

TAX YEAR 2020 W-2, 1099 & 1095 REPORTING

*The right options for easy wage
and information reporting*



ibbi, llc

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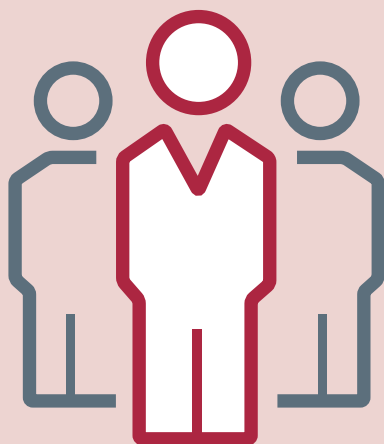
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>> **NEW!** FORM 1099-NEC

>> **QUICK TURNAROUND**

>> **EASY ORDERING**

Your W-2, 1099 & 1095 Partner



NEW FORM 1099-NEC

The IRS has revived this old form for reporting nonemployee compensation for the 2020 tax year. If you typically file Form 1099-MISC (with Box 7 completed), you will need to file Form 1099-NEC. Data currently reported in Box 7 (Nonemployee compensation) of Form 1099-MISC for tax year 2019, will be required to be reported in Box 1 of Form 1099-NEC for tax year 2020. The Internal Revenue Service (IRS) and various states are requiring this form to be filed by the effective deadline, February 1, 2021.

QUICK TURNAROUND

EASY ORDERING

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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. | January 31* | | 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.

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 Software Compatibility Guide

Software Compatible with Preprinted W-2 Formats

| Software | Compatible Formats |
|-------------------------|--------------------|
| 1099-ETC (AMS) | A, B, C, D, E |
| ATX MAX | 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 |
| QuickBooks Standard PR | A |
| 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.



**COMPATIBLE
ENVELOPES**

AVAILABLE FOR ALL FORMS.
SEE PAGE II.

Software Compatible with Blank W-2 Formats

| Software | Compatible Formats |
|-------------------------|--------------------|
| 1099-ETC (AMS) | G, H, I, J, K |
| ATX MAX | 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 |
| 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.

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

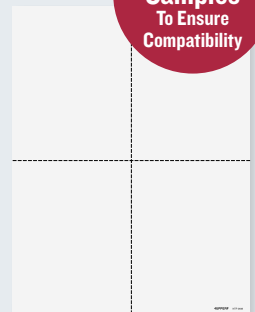
BLANK W-2 FORMATS



G. 2up



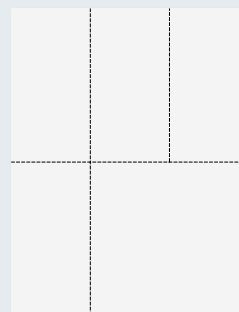
H. 3up with 3/4" side perf



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

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 Sets | | |
| 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 |

*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 3 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

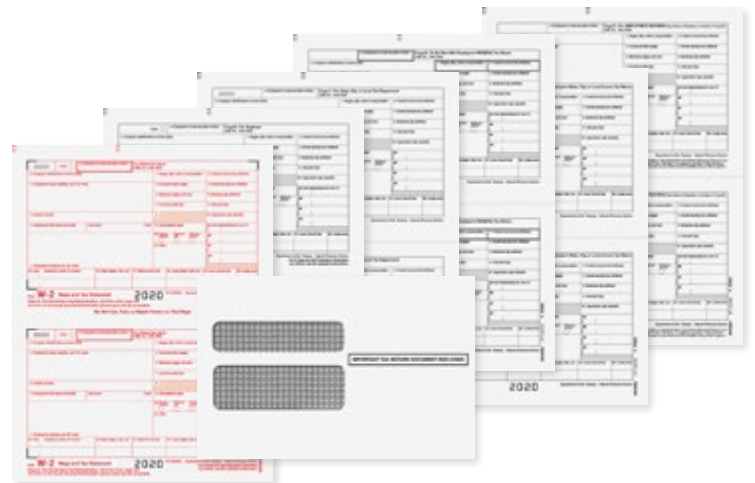
| Item # | Parts | Included Envelope | Envelope Seal |
|------------|-------|-------------------|---------------|
| W2TRADS4E | 4pt | DWENV05 | Self Seal |
| W2TRADS4EG | 4pt | DWENV05 | Moisture Seal |
| W2TRADS6E | 6pt | DWENV05 | Self Seal |
| W2TRADS6EG | 6pt | DWENV05 | Moisture Seal |
| W2TRADS8E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

With Tamper Evident Envelope

| | | | |
|------------|-----|----------|-----------|
| W2TRADS4TE | 4pt | DWENVSTE | Self Seal |
| W2TRADS6TE | 6pt | DWENVSTE | Self Seal |

W-2 Condensed 4up Preprinted Quadrant Laser Kits

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



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

W-2 Sets & Kits

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 |

**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

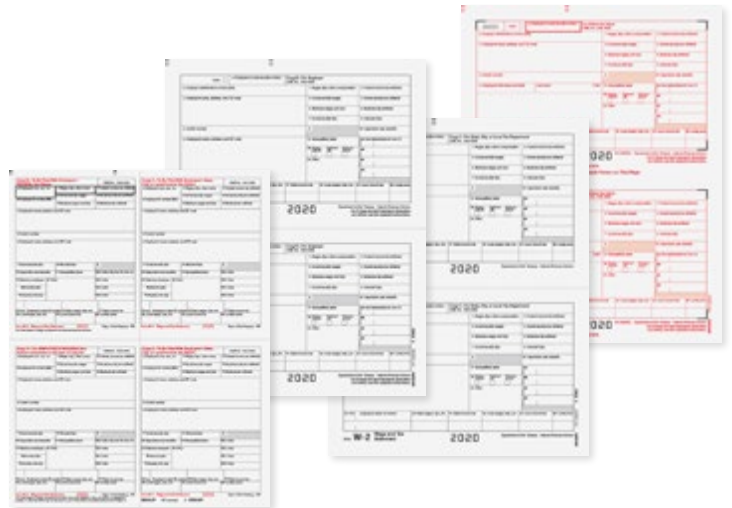
| Item # | Parts | Compatible Envelope |
|-------------|-------|---------------------|
| 3UPSET605 | 6pt | 3UPDWENV05 |
| *3UPSET6I05 | 6pt | 3UPDWENV05 |

*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

| 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 | 2 |
| Blank 3up Laser Paper | 1 | n/a | n/a | n/a |
| Blank 4up Laser Paper | n/a | 1 | 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 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 |
| BW24UPER05 | W-2 Employer 4up Quadrant Copies 1/D | n/a |
| BW24DWNA | W-2 Employee 4up Horizontal Copies B/C/2/2 | 4356 |

Formats may change in compliance with IRS standards.



**COMPATIBLE
ENVELOPES**

AVAILABLE FOR ALL FORMS.
SEE PAGE II.

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
BW24DWNA

W-2 Employee 4up Quadrt Copies B/2/C/2
BW24UP05

W-2 Preprinted Forms

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 |
| BW24DWN05 | W-2 Employee 4up Horizontal Copies B/C/2/2 | 4DOWNENV05 |
| B4DWNEMP | W-2 Employer 4up Horizontal Copies 1/D | n/a |
| 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-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-2G LASER FORMS

W-2G 2up Forms

| Item # | Description | Compatible Envelope |
|-------------|---------------------------------|---------------------|
| 21BW2GFED05 | 2021 W-2G Federal Copy A | n/a |
| 21BW2GER105 | 2021 W-2G Payer State Copy 1 | n/a |
| 21BW2GERD05 | 2021 W-2G Payer Record Copy D | n/a |
| 21BW2GEEB05 | 2021 W-2G Winner Federal Copy B | RDWENV05 |
| 21BW2GEEC05 | 2021 W-2G Winner Record Copy C | RDWENV05 |
| 21BW2GEE205 | 2021 W-2G Winner State Copy 2 | RDWENV05 |
| 20BW2GFED05 | 2020 W-2G Federal Copy A | n/a |
| 20BW2GER105 | 2020 W-2G Payer State Copy 1 | n/a |
| 20BW2GERD05 | 2020 W-2G Payer Record Copy D | n/a |
| 20BW2GEEB05 | 2020 W-2G Winner Federal Copy B | RDWENV05 |
| 20BW2GEEC05 | 2020 W-2G Winner Record Copy C | RDWENV05 |
| 20BW2GEE205 | 2020 W-2G Winner State Copy 2 | RDWENV05 |

W-2G products are summarized with 1096 forms.

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

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

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

W-2c Employer Federal Copy A
BW2C05

W-3c Correctional Transmittal
BW3C05

2020 W-2G 2up Federal Copy A
20BW2GFED05

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, with exception of Online version.

**Compatible with QuickBooks.

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

Request a sample of our envelopes

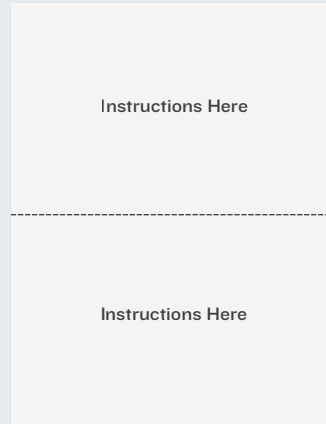
if you plan to use them with blank W-2 paper.

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

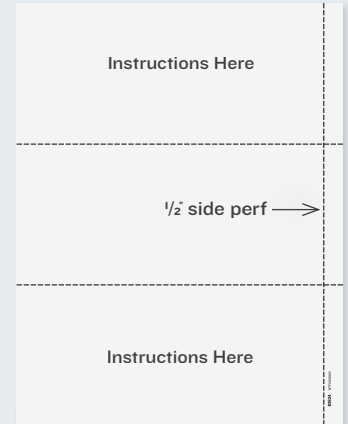


**COMPATIBLE
ENVELOPES**

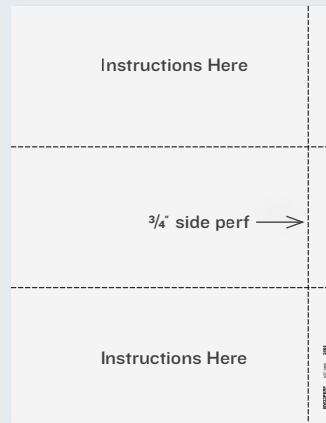
AVAILABLE FOR ALL FORMS.
SEE PAGE II.



2up Blank Paper
WONEPERF05
WONEPERFI05 (with instructions)



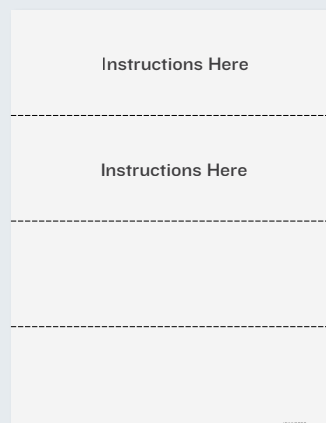
3up Blank Paper
83634
83634I (with instructions)



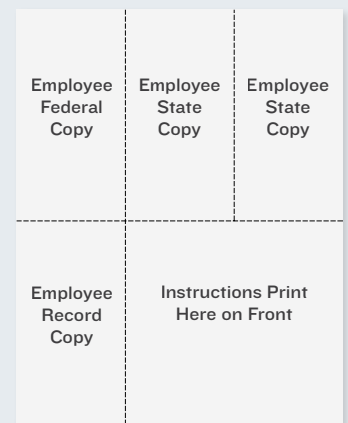
3up Blank Paper
BW23PERF05
BW3PERFI05 (with instructions)



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



4up Blank Paper - Horizontal
80016
4DWNPERF05 (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 |
|--------------------|-----------------------|--|---------------------|
| Carbonless | | | |
| 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 |
| TSCW2053 | Twin-Set 6pt | A, 1, D, B, 2, C | DWENV05 |
| Self-Mailer | | | |
| QMW2054 | One-Wide 4pt | A, D : B, C | 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 |
|--------------------|-------------|-----------------|---------------------|
| Carbonless | | | |
| MMCW2054 | 4pt | B, C, 2, 1/D | DWENV05 |
| MMCW2055 | 5pt | B, C, 2, 2, 1/D | DWENV05 |
| Self-Mailer | | | |
| MMQMW2D053 | 4pt | 1/D : B, C, 2 | n/a |

W-2G, W-2c Continuous Forms

| Item # | Description | Copy Part | Compatible Envelope |
|--|----------------------------------|------------------|---------------------|
| *W-2G Certain Gambling Winnings | | | |
| *21CW2G056 | 2021 Carbonless 6pt (2 per page) | A, 1, B, C, 2, D | RDWENV05 |
| *20CW2G056 | 2020 Carbonless 6pt (2 per page) | A, 1, B, C, 2, D | RDWENV05 |
| W-2c Corrected Wage and Tax Statement | | | |
| 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 | Summarizes | Compatible Envelope |
|-------------------|-----------------|------------|---------------------|
| Carbonless | | | |
| W3052 | 2pt Transmittal | W-2 | n/a |
| W3C052 | 2pt Transmittal | W-2C | n/a |



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-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 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**



1970 - Moisture Seal
1970S - Self Seal
DW4UE - Moisture Seal for
Inserters



DWENV05 - Moisture Seal
DWENV05 - Self Seal
DWENVSTE - Tamper
Evident Self Seal

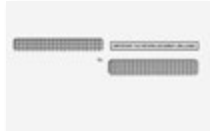


1973 - Moisture Seal
1973S - Self Seal

QuickBooks
Compatible



3UPDWENV05 - Moisture Seal
3UPDWENV05 - Self Seal



4UPDWENV05 - Moisture Seal
4UPDWENV05 - Self Seal
4UPDWENVSTE - Tamper
Evident Self Seal



4DOWNENV05 - Moisture Seal
4DOWNENV05 - Self Seal

QuickBooks
Compatible



80558 - Moisture Seal
80558S - Self Seal



4356 - Moisture Seal
4356S - Self Seal



2DWENV05 - Moisture Seal



1961 - Moisture Seal



SWENV05 - Moisture Seal



4UPALT9 - Moisture Seal



W2CENV05 - Moisture Seal

| Item # | Description | Overall Size | Top Window Size | Top Window Distance From | | Bottom Window Size | Bottom Window Distance From | |
|-----------------------------|---------------------------------------|---|---|----------------------------------|-----------------------------------|---|----------------------------------|-----------------------------------|
| | | | | Left Edge | Bottom Edge | | Left Edge | Bottom Edge |
| Moisture Seal W-2 Envelopes | | | | | | | | |
| ***1970 | W-2 Universal Double Window | 5 ⁵ / ₈ " x 8 ³ / ₄ " | 1 ¹ / ₂ " x 2 ¹ / ₂ " | 1 ¹ / ₂ " | 3 ¹¹ / ₁₆ " | 9 ¹ / ₁₆ " x 2 ¹ / ₂ " | 3 ¹ / ₁₆ " | 1 ¹ / ₂ " |
| *DW4UE | • W-2 Universal Double Window | 5 ⁵ / ₈ " x 9" | 9 ¹ / ₁₆ " x 2 ¹ / ₂ " | 1 ¹ / ₂ " | 3 ³ / ₈ " | 9 ¹ / ₁₆ " x 2 ¹ / ₂ " | 3" | 1 ⁷ / ₁₆ " |
| DWENV05 | W-2 2up Double Window | 5 ³ / ₄ " x 8 ³ / ₄ " | 15 ¹ / ₁₆ " x 4 ¹ / ₈ " | 1 ¹ / ₂ " | 3 ³ / ₈ " | 1 ³ / ₈ " x 4 ¹ / ₈ " | 1 ¹ / ₂ " | 1 ⁹ / ₁₆ " |
| *1973 | W-2 3up Double Window | 3 ⁷ / ₈ " x 8 ¹ / ₂ " | 7 ⁷ / ₈ " x 3 ¹ / ₄ " | 3 ³ / ₈ " | 2 ¹ / ₄ " | 1 ³ / ₁₆ " x 3 ¹ / ₄ " | 3 ³ / ₈ " | 1" |
| 3UPDWENV05 | W-2 3up Double Window | 3 ⁷ / ₈ " x 8" | 1" x 3 ¹ / ₈ " | 3 ³ / ₈ " | 2 ³ / ₁₆ " | 3 ⁴ / ₄ " x 3 ¹ / ₈ " | 3 ³ / ₈ " | 1" |
| 4UPDWENV05 | W-2 4up Quadrant Double Window | 5 ³ / ₄ " x 8 ³ / ₄ " | 9 ¹ / ₁₆ " x 3 ⁷ / ₈ " | 5 ¹ / 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 " | 3 ⁴ / ₄ " x 3 ¹³ / ₁₆ " | 5 ¹ / ₁₆ " | 4 ³ / ₁₆ " | 3 ⁴ / ₄ " x 3 ¹³ / ₁₆ " | 5 ¹ / ₁₆ " | 5 ⁸ / ₈ " |
| 80558 | • W-2 4up Quadrant Double Window | 5 ⁵ / ₈ " x 9" | 11 ¹ / ₁₆ " x 3 ¹¹ / ₁₆ " | 5 ⁸ / ₈ " | 3 ⁹ / ₃₂ " | 11 ¹ / ₁₆ " x 3 ¹¹ / ₁₆ " | 5 ⁸ / ₈ " | 1 ⁵ / ₃₂ " |
| 4356 | W-2 4 Down Horz Alt. Double Window | 5 ⁵ / ₈ " x 9" | 3 ⁴ / ₄ " x 3 ³ / ₈ " | 3 ⁸ / ₈ " | 4 ¹ / ₄ " | 1 ³ / ₁₆ " x 3 ³ / ₈ " | 3 ⁸ / ₈ " | 5 ⁸ / ₈ " |
| 2DWENV05 | W-2 Two-Wide Double Window | 5 ⁵ / ₈ " x 9 ¹ / ₂ " | 15 ¹ / ₁₆ " x 4 ¹ / ₁₆ " | 1 ¹ / ₂ " | 3 ¹¹ / ₃₂ " | 1 ⁷ / ₁₆ " x 4 ¹ / ₁₆ " | 1 ¹ / ₂ " | 1 ¹ / ₂ " |
| 1961 | W-2 4up Quadrant Double Window | 5 ⁵ / ₈ " x 9" | 3 ⁴ / ₄ " x 3 ⁷ / ₈ " | 3 ⁸ / ₈ " | 3 ⁷ / ₁₆ " | 3 ⁴ / ₄ " x 3 ⁷ / ₈ " | 3 ⁸ / ₈ " | 2 ⁷ / ₁₆ " |
| 398 | • W-2 4up Quadrant Double Window | 5 ⁵ / ₈ " x 9" | 9 ¹ / ₁₆ " x 3 ⁵ / ₈ " | 5 ⁸ / ₈ " | 3 ¹ / ₂ " | 11 ¹ / ₁₆ " x 3 ⁵ / ₈ " | 5 ⁸ / ₈ " | 1 ¹ / ₄ " |
| RDWENV05 | 2up Double Window | 5 ⁵ / ₈ " x 8 ³ / ₄ " | 1 ³ / ₈ " x 3 ³ / ₈ " | 1 ¹ / ₂ " | 3 ¹¹ / ₁₆ " | 1 ⁷ / ₁₆ " x 3 ³ / ₈ " | 1 ¹ / ₂ " | 1 ¹⁷ / ₃₂ " |
| SWENV05 | W-2 2up Single Window | 5 ³ / ₄ " x 8 ³ / ₄ " | n/a | n/a | n/a | 1 ³ / ₈ " x 4 ¹ / ₈ " | 1 ¹ / ₂ " | 1 ⁹ / ₁₆ " |
| 4UPALT9 | • W-2 4up 9" Double Window | 5 ⁵ / ₈ " x 9" | 9 ¹ / ₁₆ " x 3 ⁷ / ₈ " | 5 ¹ / ₁₆ " | 3 ⁹ / ₁₆ " | 11 ¹ / ₁₆ " x 3 ⁷ / ₈ " | 4 ³ / ₈ " | 2 ¹ / ₂ " |
| W2CENV05 | W-2c Double Window | 5 ³ / ₄ " x 9" | 1 ⁵ / ₁₆ " x 3 ¹³ / ₁₆ " | 1 ¹ / ₂ " | 3 ¹ / ₄ " | 1" x 3 ¹¹ / ₁₆ " | 4 ⁵ / ₁₆ " | 1 ⁷ / ₈ " |
| Self Seal W-2 Envelopes | | | | | | | | |
| ***1970S | W-2/1099 Universal Double Win | 5 ⁵ / ₈ " x 8 ³ / ₄ " | 1 ¹ / ₂ " x 2 ¹ / ₂ " | 1 ¹ / ₂ " | 3 ¹¹ / ₁₆ " | 9 ¹ / ₁₆ " x 2 ¹ / ₂ " | 3 ¹ / ₁₆ " | 1 ¹ / ₂ " |
| DWENV05 | W-2 2up Double Window | 5 ³ / ₄ " x 8 ³ / ₄ " | 15 ¹ / ₁₆ " x 4 ¹ / ₈ " | 1 ¹ / ₂ " | 3 ³ / ₈ " | 1 ³ / ₈ " x 4 ¹ / ₈ " | 1 ¹ / ₂ " | 1 ⁹ / ₁₆ " |
| DWENVSTE | W-2 2up Double Win - Tamper Evident | 5 ³ / ₄ " x 8 ³ / ₄ " | 15 ¹ / ₁₆ " x 4 ¹ / ₈ " | 1 ¹ / ₂ " | 3 ³ / ₈ " | 1 ³ / ₈ " x 4 ¹ / ₈ " | 1 ¹ / ₂ " | 1 ⁹ / ₁₆ " |
| *1973S | W-2 3up Double Window | 3 ⁷ / ₈ " x 8 ¹ / ₂ " | 7 ⁷ / ₈ " x 3 ¹ / ₄ " | 3 ⁸ / ₈ " | 2 ¹ / ₄ " | 1 ³ / ₁₆ " x 3 ¹ / ₄ " | 3 ⁸ / ₈ " | 1" |
| 3UPDWENV05 | W-2 3up Double Window | 3 ⁷ / ₈ " x 8" | 1" x 3 ¹ / ₈ " | 3 ⁸ / ₈ " | 2 ³ / ₁₆ " | 3 ⁴ / ₄ " x 3 ¹ / ₈ " | 3 ⁸ / ₈ " | 1" |
| 4UPDWENV05 | W-2 4up Quadrant Double Window | 5 ³ / ₄ " x 8 ³ / ₄ " | 9 ¹ / ₁₆ " x 3 ⁷ / ₈ " | 5 ¹ / ₁₆ " | 3 ⁹ / ₁₆ " | 1 ¹ / ₁₆ " x 3 ⁷ / ₈ " | 4 ³ / ₈ " | 2 ¹ / ₂ " |
| 4UPDWENVSTE | W-2 4up Quad Dbl Win - Tamper Evident | 5 ³ / ₄ " x 8 ³ / ₄ " | 9 ¹ / ₁₆ " x 3 ⁷ / ₈ " | 5 ¹ / 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 " | 3 ⁴ / ₄ " x 3 ¹³ / ₁₆ " | 5 ¹ / ₁₆ " | 4 ³ / ₁₆ " | 3 ⁴ / ₄ " x 3 ¹³ / ₁₆ " | 5 ¹ / ₁₆ " | 5 ⁸ / ₈ " |
| 80558S | W-2 4up Quadrant Double Window | 5 ⁵ / ₈ " x 9" | 11 ¹ / ₁₆ " x 3 ¹¹ / ₁₆ " | 5 ⁸ / ₈ " | 3 ⁹ / ₃₂ " | 11 ¹ / ₁₆ " x 3 ¹¹ / ₁₆ " | 5 ⁸ / ₈ " | 1 ⁵ / ₃₂ " |
| 4356S | W-2 4up Horz Alt. Double Window | 5 ⁵ / ₈ " x 9" | 3 ⁴ / ₄ " x 3 ³ / ₈ " | 3 ⁸ / ₈ " | 4 ¹ / ₄ " | 1 ³ / ₁₆ " x 3 ³ / ₈ " | 3 ⁸ / ₈ " | 5 ⁸ / ₈ " |

*Compatible with QuickBooks with exception of Online version. **Compatible with QuickBooks. ***Not for users of ATX, TaxWise, or Client Accounting Suite.

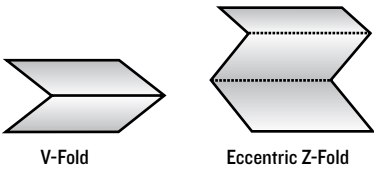
• For high-speed inserting equipment: order in increments of 500.

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



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

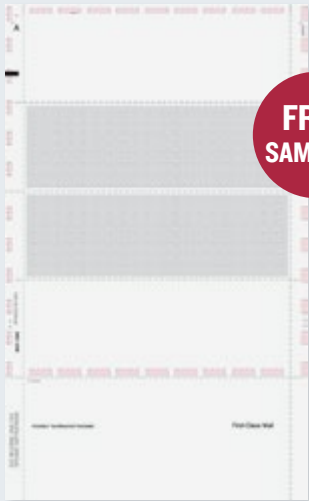
| Item # | Description | Employee Copies | Size | Form Type | Fold Type |
|------------|--------------------|-----------------|--------------|------------|-------------|
| Blank | | | | | |
| 80640 | W-2 4up Quadrant | n/a | 8 1/2" x 14" | Quadrant | Eccentric Z |
| 80642 | W-2 4up Horizontal | n/a | 8 1/2" x 14" | Horizontal | Eccentric Z |
| Preprinted | | | | | |
| 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 Universal - Instructions printed by software
80650



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



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



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



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



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

1095 Ordering Information

>> IRS Reporting

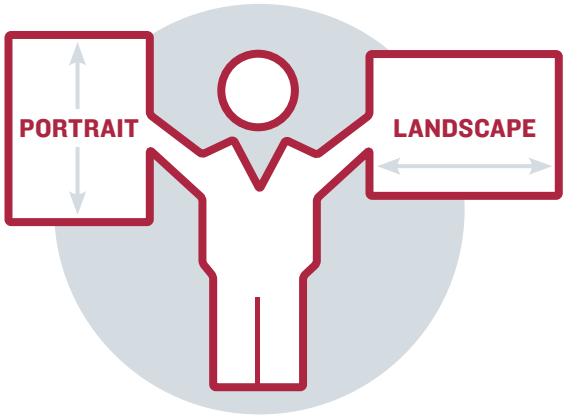
Order the official IRS landscape format. Only the official landscape format can be used when reporting to the IRS.

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

1094-B TRANSMITTALS

You need one 1094-B form to summarize a batch of paper 1095-B forms to the IRS. Do not use 1094-B forms when e-filing.

If you need more than the THREE FREE laser forms we send with your 1095-B, order #B1094B05.

1094-C TRANSMITTALS

You need the 1094-C kit to summarize each batch of paper 1095-C forms to the IRS. Do not use 1094-C forms when e-filing. This kit contains all 3 pages of the transmittal.

If you need more than the THREE FREE laser kits we send with your 1095-C, order #B1094CS05

1094-B Transmittal of Health Coverage
B1094B05

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 |
| B95BPERFI05 | 1095-B Form w/Instructions on Back | Blank Laser |
| B95BLANK | 1095 w/Fold Perforation | Blank Laser |
| 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 |
| 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 |
| PS95CMW* | Pressure Seal 14" EZ Fold 1095-C w/Instructions on Back | Preprinted 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-C Full Page Recipient Form w/Instructions on Back
B95CFPREC05

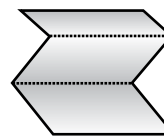
1095-C Half Page Recipient Form w/Instructions on Front
B95CHPREC05

Blank 1095-C Form w/Instructions on Back
B95CPERFI05



**COMPATIBLE
ENVELOPES**

SEE PAGE I6.



Eccentric Z-Fold

1095-C Preprinted Pressure Seal 14" EZ Fold
81652

ACA Recipient Mailing Envelopes

Order in increments of 25

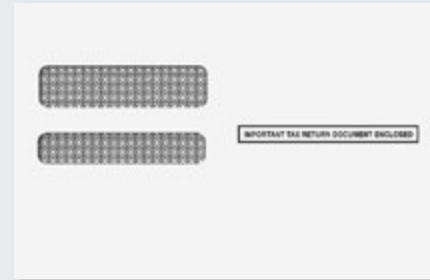
RECIPIENT MAILING ENVELOPES

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

| Item # | Description | Compatible Forms |
|-------------|---|---|
| 95DWENV05 | Double Window Envelope Moisture Seal | B95CHPREC05 B95BFPREC05 B95CFPREC05 B95BPERFI05* B95CPERFI05* |
| 95DWENV05 | Double Window Envelope Self Seal | B95CHPREC05 B95BFPREC05 B95CFPREC05 B95BPERFI05* B95CPERFI05* |
| 1964** | Double Window Envelope Moisture Seal - Machine Inserter | B95CHPREC05 B95BFPREC05 B95CFPREC05 B95BPERFI05* B95CPERFI05* |
| RDWENV05 | Double Window Envelope Moisture Seal | 95CRCBT |
| RDWENV05 | Double Window Envelope Self Seal | 95CRCBT |
| RDWENVSTE | Dbl Win Envelope Tamper Evident Self Seal | 95CRCBT |
| 4UPDWENV05 | Double Window Envelope Moisture Seal | B95CPERFI05 |
| 4UPDWENV05 | Double Window Envelope Self Seal | B95BLANK |
| 4UPDWENVSTE | Dbl Win Envelope Tamper Evident Self Seal | B95BLANK |

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

**Order in increments of 500



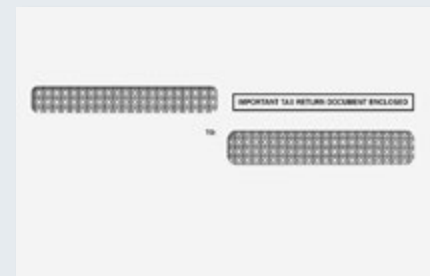
95DWENV05 - Moisture Seal
95DWENV05 - Self Seal



1964 - Moisture Seal



RDWENV05 - Moisture Seal
RDWENV05 - Self Seal
RDWENVSTE - Tamper Evident Self Seal



4UPDWENV05 - Moisture Seal
4UPDWENV05 - Self Seal
4UPDWENVSTE - Tamper Evident Self Seal

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

» New Form 1099-NEC

The IRS has revived this old form for reporting nonemployee compensation for the 2020 tax year. If you typically file Form 1099-MISC (with Box 7 completed), you will need to file Form 1099-NEC. Data currently reported in Box 7 (Nonemployee compensation) of Form 1099-MISC for tax year 2019, will be required to be reported in Box 1 of Form 1099-NEC for tax year 2020. The Internal Revenue Service (IRS) and various states are requiring this form to be filed by the effective deadline, February 1, 2021.

» Software Compatibility

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

| Form 1099-NEC |
|---------------------------|
| Preprinted 2up |
| 1099-etc (AMS) |
| ATX MAX |
| Client Accounting Suite |
| EasyACCT |
| Pensoft |
| QuickBooks Basic PR |
| QuickBooks Online Edition |
| QuickBooks Enhanced PR |
| QuickBooks Standard PR |
| SAGE BusinessWorks |
| SAGE 50 Payroll |
| TaxWise W2/1099 |
| Yearli Desktop |
| Blank 2up |
| 1099-etc (AMS) |
| Client Accounting Suite |
| Pensoft |
| Yearli Desktop |

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 (4 or 5)
Iowa (4 or 5)
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 15 (State tax withheld) is filled in on the 1099-MISC form.



1099 Filing Guide

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. (To Clearing Organization) January 5 |
| 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-K | Payment Card and Third Party Network Transactions | Payment card transactions. | All amounts | February 28* | January 31 |
| | | Third party network transactions. | \$20,000 or more and 200 or more transactions | | |
| 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** |
| | | 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** |
| | | A U.S. account for chapter 4 purposes to which you made no payments during the year that are reportable on any applicable Form 1099 (or a U.S. account to which you made payments during the year that do not reach the applicable reporting threshold for any applicable Form 1099) | All amounts (including \$0) | February 28* | January 31** |
| | | | | | |
| 1099-NEC | Nonemployee Compensation | 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 |
| 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; 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.

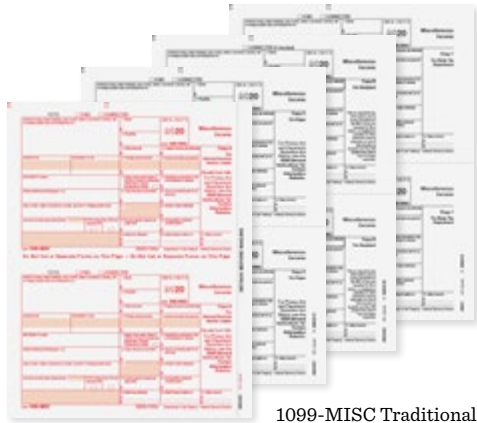
**The due date is March 15 for reporting by trustees and middlemen of WHFITs.

1099 Sets & Kits

Order by the number of recipients in increments of 25

1099 LASER SETS

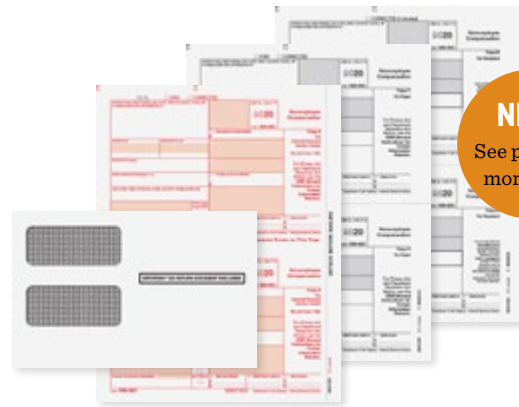
- Sets include all forms required for filing with federal, state and local agencies based on the number of parts needed
- Blank sets include a preprinted red-scannable Copy A



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-NEC Traditional 3-part Preprinted Kit
NECS3E

NEW!

See pg 17 for
more info.

1099 Laser Sets

| Item # | Description/Parts | Format | Compatible Envelope |
|------------------|---|--------|---------------------|
| 1099-DIV | Dividends & Distributions | | |
| 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 Income | | |
| 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-NEC | Nonemployee Compensation | | |
| NECS305 | Preprinted 3pt | 2up | RDWENV05 |
| NECS405 | Preprinted 4pt | 2up | RDWENV05 |
| NECS505 | Preprinted 5pt | 2up | RDWENV05 |
| NECSET305 | Blank 3pt | 2up | RDWENV05 |
| NECSET405 | Blank 4pt or 5pt | 2up | RDWENV05 |
| 1099-R | Distributions from Pensions, Annuities, Etc. | | |
| RS405 | Preprinted 4pt | 2up | RDWENV05 |
| RS605 | Preprinted 6pt | 2up | RDWENV05 |
| R4UPSET305 | 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

| Preprinted Kits | | | Included Envelope | Envelope Seal |
|-------------------------------------|---|--------|-------------------|---------------|
| Item # | Parts | Format | | |
| 1099-DIV | Dividends & Distributions | | | |
| DIVS3E | 3pt | 2up | RDWENV05 | Self Seal |
| DIVS3EG | 3pt | 2up | RDWENV05 | Moisture Seal |
| DIVS4E | 4pt | 2up | RDWENV05 | Self Seal |
| DIVS4EG | 4pt | 2up | RDWENV05 | Moisture Seal |
| 1099-INT | Interest Income | | | |
| INTS3E | 3pt | 2up | RDWENV05 | Self Seal |
| INTS3EG | 3pt | 2up | RDWENV05 | Moisture Seal |
| INTS4E | 4pt | 2up | RDWENV05 | Self Seal |
| INTS4EG | 4pt | 2up | RDWENV05 | Moisture Seal |
| 1099-MISC | Miscellaneous Income | | | |
| 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 |
| With Tamper Evident Envelope | | | | |
| MISCS3TE | 3pt | 2up | RDWENV05 | Self Seal |
| MISCS4TE | 4pt | 2up | RDWENV05 | Self Seal |
| 1099-NEC | Nonemployee Compensation | | | |
| NECS3E | 3pt | 2up | RDWENV05 | Self Seal |
| NECS3EG | 3pt | 2up | RDWENV05 | Moisture Seal |
| NECS4E | 4pt | 2up | RDWENV05 | Self Seal |
| NECS4EG | 4pt | 2up | RDWENV05 | Moisture Seal |
| NECS5E | 5pt | 2up | RDWENV05 | Self Seal |
| NECS5EG | 5pt | 2up | RDWENV05 | Moisture Seal |
| 1099-R | Distributions from Pensions, Annuities, Etc. | | | |
| RS4E | 4pt | 2up | RDWENV05 | Self Seal |
| RS4EG | 4pt | 2up | RDWENV05 | Moisture Seal |
| RS6E | 6pt | 2up | RDWENV05 | Self Seal |
| RS6EG | 6pt | 2up | RDWENV05 | Moisture Seal |

1099 Preprinted Forms

Order by the number of recipients in increments of 25

1099 PREPRINTED LASER FORMS

| Item # | Description | Format | Compatible 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-NEC | Nonemployee Compensation | | |
| BNECFED05 | 1099-NEC Federal Copy A | 2up | n/a |
| BNECREC05 | 1099-NEC Recipient Copy B | 2up | RDWENV05 |
| BNECPAY05 | 1099-NEC Payer Copy C | 2up | n/a |
| BNEC105 | 1099-NEC Payer State Copy 1 | 2up | n/a |
| BNEC205 | 1099-NEC Recipient State Copy 2 | 2up | RDWENV05 |
| BNECB205* | 1099-NEC Recipient Copies B/2 | 2up | RDWENV05 |
| 1099-R | Distributions From Pensions, Annuities, 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 |

*Condensed form, one recipient per sheet.

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

NEW!

See pg 17 for more info.

1099-MISC Federal Copy A
BMISFED05

1099-NEC Federal Copy A
BNECFED05

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

1099 PREPRINTED LASER FORMS

| Item # | Description | Format | Compatible Envelope |
|------------------|---|--------|---------------------|
| 1099-A | Acquisition/Abandonment of Secured Property | | |
| 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 Barter 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. Structure | | |
| BCAPFED05 | 1099-CAP Federal Copy A | 3up | n/a |
| 1099-DIV | Dividends & Distributions (See page 20) | | |
| 1099-G | Certain Government Payments | | |
| 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 20) | | |
| 1099-K | Payment Card and Third Party Network Transactions | | |
| 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 Death Benefits | | |
| BLTCFED05 | 1099-LTC Federal Copy A | 3up | n/a |
| 1099-MISC | Miscellaneous Income (See page 20) | | |
| 1099-NEC | Nonemployee Compensation (See page 20) | | |
| 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 Cooperatives | | |
| BPATRFED05 | 1099-PATR Federal Copy A | 3up | n/a |
| BPATRR05 | 1099-PATR Recipient Copy B | 3up | 99DWENV05 |
| BPATRPY05 | 1099-PATR Payer Copy C | 3up | n/a |
| 1099-Q | Payments From Qualified Education Programs | | |
| BQFED05 | 1099-Q Federal Copy A | 3up | n/a |
| BQREC05 | 1099-Q Recipient Copy B | 3up | 99DWENV05 |
| 1099-R | Distributions from Pensions, Annuities, Etc. (See page 20) | | |
| 1099-S | Proceeds From Real Estate Transactions | | |
| 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, Archer MSA, or 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 | n/a |

MORE INFORMATION REPORTING FORMS

| Item # | Description | Format | Compatible 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 & Airplanes | | |
| 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 Statement | | |
| 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 Income Subject to Withholding | | |
| 1042SFED05 | 1042-S Federal Copy A | 1up | n/a |
| 1042SB05 | 1042-S Recipient Record Copy B | 1up | 99SWENV05 |
| 1042SC05 | 1042-S Recipient Federal Copy C | 1up | 99SWENV05 |
| 1042SD05 | 1042-S Recipient State Copy D | 1up | 99SWENV05 |
| 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 Information | | |
| 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.

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 Preprinted Forms

Order by the number of recipients in increments of 25

 This is a preprinted 1099-A form, Federal Copy A, BAFED05. It features a grid layout with fields for recipient information, including name, address, and tax details. The form is printed in red ink on a white background.

1099-A Federal Copy A
BAFED05

 This is a preprinted 1099-B form, Federal Copy A, BBFED05. It features a grid layout with fields for recipient information, including name, address, and tax details. The form is printed in red ink on a white background.

1099-B Federal Copy A
BBFED05

 This is a preprinted 1099-G form, Federal Copy A, BGFED05. It features a grid layout with fields for recipient information, including name, address, and tax details. The form is printed in red ink on a white background.

1099-G Federal Copy A
BGFED05

 This is a preprinted 1099-LTC form, Federal Copy A, BLTCFED05. It features a grid layout with fields for recipient information, including name, address, and tax details. The form is printed in red ink on a white background.

1099-LTC Federal Copy A
BLTCFED05

 This is a preprinted 1099-OID form, Federal Copy A, BOIDFED05. It features a grid layout with fields for recipient information, including name, address, and tax details. The form is printed in red ink on a white background.

1099-OID Federal Copy A
BOIDFED05

 This is a preprinted 1099-PATR form, Federal Copy A, BPATRFED05. It features a grid layout with fields for recipient information, including name, address, and tax details. The form is printed in red ink on a white background.

1099-PATR Federal Copy A
BPATRFED05

 This is a preprinted 1099-Q form, Federal Copy A, BQFED05. It features a grid layout with fields for recipient information, including name, address, and tax details. The form is printed in red ink on a white background.

1099-Q Federal Copy A
BQFED05

 This is a preprinted 1099-S form, Federal Copy A, BSFED05. It features a grid layout with fields for recipient information, including name, address, and tax details. The form is printed in red ink on a white background.

1099-S Federal Copy A
BSFED05

 This is a preprinted 1098 form, Federal Copy A, B1098FED05. It features a grid layout with fields for recipient information, including name, address, and tax details. The form is printed in red ink on a white background.

1098 Federal Copy A
B1098FED05

 This is a preprinted 1098-T form, Federal Copy A, B98TFED05. It features a grid layout with fields for recipient information, including name, address, and tax details. The form is printed in red ink on a white background.

1098-T Federal Copy A
B98TFED05

 This is a preprinted 1042-S form, Federal Copy A, 1042SFED05. It features a grid layout with fields for recipient information, including name, address, and tax details. The form is printed in red ink on a white background.

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

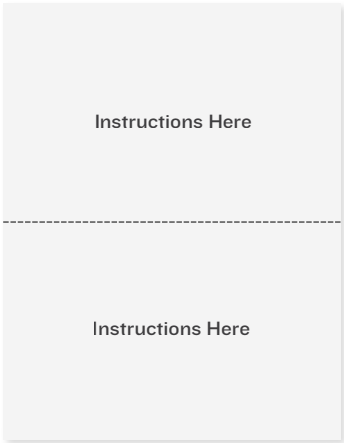
| Item # | Description | Compatible Envelope |
|--------------|---|---------------------|
| WONEPERF05 | 2up 1099-MISC, -B, -DIV, -R | RDWENV05 |
| WONEPERFMI05 | 2up with 1099-MISC instructions on the top form | RDWENV05 |
| 80014 | 2up with 1099-MISC instructions on both forms | RDWENV05 |
| NEC80014 | 2up with 1099-NEC instructions on both forms | RDWENV05 |
| WONEPERFNI05 | 2up with 1099-NEC instructions on the top form | 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 |
| 1042SBLANK | 1up with 1/2" side perf | 99SWENV05 |

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

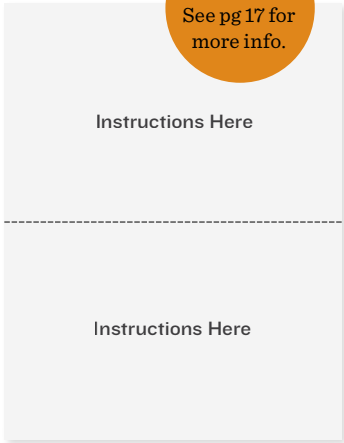
REQUEST A SAMPLE of our envelopes if you plan to use them with blank 1099 paper. It's important to ensure that window placement is compatible with the information your software prints.

| | | |
|--------------------------------|---|---------------------------------------|
| 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 | |

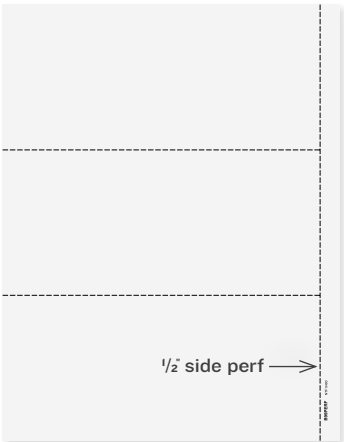
4up Universal Blank Paper
B4PERF05



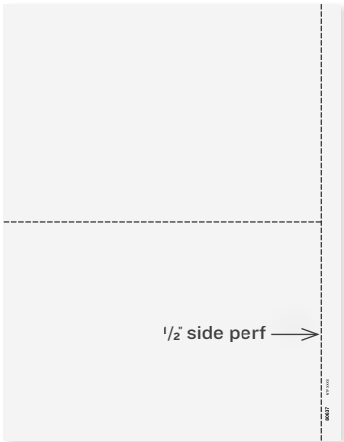
2up Blank Paper
WONEPERF05
WONEPERFMI05 (with 1099-MISC instructions on top form)
80014 (with 1099-MISC instructions on both forms)



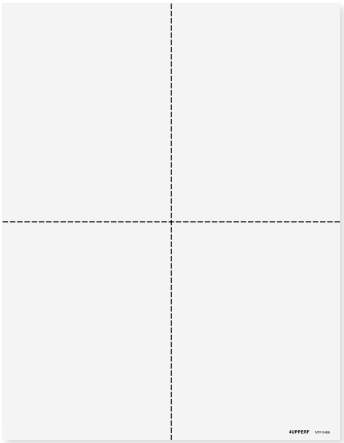
2up Blank Paper
NEC80014 (with 1099-NEC instructions on both forms)
WONEPERFNI05 (with 1099-NEC instructions on top form)



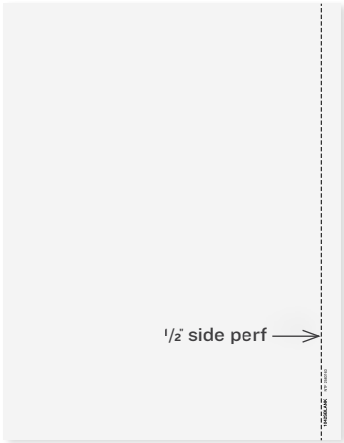
3up Blank Paper with side perf
B99PERF05
B99PERFMI05 (with 1099-MISC inst.)
9ONEPERF05 (no side perf)



2up Blank Paper with side perf
80637



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



1up Blank Paper
1042SBLANK

NEW!
See pg 17 for more info.

1099 Continuous Forms

Order by the number of recipients in increments of 25

Most Popular 1099s

| Item # | Description | Copy Part | Compatible 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 |
| MMPAMIS052 | 1099-MISC 2pt EF SM | C : B | n/a |
| 1099-NEC | Nonemployee Compensation | | |
| CNEC054 | 1099-NEC 4pt Carbonless | A, State, B, C | RDWENV05 |
| CNEC055 | 1099-NEC 5pt Carbonless | A, 1, B, 2, C | RDWENV05 |
| 1099-R | Distributions From Pensions, 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-R 4pt SM | A, D : B, C | n/a |

Other 1099s

| Item # | Description | Copy Part | Compatible Envelope |
|------------------|--|-------------------|---------------------|
| 1099-A | Acquisition/Abandonment of Secured Property | | |
| CSA054 | 1099-A 4pt Carbonless | A, State, B, C | 99DWENV05 |
| 1099-B | Proceeds From Broker & Barter Exchange Transactions | | |
| CB054 | 1099-B 4pt 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 Payments | | |
| CG054 | 1099-G 5pt Carbonless | A, State, B, 2, C | 99DWENV05 |
| 1099-OID | Original Issue Discount | | |
| COID054 | 1099-OID 4pt Carbonless | A, State, B, C | RDWENV05 |
| 1099-PATR | Taxable Distributions Received From Cooperatives | | |
| CPATR054 | 1099-PATR 4pt Carbonless | A, State, B, C | 99DWENV05 |
| 1099-S | Proceeds From Real Estate Transactions | | |
| CS054 | 1099-S 4pt Carbonless | A, State, B, C | 99DWENV05 |



1099-MISC 4-part Carbonless
CMIS054



1099-R 4-part Carbonless
CR054

More Information Reporting Forms

| Item # | Description | Copy Part | Compatible Envelope |
|---------------|---|----------------|---------------------|
| 1096 | Annual Summary and Transmittal of U.S. Information Returns | | |
| 1096052** | 1096 2pt Carbonless | n/a | n/a |
| 1098 | Mortgage Interest Statement | | |
| C1098053 | 1098 3pt Carbonless | A, B, C | RDWENV05 |
| C1098054 | 1098 4pt Carbonless | A, State, B, C | RDWENV05 |
| 1098-T | Tuition Statement | | |
| C1098T054 | 1098-T 4pt Carbonless | A, State, B, C | 99DWENV05 |
| 5498 | IRA Contribution Information | | |
| C5498053 | 5498 3pt Carbonless | A, B, C | RDWENV05 |
| 1042-S | Foreign Person's US Source Income Subject to Withholding | | |
| 21C1042S055 | 2021 1042-S 5pt Carbonless | A, B, C, D, E | 99SWENV05 |
| 20C1042S055 | 2020 1042-S 5pt Carbonless | A, B, C, D, E | 99SWENV05 |

EF=Electronic Filing

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

*Order in increments of 50

**Order the quantity equal to the number of payers for which you need to file.

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"



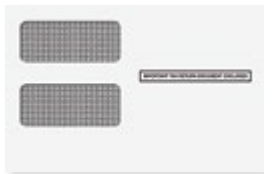
1970 - Moisture Seal
1970S - Self Seal



DW4UE - Moisture Seal
for Inserters



1963 - Moisture Seal



RDWENV05 - Moisture Seal
RDWENV05 - Self Seal
RDWENVSTE - Tamper
Evident Self Seal



99DWENV05 - Moisture Seal
99DWENV05 - Self Seal
99DWENVSTE - Tamper
Evident Self Seal

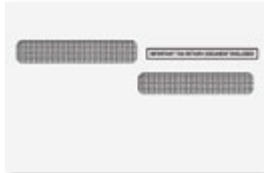


99SWENV05 - Moisture Seal

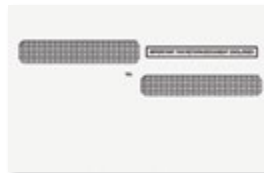


99ENVA - Moisture Seal

**FREE
SAMPLES**



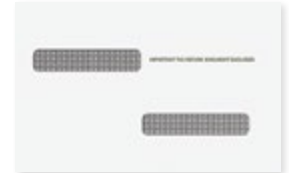
R4UPDWENV05 - Moisture Seal
R4UPDWENV05 - Self Seal



RALT9 - Moisture Seal



70007 - Moisture Seal
70007S - Self Seal



DWR4 - Moisture Seal

| Item # | Description | Overall Size | Top Window Size | Top Window Distance From | | Bottom Window Size | Bottom Window Distance From | |
|------------------------------|--------------------------------------|--|--|---------------------------------|-----------------------------------|---|----------------------------------|-----------------------------------|
| | | | | Left Edge | Bottom Edge | | Left Edge | Bottom Edge |
| Moisture Seal 1099 Envelopes | | | | | | | | |
| *1970 | 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 " |
| *DW4UE | • 1099 Universal Double Window | 5 ⁵ / ₈ " x 9" | 9 ¹⁶ " x 2 ¹ / ₂ " | 1 ² " | 3 ³ / ₈ " | 9 ¹⁶ " x 2 ¹ / ₂ " | 3" | 1 ⁷ / ₁₆ " |
| 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 / 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 / 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 / ₄ " |
| R4UPDWENV05 | 1099-R 4up Double Window | 5 ³ / ₄ " x 8 ³ / ₄ " | 3 ⁴ " x 4 ¹ / ₁₆ " | 3 ⁸ / 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 / ₈ " | 3 ¹¹ / ₁₆ " | 1 ¹ / ₁₆ " x 4 ¹ / ₁₆ " | 4 ¹ / ₂ " | 2 ⁵ / ₈ " |
| 70007 | • 1099 for Jack Henry Software | 3 ⁷ / ₈ " x 9" | 7 ⁸ / 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 / ₈ " | 3 ⁵ / ₁₆ " | 1 ¹ / ₁₆ " x 3 ⁵ / ₈ " | 4 ⁵ / ₁₆ " | 1 ¹ / ₈ " |
| Self Seal 1099 Envelopes | | | | | | | | |
| *1970S | 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 " |
| 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 " |
| RDWENVSTE | 1099 2up Double Win - Tamper Evident | 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 / ₈ " |
| 99DWENVSTE | 1099 3up Double Win - Tamper Evident | 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 / ₈ " |
| R4UPDWENV05 | 1099-R 4up Double Window | 5 ³ / ₄ " x 8 ³ / ₄ " | 3 ⁴ " x 4 ¹ / ₁₆ " | 3 ⁸ / 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 / 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.

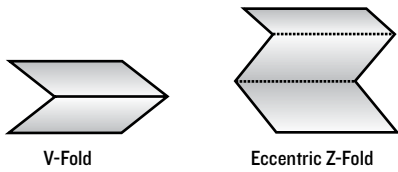
• For high-speed inserting equipment: order in increments of 500.

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 |
|------------|---------------|------------------|--------------|-----------|
| Preprinted | | | | |
| 80487 | 1099-MISC | Copies 2, B | 8 1/2" x 11" | Z |
| 80423 | 1099-NEC | Copies 2, B | 8 1/2" x 11" | Z |
| Blank | | | | |
| LMISCPSB* | 1099-MISC | n/a | 8 1/2" x 11" | Z |
| LNECPSB | 1099-NEC | n/a | 8 1/2" x 11" | Z |
| 80349 | Multi-Purpose | n/a | 8 1/2" x 11" | Z |

*Contains instructions

NEW!
See pg 17 for more info.



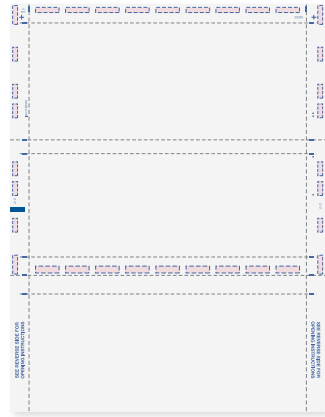
1099-MISC
80487—Comparable to MW353



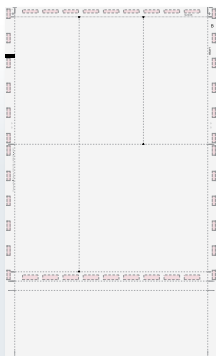
1099-NEC
80423



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.

