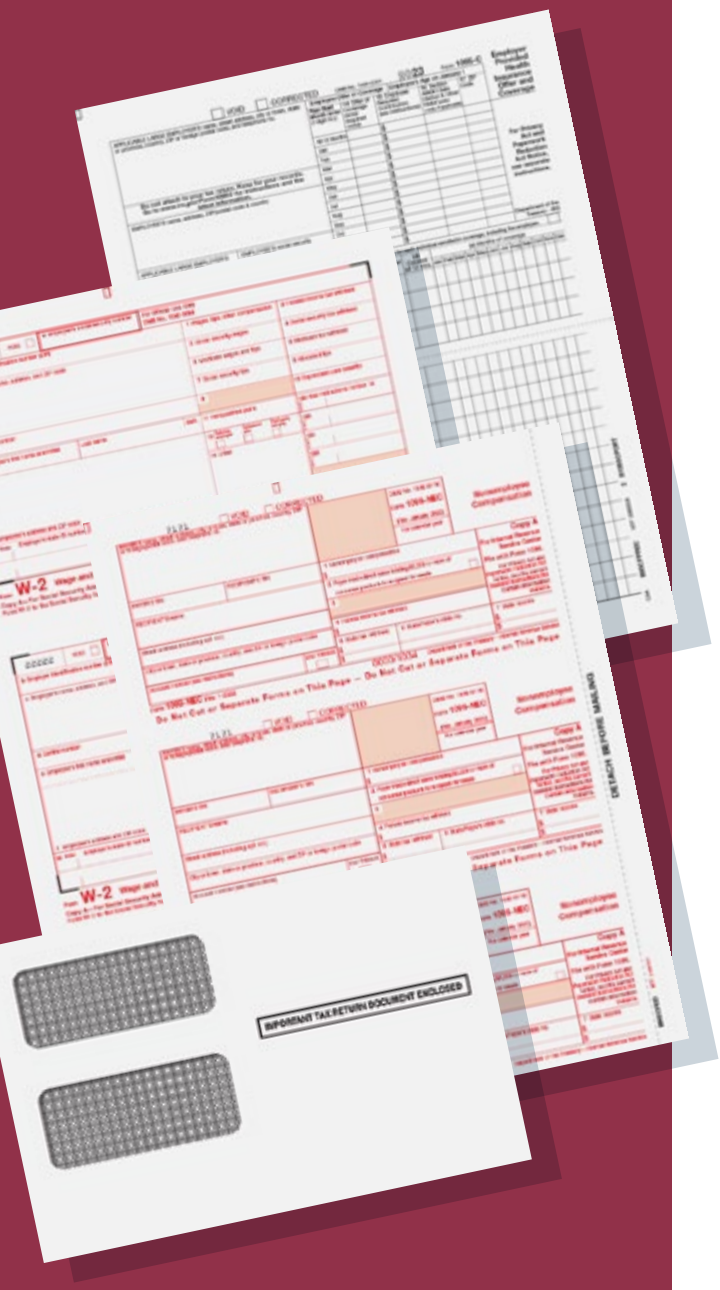
2023



W-2, 1099 & 1095 REPORTING

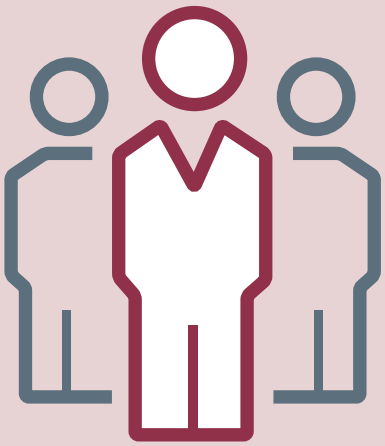
The right options for easy wage and information reporting

>> **NEW** E-FILE LASER SETS

>> **QUICK** TURNAROUND

>> **EASY** ORDERING

Your W-2, 1099 & 1095 Partner



EXPERT SERVICE

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-2/1099-R 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

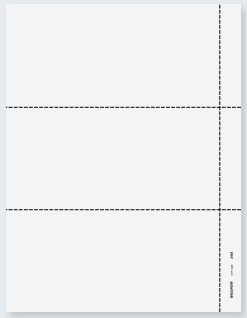
E. Condensed 4up Horizontal, one employee, four copies per page

F. Continuous

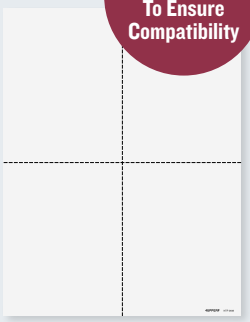
BLANK W-2 FORMATS

Request **Free Samples** To Ensure Compatibility

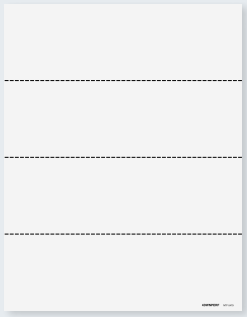
G. 2up



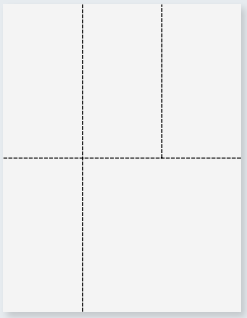
H. 3up with 3/4" side perf



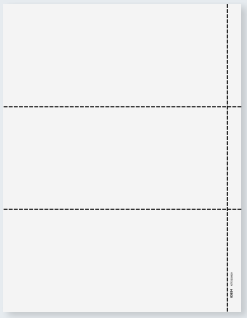
I. 4up Quadrant



J. 4up Horizontal



K. Universal for printing W-2 and 1099s on one stock



L. 3up for QuickBooks & EasyACCT with 1/2" side perf

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		
*TRDSET4I05	4pt	DWENV05
TRADSET805	8pt	DWENV05
*TRDSET8I05	8pt	DWENV05

*Employee instructions are printed on back of blank paper.

W-2 TRADITIONAL E-FILE SETS

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

W-2 Traditional 2up E-file Sets

Item #	Parts	Compatible Envelope
Preprinted Laser E-file Sets		
NEW! *EFW2TRADS305	3pt	DWENV05
NEW! *EFW2TRADS505	5pt	DWENV05

*Minimum of 50.

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	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
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	4UPDWENVS05	Self Seal
W24UPS6EG	6pt	4UPDWENV05	Moisture Seal
W24UPS8E	8pt	4UPDWENVS05	Self Seal
W24UPS8EG	8pt	4UPDWENV05	Moisture Seal

Traditional 6-part Preprinted Set
W2TRADS605

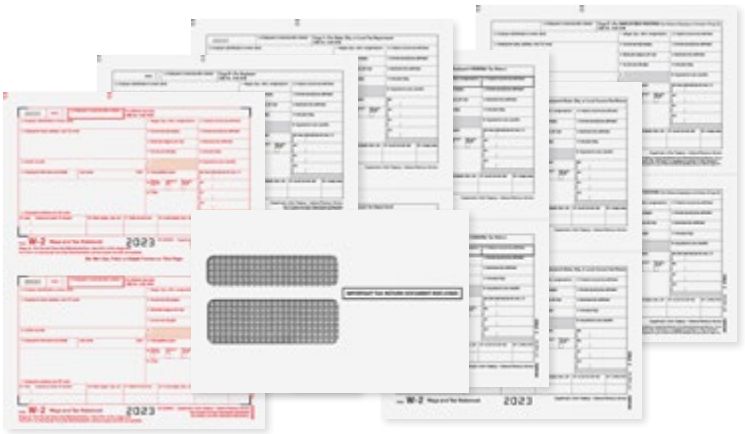
>> FORMS INCLUDED

W-2 Traditional Preprinted & Blank Sets

	Preprinted Forms			Blank 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 Traditional Preprinted E-File Sets

	Preprinted Forms	
Form Copy	**3pt**	**5pt**
W-2 Employee Federal Copy B	1	1
W-2 Employee File Copy C	1	1
W-2 Employer File Copy D	1	1
W-2 Employer State/City Copy 1	n/a	1
W-2 Employee State/City Copy 2	n/a	1



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

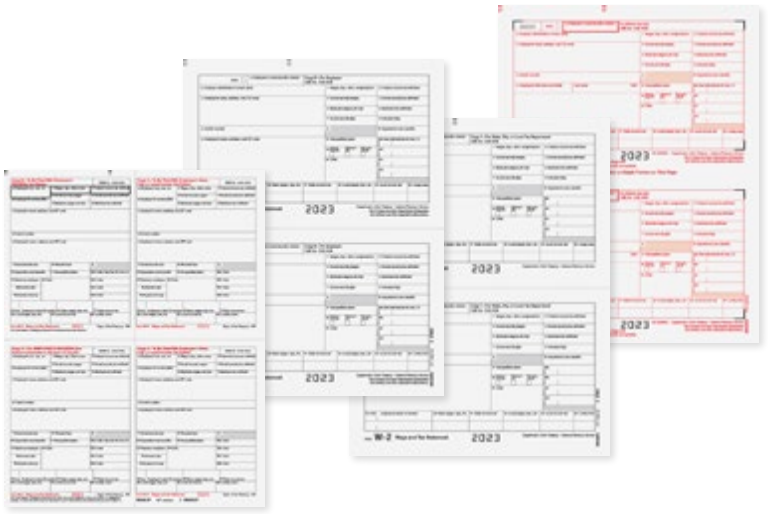
Item #	Parts	Compatible Envelope
3UPSET605	6pt	3UPDWENV05
*3UPSET6I05	6pt	3UPDWENV05

*Employee instructions are printed on back.

W-2 Condensed Blank 4up Sets

Item #	Parts	Compatible Envelope
Quadrant		
*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 Forms			3up Forms		4up Forms	
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 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

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 11.

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 Quadt 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
*BW2GFED05	W-2G Federal Copy A	n/a
*BW2GER105	W-2G Payer State Copy 1	n/a
*BW2GERD05	W-2G Payer Record Copy D	n/a
*BW2GEEB05	W-2G Winner Federal Copy B	RDWENV05
*BW2GEEC05	W-2G Winner Record Copy C	RDWENV05
*BW2GEE205	W-2G Winner State Copy 2	RDWENV05

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

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

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

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

W-2c Employer Federal Copy A
BW2C05

W-3C Correctional Transmittal
BW3C05

W-2G 2up Federal Copy A
BW2GFED05

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

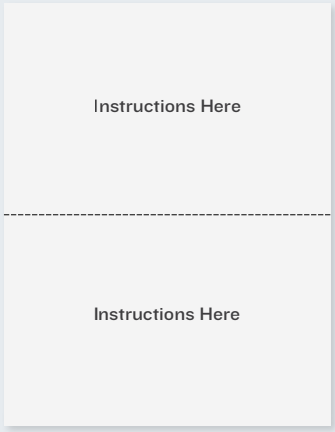
Item #	Description	Compatible Envelope
WONEPERF05	2up	DWENV05
WONEPERFI05	2up with instructions	DWENV05
*83634	3up with 1/2" side perf	1973
*83634I	3up with 1/2" side perf with instructions	1973
BW23PERF05	3up with 3/4" side perf	3UPDWENV05
BW3PERFI05	3up with 3/4" side perf with instructions	3UPDWENV05
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.

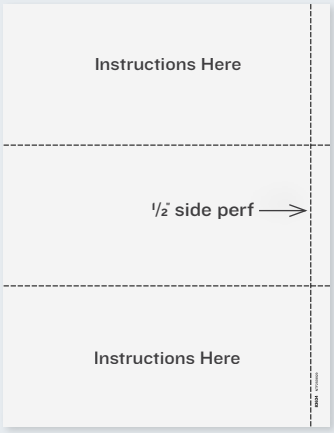
Request a sample of our envelopes
if you plan to use them with blank W-2 paper.

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

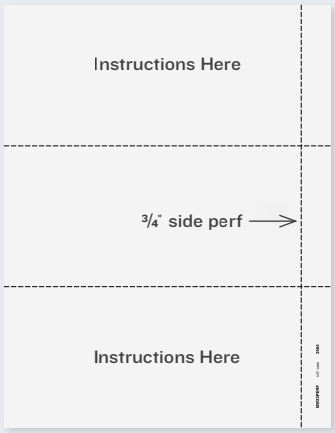
COMPATIBLE ENVELOPES
AVAILABLE FOR ALL FORMS.
SEE PAGE II.



2up Blank Paper
WONEPERF05
WONEPERFI05 (with instructions)

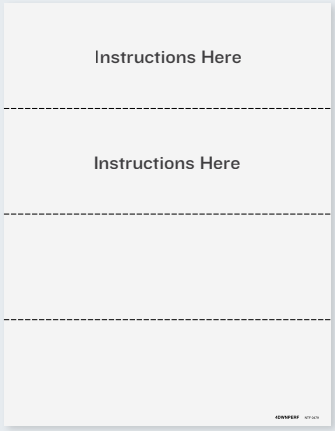


3up Blank Paper
83634
83634I (with instructions)

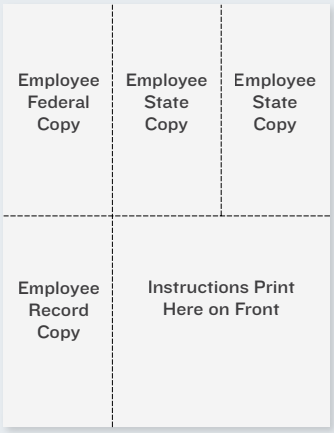


3up Blank Paper
BW23PERF05
BW3PERFI05 (with instructions)

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			
CW2056	One-Wide 6pt	A, 1, B, C, 2, D	DWENV05

W-3, W-3c Continuous Forms

Item #	Description	Summarizes	Compatible Envelope
Carbonless			
W3052	2pt Transmittal	W-2	n/a

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

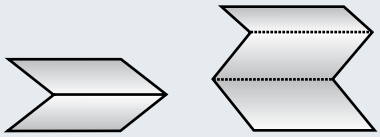
One-Wide – Suitable for any size printer or typewriter, making this format our most popular continuous form.

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 Eccentric Z-Fold

Universal Pressure Seal Forms

Item #	Description	Size	Form Type	Fold Type
80650	Universal Paper	8½" 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	8½" x 14"	Quadrant	Eccentric Z
80642	W-2 4up Horizontal	n/a	8½" x 14"	Horizontal	Eccentric Z
Preprinted					
80481	W-2 4up Quadrant	Copies C/B/2/2	8½" x 14"	Quadrant	Eccentric Z
80483	W-2 4up Horizontal	Copies B/C/2/2	8½" x 14"	Horizontal	Eccentric Z
80732	W-2 4up Quadrant	Copies 2/2/B/C	8½" x 11"	Quadrant	V

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

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

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

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

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**

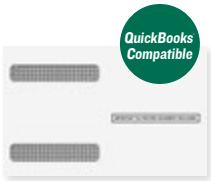
1970 - Moisture Seal
1970S - Self Seal
1970ALT - Moisture Seal for Inserters

DWENV05 - Moisture Seal
DWENVS05 - Self Seal
DWENVSTE - Tamper Evident Self Seal

1973 - Moisture Seal
1973S - Self Seal

3UPDWENV05 - Moisture Seal
3UPDWENVS05 - Self Seal

4UPDWENV05 - Moisture Seal
4UPDWENVS05 - Self Seal
4UPDWENVSTE - Tamper Evident Self Seal



4DOWNENV05 - Moisture Seal
4DOWNENVS05 - Self Seal

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 Left Edge	Top Window Distance From Bottom Edge	Bottom Window Size	Bottom Window Distance From Left Edge	Bottom Window Distance From Bottom Edge
Moisture Seal W-2 Envelopes								
***1970	W-2 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"
*1970ALT	• W-2 Universal Double Window	5 5/8" x 9"	9/16" x 2 1/2"	1/2"	3 5/8"	9/16" x 2 1/2"	3"	1 7/16"
DWENV05	W-2 2up Double Window	5 3/4" x 8 3/4"	15/16" x 4 1/8"	1/2"	3 3/8"	1 3/8" x 4 1/8"	1/2"	1 9/16"
*1973	W-2 3up Double Window	3 7/8" x 8 1/2"	7/8" x 3 1/4"	3/8"	2 1/4"	13/16" x 3 1/4"	3/8"	1"
3UPDWENV05	W-2 3up Double Window	3 7/8" x 8"	1" x 3 1/8"	3/8"	2 3/16"	3/4" x 3 1/8"	3/8"	1"
4UPDWENV05	W-2 4up Quadrant Double Window	5 3/4" x 8 3/4"	9/16" x 3 7/8"	5/16"	3 9/16"	11/16" 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" x 3 13/16"	5/16"	4 3/16"	3/4" x 3 13/16"	5/16"	5/8"
80558	• W-2 4up Quadrant Double Window	5 5/8" x 9"	11/16" x 3 11/16"	5/8"	3 9/32"	11/16" x 3 11/16"	5/8"	1 5/32"
4356	W-2 4 Down Horz Alt. Double Window	5 5/8" x 9"	3/4" x 3 3/8"	3/8"	4 1/4"	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"	3 11/32"	1 7/16" x 4 1/16"	1/2"	1 1/2"
1961	W-2 4up Quadrant Double Window	5 5/8" x 9"	3/4" x 3 7/8"	3/8"	3 7/16"	3/4" x 3 7/8"	3/8"	2 7/16"
398	• W-2 4up Quadrant Double Window	5 5/8" x 9"	9/16" x 3 5/8"	5/8"	3 1/2"	11/16" x 3 5/8"	5/8"	1 1/4"
RDWENV05	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"
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"	1/2"	1 9/16"
4UPALT9	• W-2 4up 9" Double Window	5 5/8" x 9"	9/16" x 3 7/8"	5/16"	3 9/16"	11/16" 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"	1/2"	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"	1/2" x 2 1/2"	1/2"	3 11/16"	9/16" x 2 1/2"	3 1/16"	1 1/2"
DWENVS05	W-2 2up Double Window	5 3/4" x 8 3/4"	15/16" x 4 1/8"	1/2"	3 3/8"	1 3/8" x 4 1/8"	1/2"	1 9/16"
DWENVSTE	W-2 2up Double Win - Tamper Evident	5 3/4" x 8 3/4"	15/16" x 4 1/8"	1/2"	3 3/8"	1 3/8" x 4 1/8"	1/2"	1 9/16"
*1973S	W-2 3up Double Window	3 7/8" x 8 1/2"	7/8" x 3 1/4"	3/8"	2 1/4"	13/16" x 3 1/4"	3/8"	1"
3UPDWENVS05	W-2 3up Double Window	3 7/8" x 8"	1" x 3 1/8"	3/8"	2 3/16"	3/4" x 3 1/8"	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"	3 9/16"	11/16" 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"	9/16" x 3 7/8"	5/16"	3 9/16"	11/16" x 3 7/8"	4 3/8"	2 1/2"
**4DOWNENVS05	W-2 4up Horizontal Double Window	5 3/4" x 8 3/4"	3/4" x 3 13/16"	5/16"	4 3/16"	3/4" x 3 13/16"	5/16"	5/8"
80558S	W-2 4up Quadrant Double Window	5 5/8" x 9"	11/16" x 3 11/16"	5/8"	3 9/32"	11/16" x 3 11/16"	5/8"	1 5/32"
4356S	W-2 4up Horz Alt. Double Window	5 5/8" x 9"	3/4" x 3 3/8"	3/8"	4 1/4"	13/16" x 3 3/8"	3/8"	5/8"

*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.

1095 Ordering Information

IRS Reporting

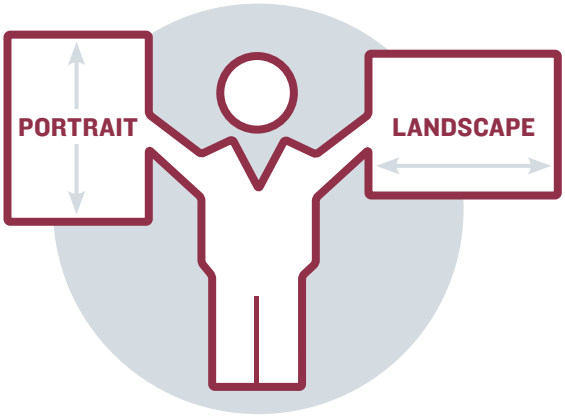
Order the official IRS landscape format. Only the official landscape format can be used when reporting to the IRS.

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	March 1*
1095 Federal Reporting	February 28**

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

**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

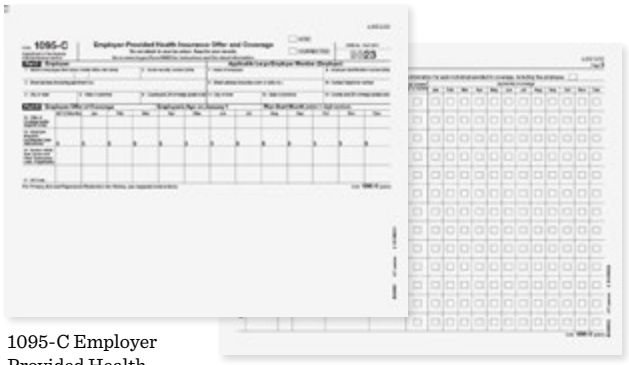
Item #	Description
B1095C05	1095-C Employer Provided Health Insurance
B1095C1205	1095-C Federal Kit—Pages 1 & 2
B1095C205	1095-C Covered Individuals

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 Covered Individuals
B1095C205

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

1094-B TRANSMITTALS

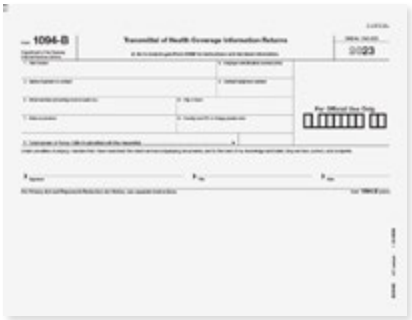
You need one 1094-B form to summarize a batch of paper 1095-B forms to the IRS. Do not use 1094-B forms when e-filing.

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

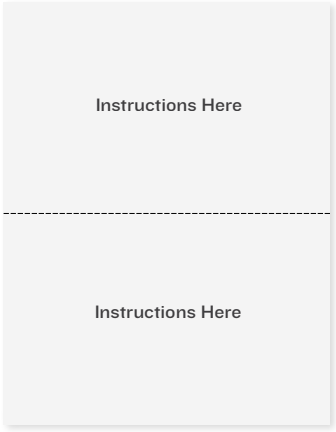
Item #	Description	Form Type
B95CFPREC05	1095-C Full Page Recipient Form w/Instructions on Back	Preprinted Laser
B95CHPREC05	1095-C Half Page Recipient Form w/Instructions on Front	Preprinted Laser
95CRCBT	1095-C Blank Top Half Page Recipient Form w/Instructions on Back	Preprinted Laser
B95CPERFI05	1095-C 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
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

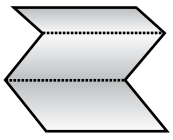
1095-C Full Page Recipient Form w/Instructions on Back
B95CFPREC05

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



Blank 1095-C Form w/Instructions on Back
B95CPERFI05

1095-C Preprinted Pressure Seal 14" EZ Fold
81652



Eccentric Z-Fold

COMPATIBLE ENVELOPES
SEE PAGE 15.

ACA Recipient Mailing Envelopes

Order in increments of 25

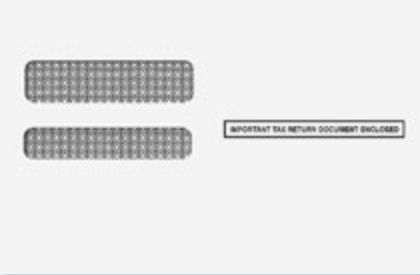
RECIPIENT MAILING ENVELOPES

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

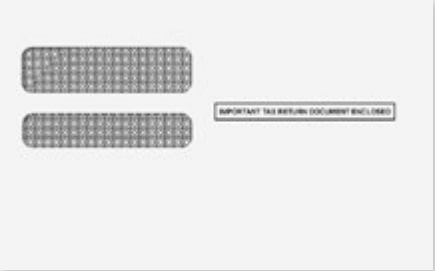
Item #	Description	Compatible Forms
95DWENV05	Double Window Envelope Moisture Seal	B95CHPREC05 B95BFPREC05 B95CFPREC05 B95BPERFI05* B95CPERFI05*
95DWENVS05	Double Window Envelope Self Seal	B95CHPREC05 B95BFPREC05 B95CFPREC05 B95BPERFI05* B95CPERFI05*
1964**	Double Window Envelope Moisture Seal - Machine Inserter	B95CHPREC05 B95BFPREC05 B95CFPREC05 B95BPERFI05* B95CPERFI05*
RDWENV05	Double Window Envelope Moisture Seal	95CRCBT
RDWENVS05	Double Window Envelope Self Seal	95CRCBT
RDWENVSTE	Dbl Win Envelope Tamper Evident Self Seal	95CRCBT
4UPDWENV05	Double Window Envelope Moisture Seal	B95BLANK
4UPDWENVS05	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.

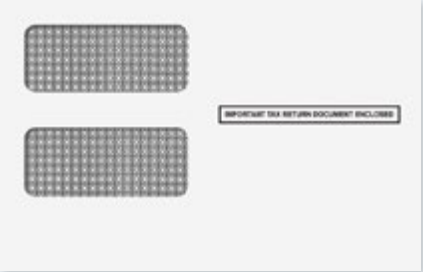
**Order in increments of 500



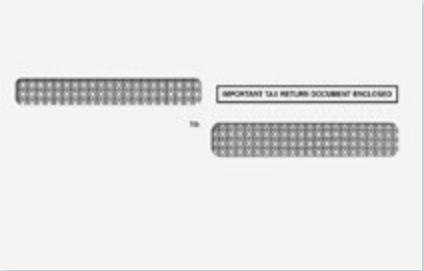
95DWENV05 - Moisture Seal
95DWENVS05 - Self Seal



1964 - Moisture Seal



RDWENV05 - Moisture Seal
RDWENVS05 - Self Seal
RDWENVSTE - Tamper Evident Self Seal



4UPDWENV05 - Moisture Seal
4UPDWENVS05 - 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

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)
ATX MAX
Client Accounting Suite
Pensoft
TaxWise W2/1099
Yearli Desktop
Blank 3up
1099-etc (AMS)
ATX MAX
EasyACCT
Pensoft
TaxWise W2/1099
Yearli Desktop

Form 1099-NEC
Preprinted 3up
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 3up
1099-etc (AMS)
Client Accounting Suite
Pensoft
Yearli Desktop

1099-NEC/MISC Parts Required Per State

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

Please note: The parts listed are based on the filer meeting all the filing requirements of the state.

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.

				Due Date	
Form	**Title**	**What to Report**	**Amounts to Report**	**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.	$600 or more		
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 Information	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**
		Aggregated direct sales of consumer goods for resale.	$5,000 or more		
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
		Aggregated direct sales of consumer goods for resale.	$5,000 or more		
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-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-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
W-2G	Certain Gambling Winnings	Gambling winnings from horse racing, dog racing, jai alai, lotteries, keno, bingo, slot machines, sweepstakes, wagering pools, poker tournaments, etc.	Generally, $600 or more; $1,200 or more from bingo or slot machines; $1,500 or more from keno	February 28*	January 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

Use the **1099 Parts Required Per State** chart on page 17 to determine the parts needed for the state(s) in which you file.

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
- E-file Sets do not 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

1099 Laser Sets

Item #	Description/Parts	Format	Compatible Envelope
1099-DIV	**Dividends & Distributions**		
DIVS305	Preprinted 3pt	2up	RDWENV05
DIVS405	Preprinted 4pt	2up	RDWENV05
NEW! *EFDIVS205	Preprinted E-file Set 2pt	2up	RDWENV05
NEW! *EFDIVS305	Preprinted E-file Set 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
NEW! *EFINTS205	Preprinted E-file Set 2pt	2up	RDWENV05
NEW! *EFINTS305	Preprinted E-file Set 3pt	2up	RDWENV05
INTSET305	Blank 3pt	2up	RDWENV05
INTSET405	Blank 4pt	2up	RDWENV05
1099-MISC	**Miscellaneous Information**		
MISCS305	Preprinted 3pt	2up	RDWENV05
MISCS405	Preprinted 4pt	2up	RDWENV05
MISCS505	Preprinted 5pt	2up	RDWENV05
NEW! *EFMISCS205	Preprinted E-file Set 2pt	2up	RDWENV05
NEW! *EFMISCS305	Preprinted E-file Set 3pt	2up	RDWENV05
MISCSET305	Blank 3pt	2up	RDWENV05
MISCSET405	Blank 4pt or 5pt	2up	RDWENV05
1099-NEC	**Nonemployee Compensation**		
NECS305	Preprinted 3pt	3up	99DWENV05
NECS405	Preprinted 4pt	3up	99DWENV05
NECS505	Preprinted 5pt	3up	99DWENV05
NEW! *EFNECS205	Preprinted E-file Set 2pt	2up	RDWENV05
NEW! *EFNECS305	Preprinted E-file Set 3pt	2up	RDWENV05
NECSET305	Blank 3pt	3up	99DWENV05
NECSET405	Blank 4pt or 5pt	3up	99DWENV05
1099-R	**Distributions from Pensions, Annuities, 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

*Minimum of 50.

1099 Kits with Envelopes

Item #	Parts	Format	Included Envelope	Envelope Seal
Preprinted Kits				
1099-DIV	**Dividends & Distributions**			
DIVS3E	3pt	2up	RDWENVS05	Self Seal
DIVS4E	4pt	2up	RDWENVS05	Self Seal
1099-INT	**Interest Income**			
INTS3E	3pt	2up	RDWENVS05	Self Seal
INTS3EG	3pt	2up	RDWENV05	Moisture Seal
INTS4E	4pt	2up	RDWENVS05	Self Seal
INTS4EG	4pt	2up	RDWENV05	Moisture Seal
1099-MISC	**Miscellaneous Information**			
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
With Tamper Evident Envelope				
MISCS3TE	3pt	2up	RDWENVSTE	Self Seal
MISCS4TE	4pt	2up	RDWENVSTE	Self Seal
1099-NEC	**Nonemployee Compensation**			
NECS3E	3pt	3up	99DWENVS05	Self Seal
NECS3EG	3pt	3up	99DWENV05	Moisture Seal
NECS4E	4pt	3up	99DWENVS05	Self Seal
NECS4EG	4pt	3up	99DWENV05	Moisture Seal
NECS5E	5pt	3up	99DWENVS05	Self Seal
NECS5EG	5pt	3up	99DWENV05	Moisture Seal
1099-R	**Distributions from Pensions, Annuities, Etc.**			
RS4E	4pt	2up	RDWENVS05	Self Seal
RS6E	6pt	2up	RDWENVS05	Self 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 Information**		
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	3up	n/a
BNECREC05	1099-NEC Recipient Copy B	3up	99DWENV05
BNECPAY05	1099-NEC Payer Copy C	3up	n/a
BNEC105	1099-NEC Payer State Copy 1	3up	n/a
BNEC205	1099-NEC Recipient State Copy 2	3up	99DWENV05
BNECB205*	1099-NEC Recipient Copies B/2	3up	99DWENV05
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.

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.

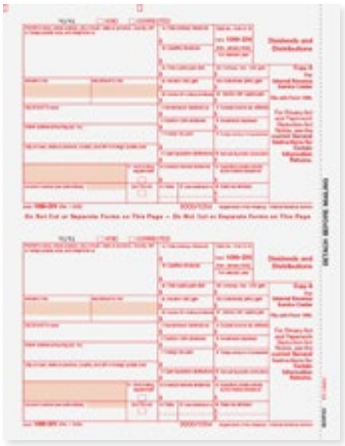
If you need more than the THREE FREE laser forms we send, order #B109605.

1099-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

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 Information (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
BPATRRC05	1099-PATR Recipient Copy B	3up	99DWENV05
BPATRPY05	1099-PATR Payer Copy C	3up	n/a
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
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

MORE INFORMATION REPORTING FORMS

Item #	Description	Format	Compatible Envelope
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-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

1099-A Federal Copy A
BAFED05

1099-B Federal Copy A
BBFED05

1099-G Federal Copy A
BGFED05

1099-LTC Federal Copy A
BLTCFED05

1099-OID Federal Copy A
BOIDFED05

1099-PATR Federal Copy A
BPATRFED05

1099-S Federal Copy A
BSFED05

1098 Federal Copy A
B1098FED05

1098-T Federal Copy A
B98TFED05

1042-S
1042SFED05

COMPATIBLE ENVELOPES
SEE PAGE 24.

1099 Blank Forms

Order by the sheet in increments of 25

1099 BLANK PERFORATED LASER PAPER

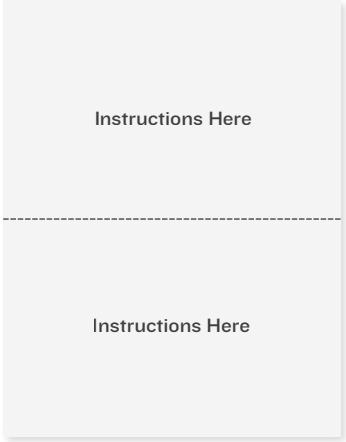
- The IRS recommends that recipient copies be printed on perforated paper
- Form pictures indicate which parts of the form have instructions printed on the back (unless noted)

1099 Blank Laser Paper

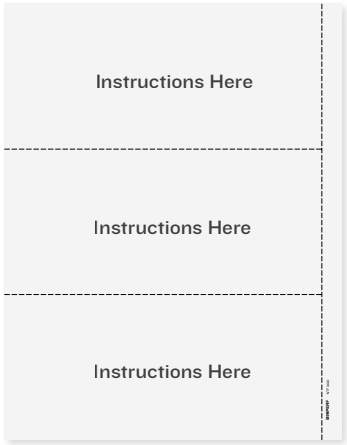
Item #	Description	Compatible Envelope
WONEPERF05	2up 1099-MISC, -B, -DIV, -R	RDWENV05
WONEPERFMI05	2up with 1099-MISC instructions on the top form	RDWENV05
80014	2up with 1099-MISC instructions on both forms	RDWENV05
B99PERFNI05	3up with 1/2" side perf with 1099-NEC instructions on all three panels	99DWENV05
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 all three panels	99DWENV05
4UPPERF05	4up 1099-MISC, -R	R4UPDWENV05
80728	4up 1099-R with instructions	R4UPDWENV05
B4PERF05	4up Universal 1099-R, 1099-MISC and 1099-NEC	1970*
9ONEPERF05	1099 3up without side perf	99ENVA
BINTBLNK	2up with 1099-INT instructions	RDWENV05

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

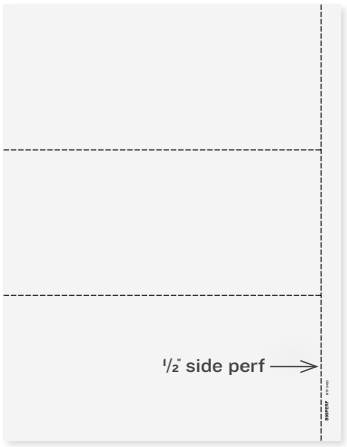
REQUEST A SAMPLE of our envelopes if you plan to use them with blank 1099 paper. It's important to ensure that window placement is compatible with the information your software prints.



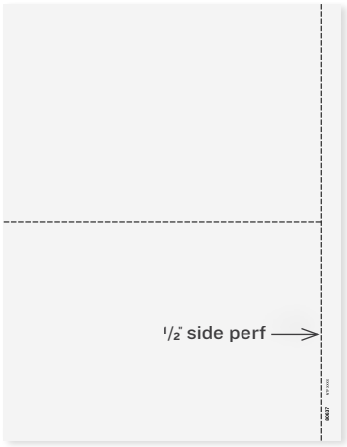
2up Blank Paper
WONEPERF05
WONEPERFMI05 (with 1099-MISC instructions on top form)
80014 (with 1099-MISC instructions on both forms)



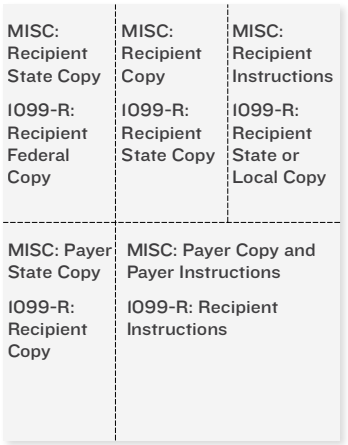
3up Blank Paper
B99PERFNI05 (with 1099-NEC instructions on all three panels)



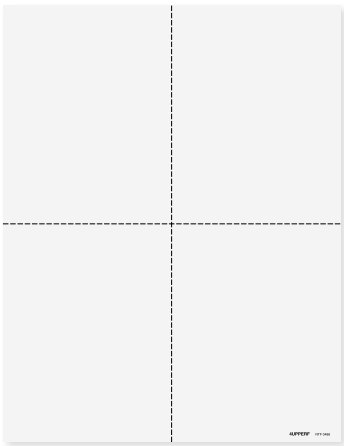
3up Blank Paper with side perf
B99PERF05
B99PERFMI05 (with 1099-MISC inst.)
9ONEPERF05 (no side perf)



2up Blank Paper with side perf
80637



4up Universal Blank Paper
B4PERF05



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

Item #	Description	Copy Part	Compatible Envelope
1099-DIV	**Dividends & Distributions**		
CDIV054	1099-DIV 5pt Carbonless	A, State, B, 2, C	RDWENV05
1099-INT	**Interest Income**		
CINT054	1099-INT 5pt Carbonless	A, State, B, 2, C	RDWENV05
1099-MISC	**Miscellaneous Information**		
CMIS054	1099-MISC 4pt Carbonless	A, State, B, C	RDWENV05
1099-NEC	**Nonemployee Compensation**		
CNEC055	1099-NEC 5pt Carbonless	A, 1, B, 2, C	99DWENV05

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

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

1099-NEC 5-part Carbonless
CNEC055

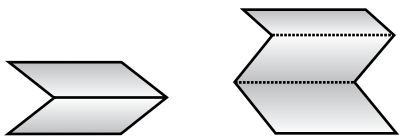
1096 2-part Carbonless
1096052

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

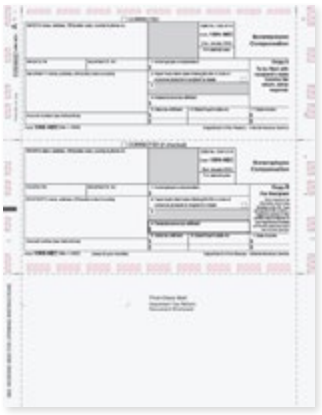
Item #	Description	Size	Fold Type
80650	Universal Paper	8½" x 14"	Eccentric Z

1099 Pressure Seal Forms

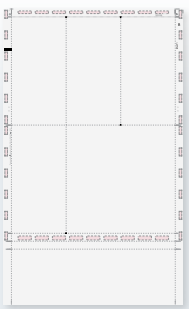
Item #	Description	Recipient Copies	Size	Fold Type
Preprinted				
80487	1099-MISC	Copies 2, B	8½" x 11"	Z
80423	1099-NEC	Copies 2, B	8½" x 11"	Z
Blank				
LMISCPSB*	1099-MISC	n/a	8½" x 11"	Z
LNECPSB	1099-NEC	n/a	8½" x 11"	Z
80349	Multi-Purpose	n/a	8½" x 11"	Z

*Contains instructions

1099-MISC
80487—Comparable to MW353



1099-NEC
80423



UNIVERSAL PRESSURE SEAL FORM

Simplify printing!

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

#80650

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

1970ALT - Moisture Seal for Inserters

1963 - Moisture Seal

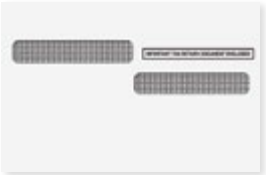
RDWENV05 - Moisture Seal
RDWENVS05 - Self Seal
RDWENVSTE - Tamper Evident Self Seal

99DWENV05 - Moisture Seal
99DWENVS05 - Self Seal
99DWENVSTE - Tamper Evident Self Seal

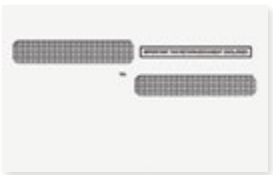
99SWENV05 - Moisture Seal

99ENVA - Moisture Seal

FREE SAMPLES

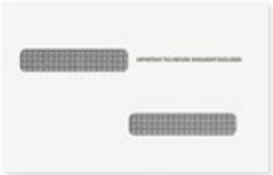


R4UPDWENV05 - Moisture Seal
R4UPDWENVS05 - Self Seal



RALT9 - Moisture Seal

70007 - Moisture Seal
70007S - Self Seal



DWR4 - Moisture Seal

Item #	Description	Overall Size	Top Window Size	Top Window Distance From Left Edge	Top Window Distance From Bottom Edge	Bottom Window Size	Bottom Window Distance From Left Edge	Bottom Window Distance From 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"
*1970ALT	• 1099 Universal Double Window	5 5/8" x 9"	9/16" x 2 1/2"	1/2"	3 5/8"	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"
99SWENV05	1099 3up Single Window	3 7/8" x 8 1/4"	n/a	n/a	n/a	1 1/8" x 3 1/8"	1/2"	5/8"
99ENVA	• 1099 Double Window	3 15/16" x 9 3/16"	1" x 3 5/16"	9/16"	2 5/16"	1 1/8" x 3 5/16"	9/16"	3/4"
R4UPDWENV05	1099-R 4up Double Window	5 3/4" x 8 3/4"	3/4" x 4 1/16"	3/8"	3 11/16"	11/16" x 3 7/8"	4 1/2"	2 5/8"
RALT9	• 1099-R 4up Alt. Double Window	5 5/8" x 9"	3/4" x 4 1/16"	3/8"	3 11/16"	11/16" x 4 1/16"	4 1/2"	2 5/8"
70007	• 1099 for Jack Henry Software	3 7/8" x 9"	7/8" x 3 5/8"	1/2"	2 3/8"	1 9/16" x 3 5/8"	1/2"	1/2"
DWR4	• 1099 4up Double Window	5 3/4" x 9"	11/16" x 3 5/8"	5/8"	3 5/16"	11/16" 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"
RDWENVS05	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"
99DWENVS05	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"
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"
R4UPDWENVS05	1099-R 4up Double Window	5 3/4" x 8 3/4"	3/4" x 4 1/16"	3/8"	3 11/16"	11/16" x 3 7/8"	4 1/2"	2 5/8"
70007S	1099 for Jack Henry Software	3 7/8" x 9"	7/8" x 3 5/8"	1/2"	2 3/8"	1 9/16" x 3 5/8"	1/2"	1/2"

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

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

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