributions | | |
| CDIV053 | 1099-DIV 3pt Carbonless | A, B, C | RDWENV05 |
| CDIV054 | 1099-DIV 5pt Carbonless | A, State, B, 2, C | RDWENV05 |
| 1099-INT | Interest Income | | |
| CINT053 | 1099-INT 3pt Carbonless | A, B, C | RDWENV05 |
| CINT054 | 1099-INT 5pt Carbonless | A, State, B, 2, C | RDWENV05 |
| 1099-MISC | Miscellaneous Income | | |
| 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 | В | RDWENV05 |
| MMPAMIS052 | 1099-MISC 2pt EF SM | C:B | n/a |
| MMQMMIS053 | 1099-MISC 3pt EF SM | C: B, 2 | n/a |
| MMMISND053 | 1099-MISC 3pt | | |
| | Non-Dated EF SM | C: B, 2 | n/a |
| 1099-R | Distributions From Pension | ns, Annuities, etc | |
| CR054 | 1099-R 4pt Carbonless | A, B, C, D | RDWENV05 |
| CR056 | 1099-R 6pt Carbonless | A, 1, B, C, 2, D | RDWENV05 |
| QMR054 | $1099-\mathrm{R}4\mathrm{pt}\mathrm{SM}$ | A, D : B, C | n/a |
| | | | |

Other 1099s

| 011101 10333 | | | |
|--------------|-----------------------------|-------------------------|------------|
| | | | Compatible |
| Item# | Description | Copy Part | Envelope |
| 1099-A | Acquisition/Abandonment | of Secured Prop | erty |
| CSA054 | 1099-A 4pt Carbonless | A, State, B, C | 99DWENV05 |
| 1099-B | Proceeds From Broker & Ba | rter Exchange | |
| | Transactions | | |
| CB054 | 1099-B4pt Carbonless | A, State, B, C | RDWENV05 |
| 1099-C | Cancellation of Debt | | |
| CC054 | 1099-C 4pt Carbonless | A, State, B, C | 99DWENV05 |
| 1099-G | Certain Government Payme | ents | |
| CG054 | 1099-G 5pt Carbonless | A, State, B, 2, C | 99DWENV05 |
| 1099-LTC | Long-Term Care & Accelera | ted Death Benef | ïts |
| $CLTC054^*$ | 1099-LTC 4pt Carbonless | A, B, C, D | 99DWENV05 |
| 1099-OID | Original Issue Discount | | |
| COID054 | 1099-OID 4pt Carbonless | A, State, B, C | RDWENV05 |
| 1099-PATR | Taxable Distributions Recei | ved From Coope | ratives |
| CPATR054 | 1099-PATR 4pt Carbonless | A, State, B, C | 99DWENV05 |
| MMQMPATR052 | 1099-PATR 2pt EF SM | C:B | n/a |
| 1099-Q | Payments From Qualified E | Iducation Progra | ms |
| CQ053* | 1099-Q3upCarbonless 3pt | A, B, C | 99DWENV05 |
| 1099-S | Proceeds From Real Estate | Transactions | |
| CS054 | 1099-S 4pt Carbonless | A, State, B, C | 99DWENV05 |
| | | | |



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

2up Blank Paper with side perf

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State Copy

4up Universal Blank Paper B4PERF05

1099 CONTINUOUS FORMS





1099-MISC 4-part Carbonless CMIS054



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

More Information Reporting Forms

| | | | Compatible |
|-------------|-----------------------------|----------------|------------|
| Item# | Description | Copy Part | Envelope |
| 1098 | Mortgage Interest Stateme | nt | |
| C1098053 | 1098 3pt Carbonless | A, B, C | RDWENV05 |
| C1098054 | 1098 4pt Carbonless | A, State, B, C | RDWENV05 |
| 1098-E | Student Loan Interest State | ement | |
| C1098E054* | 1098-E 4pt Carbonless | A, State, B, C | n/a |
| 1098-T | Tuition Statement | | |
| C1098T054 | 1098-T 4pt Carbonless | A, State, B, C | 99DWENV05 |
| MMPA98T052 | 1098-T 2pt EF SM | C:B | n/a |
| 5498 | IRA Contribution Informat | ion | |
| C5498053 | 5498 3pt Carbonless | A, B, C | RDWENV05 |
| 1042-S | Foreign Person's US Source | Income Subject | et to |
| | Withholding | | |
| 16C1042S055 | 20161042-S5ptCarbonless | 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"



| 1970 - Moisture Seal 1970S - Self Seal | 1963 - Moisture Seal | RDWENV05 - Moisture Se RDWENVS05 - Self Seal |
|---|---------------------------------------|---|
| | | |
| 99DWENV05 - Moisture Seal 99DWENVS05 - Self Seal | 99SWENV05 - Moisture Seal | 99ENVA - Moisture Seal |
| | · · · · · · · · · · · · · · · · · · · | |
| R4UPDWENV05 - Moisture Seal R4UPDWENVS05 - Self Seal | RALT9 - Moisture Seal | 42SSWENV05 - Moisture |



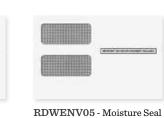
DWR4 - Moisture Seal

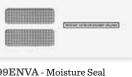
70007 - Moisture Seal 70007S - Self Seal

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|--------------------|--|---|---|-----------|--------------------|--|-------------|----------------------|
| Item# | Description | Overall Size | Window Size | Left Edge | Bottom Edge | Window Size | | Bottom Edge |
| Moisture Seal 1099 | 9 Envelopes | | | | | | | |
| *1970 | W-2/1099 Universal Double Window | 55/8" x 83/4" | 1/2" x 21/2" | 1/2" | 311/16" | 9/16" x 21/2" | 31/16" | $1^{1/2}$ " |
| 1963 | • 1099 2up Double Window | 5 ⁵ /8" x 9" | 1 ³ /8" x 3 ³ /8" | 1/2" | 311/16" | 1 ⁷ /16" x 3 ³ /8" | 1/2" | 117/32" |
| RDWENV05 | 1099 2up Double Window | 55/8" x 83/4" | 13/8" x 33/8" | 1/2" | 311/16" | 17/16" x 33/8" | 1/2" | 117/32" |
| 99DWENV05 | 1099 3up Double Window | 37/8" x 81/4" | 1" x 31/8" | 1/2" | 23/16" | 11/8" x 31/8" | 1/2" | 5/8" |
| 99SWENV05 | 1099 3up Single Window | 37/8" x 81/4" | 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 35/16" | 9/16" | 25/16" | 11/8" x 35/16" | 9/16" | 3/4" |
| R4UPDWENV05 | 1099-R 4up Double Window | 53/4" x 83/4" | 3/4" x 41/16" | 3/8" | 311/16" | 11/16" x 37/8" | 41/2" | 25/8" |
| RALT9 | • 1099-R 4up Alt. Double Window | 5 ⁵ /8" x 9" | $^{3/4}$ " x $^{41/16}$ " | 3/8" | 311/16" | ¹¹ /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 35/8" | 3/8" | 5/16" |
| 70007 | 1099 for Jack Henry Software | 37/8" x 9" | 7/8" x 35/8" | 1/2" | 23/8" | 19/16" x 35/8" | 1/2" | 1/2" |
| DWR4 | • 1099 4up Double Window | $5^{3/4}$ " x 9" | ¹¹ /16" x 3 ⁵ /8" | 5/8" | 35/16" | $^{11}/_{16}$ " x $^{35}/_{8}$ " | 45/16" | 11/8" |
| Self Seal 1099 Env | elopes | | | | | | | |
| *1970S | W-2/1099 Universal Double Window | 55/8" x 83/4" | 1/2" x 21/2" | 1/2" | 311/16" | ⁹ /16" x 2 ¹ /2" | 31/16" | $1^{1/2}$ " |
| RDWENVS05 | 1099 2up Double Window | 5 ⁵ /8" x 8 ³ /4" | 1 ³ /8" x 3 ³ /8" | 1/2" | 311/16" | 17/16" x 33/8" | 1/2" | $1^{17/32}$ |
| 99DWENVS05 | 1099 3up Double Window | 37/8" x 81/4" | 1" x 31/8" | 1/2" | 23/16" | $11/8'' \ge 31/8''$ | 1/2" | 5/8" |
| R4UPDWENVS05 | 1099-R 4up Double Window | 53/4" x 83/4" | 3/4" x 41/16" | 3/8" | 311/16" | 11/16" x 37/8" | 41/2" | 25/8" |
| 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.









V05 - Moisture Seal

| teres and the second | 80650 | Universal Paper |
|---------------------------------------|----------|------------------|
| | 1099 Pre | ssure Seal Forms |
| | Item# | Description |
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| Item # | Description | Recipient Copies | Size | Fold Type |
|------------|---------------|-------------------------|-------------------|-----------|
| Preprinted | | | | |
| 80485 | 1099-INT | Copies 2, B | $8^{1/2}$ " x 11" | Z |
| 80487 | 1099-MISC | Copies 2, B | 81/2" x 11" | Z |
| Blank | | | | |
| 80349 | Multi-Purpose | n/a | $8^{1/2}$ " x 11" | Z |
| LMISCPSB* | 1099-MISC | n/a | 81/2" x 11" | Z |

*Contains instructions

Item#

Universal Pressure Seal Forms

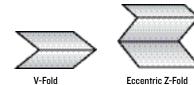
Description

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)



| > | \leftarrow |
|--------|------------------|
| V-Fold | Eccentric Z-Fold |
| | |

1099 PRESSURE SEAL FORMS

| ł | ACCORDANCE MILLING | Lancer and Lancer | (mail) |
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1099-INT 80485–Comparable to MW351

Fold Type

 $8^{1/2}$ " x 14" Eccentric Z

Size



1099-R 80735–Comparable to MW284

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1099-MISC 80487-Comparable to MW353



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





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.

