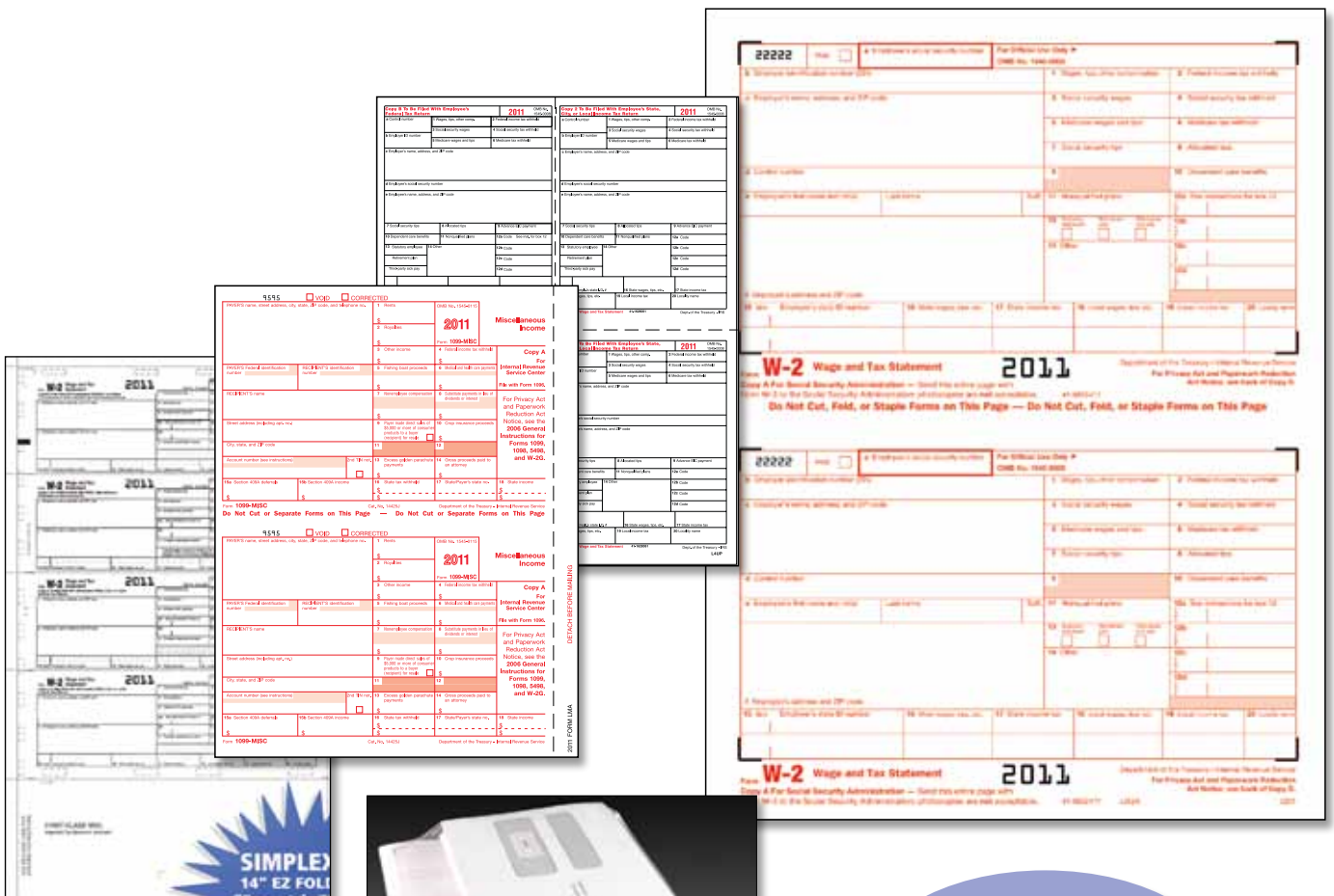


# Tax Forms 2011

Guaranteed to Meet IRS Form Specifications

## Complete Catalog



IMPORTANT TAX RETURN DOCUMENT ENCLOSED

We support all software, including Quicken®/QuickBooks® and Peachtree®.



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## ELECTRONIC FILING INFORMATION

### W-2 FORMS - MUST BE FILED ELECTRONICALLY OR ON PAPER

Mag-Media filing will no longer be accepted by the Social Security Administration (SSA) as of February 28, 2006.

### 1099 FORMS MUST BE FILED ELECTRONICALLY OR ON PAPER AS OF 12/1/10

The change in the electronic filing requirements generally affects information returns relating to interest and dividend payments (Forms 1099INT, DIV, OID, and PATR) and broker and barter exchange transactions (Form 1099B). You are required to file such information returns electronically only if you are required to file 250 or more returns.

### OTHER INFORMATION RETURNS

If you are required to file 250 or more returns on Form 1098, 1099A, 1099G, 1099MISC, 1099R, 1099S, 5498 or W-2G you are required to file electronically. For determining the number of returns you are required to file "count each type of form separately", for example, if you must file 300 Form 1098 and 100 1099MISC, you are not required to file Form 1099MISC electronically, but you must file Form 1098 electronically.

The due dates for Electronic Filing are the same as for Paper Document Reporting. For further information concerning Electronic Filing or information about a waiver contact: Internal Revenue Service.; Enterprise Computing Center-Martinsburg; Attn:Information Reporting Program; 230 Murall Drive; Kearneysville, WV. 25430; Telephone: (304) 263-8700.

The following returns may be filed electronically to the IRS:

<b>1099A</b>	<b>1099B</b>	<b>1099C</b>	<b>1099CAP</b>	<b>1099DIV</b>
<b>1099G</b>	<b>1099K</b>	<b>1099INT</b>	<b>1099LTC</b>	<b>1099MISC</b>
<b>1099OID</b>	<b>1099PATR</b>	<b>1099Q</b>	<b>1099R</b>	<b>1099SA</b>
<b>1099S</b>	<b>1042S</b>	<b>1098</b>	<b>1098C</b>	<b>1098E</b>
<b>1098T</b>	<b>3921</b>	<b>3922</b>	<b>5498</b>	<b>5498ESA</b>
<b>5498SA</b>	<b>W2G</b>			

W-2 Forms are filed to the Social Security Administration

### State W-2 and 1099R Part Requirements

**6-PART STATES** AL, AR, AZ, CA, CO, CT, DC, DE, GA, HI, ID, IA, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, NE, ND, NJ, NM, NY, OH, OK, OR, PA, RI, SC, UT, VA, VT, WI, WV. (Add extra parts for city withholding tax.)

**4-PART STATES** AK, FL, NV, NH, SD, TN, TX, WA, WY.

W-2	Employer Copies				Employee Copies			
	Federal Copy A	State Copy 1	City Copy 1	File Copy D	Federal Copy B	State Copy 2	City Copy 2	File Copy C
4-Part	X			X	X			X
6-Part	X	X		X	X	X		X
8-Part	X	X	X	X	X	X	X	X

### State 1099 Part Requirements

**3-PART STATES**

AK, CO, FL, IL, KY, MD, ME, MI, NE, NH, NJ, NM, NV, OH, RI, SD, TN, TX, VT, WA, WV, WY.

**4-PART STATES**

AL, AR, AZ, CA, CT, DE, DC, GA, HI, IA, ID, IN, KS, LA, MA, MN, MO, MS, MT, NC, ND, NY, OH, OK, OR, PA, SC, UT, VA, WI.

# LASER OFFICIAL FORMAT W-2 FORMS

## Individual Packs

LASER CUT SHEETS

Employer Copy D  
State/City Copy 1

Employee  
State/City Copy 2

Employer Copy D  
State/City Copy 1

Employee  
Record Copy C

Federal  
Copy A

Employee  
Federal Copy B

Available  
Self Seal  
DWCLS

Use Envelope  
DWCL or  
SWCL

## Individual Laser Packs

FORM #	FORM #	
50'S	500'S	
LW2A	LW2A500	LASER W-2 COPY A EMPLOYER'S FEDERAL
LW2D1	LW2D1500	LASER W-2 COPY 1 STATE/LOCAL, OR COPY D EMPLOYER'S

FORM #	FORM #	
50'S	500'S	
LW2B	LW2B500	LASER W-2 COPY B EMPLOYEE'S FEDERAL
LW2C2	LW2C2500	LASER W-2 COPY 2 STATE/LOCAL/CITY, OR COPY C EMPLOYEE'S RECORD

**Laser W-2  
Packaged Sets  
With & Without  
Envelopes Available  
See Page 4**

## Ordering Individual W-2 Lasers Made Easy

**Official Format W-2's** - each sheet of the W-2 contains information for two employees and is printed as a separate batch. All Copy A's, Copy B's, Copy C's etc. are printed separately. The employee copies must be collated for envelope insertion. Our laser W-2's are sold in packages of 50 - 8 1/2 x 11 sheets yielding 100 individual W-2 copies (Also available in bulk packs of 500). If for example, you want to order the equivalent of 100 6-part W-2's, you would order as follows:

ITEM	QTY OF PACKAGES	ITEM	QTY OF PACKAGES
LW2A	1	LW2B	1
LW2C	1	LW22	1
LW2D1	2		

(Please note: prepackaged sets of the laser official format W-2's are available on page 4).

**Combined and Blank Format W-2's** (See pages 5, 6 and 7) - These preprinted combined and blank formats are designed to print all employee's copies on one sheet. These combined and blank formats eliminate collating. Just fold and put in a matching window envelope. For example, the L4UP contains employee's Copies B, C, 2, and 2 preprinted on one 8 1/2 x 11 sheet. Our laser W-2 combined and blank

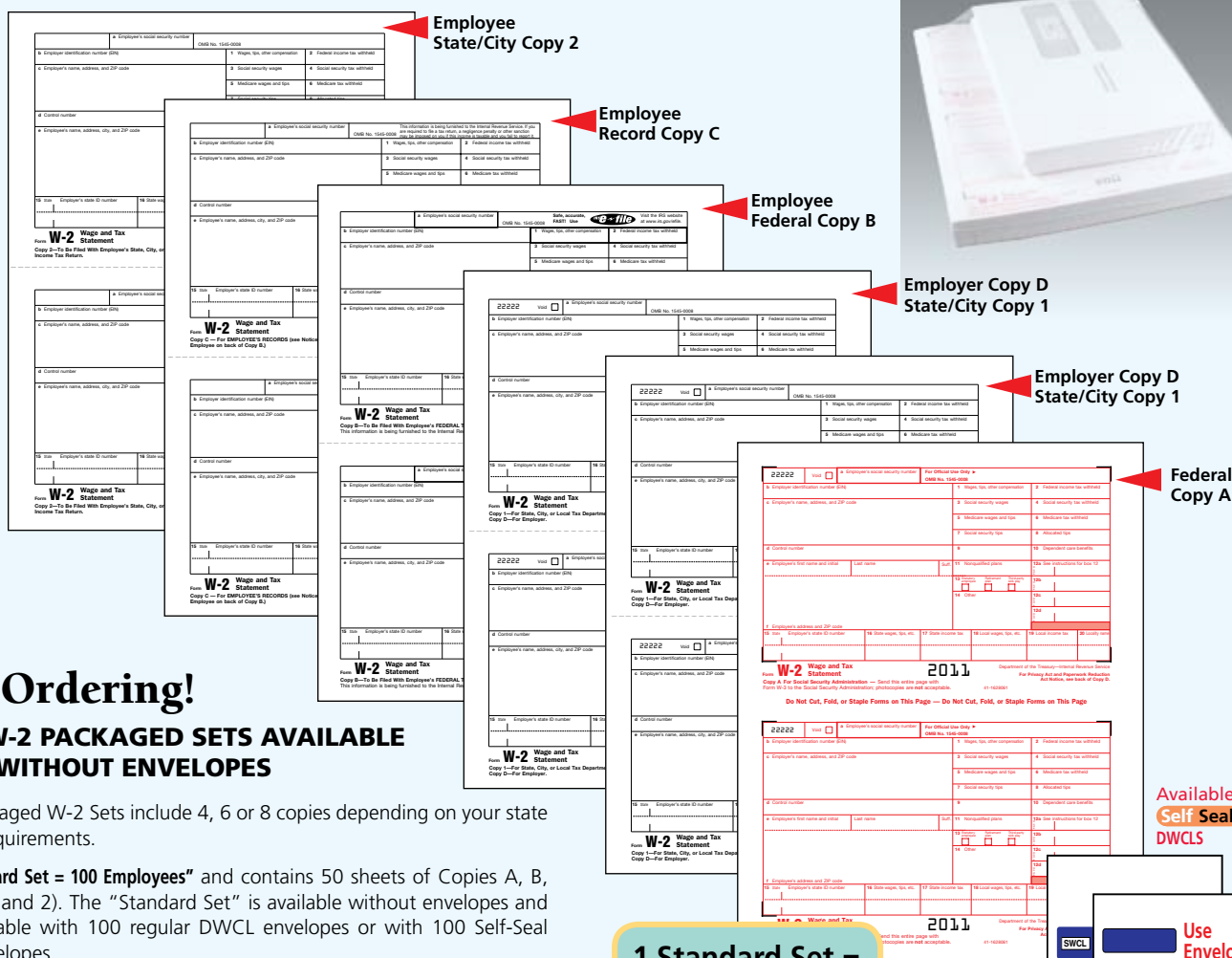
formats are sold in packages of 50 sheets yielding 50 employee's copies. Most formats are also available with employer's copies, file Copy D and state Copy 1, combined. The combined and blank forms are ideal for electronic filing (if filing Copy A to the Social Security Administration, you must use the official format Federal Copy A which would utilize a different program from the combined and blank formats). (Note: blank formats may not work with our stock envelopes, please request samples for testing).

# LASER OFFICIAL FORMAT W-2 FORMS

## Packaged Sets With and Without Envelopes

### Available 4, 6 or 8 copies

LASER CUT SHEETS  
PACKAGED SETS



## Easy Ordering!

### LASER W-2 PACKAGED SETS AVAILABLE WITH & WITHOUT ENVELOPES

The prepackaged W-2 Sets include 4, 6 or 8 copies depending on your state and local requirements.

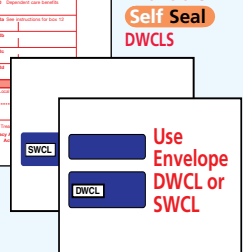
Each "Standard Set = 100 Employees" and contains 50 sheets of Copies A, B, C, D (and 1 and 2). The "Standard Set" is available without envelopes and is also available with 100 regular DWCL envelopes or with 100 Self-Seal DWCLS envelopes.

Each "Mini Set = 50 Employees" and contains 25 sheets of Copies A, B, C, D (and 1 and 2). The "Mini Set" is available with 50 regular DWCL envelopes or 50 Self-Seal DWCLS envelopes.

Each "Value Set = 20 Employees" and contains 10 sheets of Copies A, B, C, D (and 1 and 2). The "Value Set" is available with 20 Self-Seal DWCLS envelopes.

Note: The W-2 copies are packaged individually (see page 3).

**1 Standard Set = 100 Employees**  
**1 Mini Set = 50 Employees**



### LASER STANDARD SETS 50 SHEETS (100 EMPLOYEES)

FORM #	Description
95214	50 SHEETS EA LASER W-2 COPY A, B, C, D
95216	50 SHEETS EA LASER W-2 COPY A, B, C, D, 1, 2
95218	50 SHEETS EA LASER W-2 COPY A, B, C, D, 1, 1, 2, 2

### LASER STANDARD SETS W/ ENVELOPES 50 SHEETS (100 EMPLOYEES)

FORM #	Description
95214E	50 SHEETS EA LASER W-2 COPY A, B, C, D + 100 DWCL
95216E	50 SHEETS EA LASER W-2 COPY A, B, C, D, 1, 2 + 100 DWCL
95218E	50 SHEETS EA LASER W-2 COPY A, B, C, D, 1, 1, 2, 2 + 100 DWCL

### LASER STANDARD SETS W/ SELF-SEAL ENVELOPES 50 SHEETS (100 EMPLOYEES)

FORM #	Description
95214ES	50 SHEETS EA LASER W-2 COPY A, B, C, D + 100 DWCLS
95216ES	50 SHEETS EA LASER W-2 COPY A, B, C, D, 1, 2 + 100 DWCLS
95218ES	50 SHEETS EA LASER W-2 COPY A, B, C, D, 1, 1, 2, 2 + 100 DWCLS



### LASER MINI SETS W/ ENVELOPES 25 SHEETS (50 EMPLOYEES)

FORM #	Description
95211E	25 SHEETS EA LASER W-2 COPY A, B, C, D + 50 DWCL
95212E	25 SHEETS EA LASER W-2 COPY A, B, C, D, 1, 2 + 50 DWCL
95213E	25 SHEETS EA LASER W-2 COPY A, B, C, D, 1, 1, 2, 2 + 50 DWCL

### LASER MINI SETS W/ SELF-SEAL ENVELOPES 25 SHEETS (50 EMPLOYEES)

FORM #	Description
95211ES	25 SHEETS EA LASER W-2 COPY A, B, C, D + 50 DWCLS
95212ES	25 SHEETS EA LASER W-2 COPY A, B, C, D, 1, 2 + 50 DWCLS
95213ES	25 SHEETS EA LASER W-2 COPY A, B, C, D, 1, 1, 2, 2 + 50 DWCLS

### LASER VALUE SETS W/ SELF SEAL ENVELOPES 10 SHEETS (20 RECIPIENTS)

FORM #	Description
95204ES	10 SHEETS EA LASER W2 COPY A, B, C, D + 20 DWCLS
95206ES	10 SHEETS EA LASER W2 COPY A, B, C, D, 1, 2 + 20 DWCLS
95208ES	10 SHEETS EA LASER W2 COPY A, B, C, D, 1, 1, 2, 2 + 20 DWCLS

# LASER W-2 COMBINED FORMS

## Ideal For Electronic Filing

THESE COMBINED FORMATS ELIMINATE COLLATING! JUST FOLD AND PUT IN AN ENVELOPE

LASER CUT SHEETS

The L4UP is the Most Popular Preprinted 4-up Combined Format

Available in Continuous Format CL38 and CL38R

Available on 24# Stock See Below\*

Use Envelope DW45

Use Envelope DW387

Available Self Seal DW455 Envelope With Diagonal Seam Available Contact Plant

Available Self Seal DW387S Envelope With Diagonal Seam Available Contact Plant

1 Page = 1 Employee

1 Page = 1 Employee

FORM NUMBER L4UP is perforated once vertically and horizontally to divide the sheet into four equal sections.

FORM NUMBER L87 is perforated horizontally to divide the sheet into four equal sections.

FORM #	FORM #	
50'S	500'S	
L4UP	L4UP500	LASER W-2 EMPLOYEE'S COPIES B, C, 2 & 2 COMBINED
L4UPR	L4UPR500	LASER W-2 EMPLOYER'S COPIES 1/D, 1/D, 1/D, 1/D
	*L4UP24500	AVAILABLE ON 24# PAPER STOCK

FORM #	FORM #	
50'S	500'S	
L87	L87500	LASER W-2 4UP HORIZONTAL EMPLOYEE'S COPIES B, C, 2, & 2 COMBINED
L87R	L87R500	LASER W-2 4UP HORIZONTAL EMPLOYER'S COPIES 1/D, 1/D, 1/D, 1/D COMBINED
	*L8724500	AVAILABLE ON 24# PAPER STOCK
CL38		LASER CONTINUOUS W-2 EMPLOYEE'S COPIES B, C, 2 & 2 COMBINED
CL38R		LASER CONTINUOUS W-2 EMPLOYER'S COPIES 1/D, 1/D, 1/D, 1/D COMBINED

NEW DIAGONAL SEAM ENVELOPE - CALL PLANT FOR AVAILABILITY  
ALL LASERS 50 SHEETS/PACK - WHERE NOTED: BULK PACKAGING 500 SHEETS/PACK

# ALTERNATE LASER CUT SHEET, W-2 COMBINED FORMATS

Available Self Seal DW4MWS

Use Envelope DW4MW

FORM #	FORM #	
50'S	500'S	
L4UPW	L4UPW500	W-STYLE ALTERNATE W-2 4-UP EMPLOYEE'S COPIES B, C, 2, 2
L4UPWR	L4UPWR500	W-STYLE ALTERNATE 4UP EMPLOYER'S COPIES 1/D, 1/D, 1/D, 1/D

Use Envelope DW298

FORM #	FORM #	
50'S	500'S	
L275	L275500	M-STYLE ALTERNATE W-2 4UP EMPLOYEE'S COPIES B, C, 2, 2
L276	L276500	M-STYLE ALTERNATE W-2 4UP EMPLOYER'S COPIES 1/D, 1/D, 1/D, 1/D

Use Envelope DW3

**FORM NUMBER L3UP**  
2 perfs horizontally every 3-2/3" to divide the sheet into 3 equal forms: copy B, C and 2, ideal for electronic filing.

FORM #	FORM #	
50'S	500'S	
L3UP	L3UP500	LASER W-2 3UP EMPLOYEE'S COPIES B, C & 2 COMBINED
L3UPR	L3UPR500	LASER W-2 3UP EMPLOYER'S COPIES 1/D, 1/D, 1/D

Available Self Seal DW4S

Use Envelope DW4S

FORM #	FORM #	
50'S	500'S	
L4UPA	L4UPA500	ALTERNATE STYLE LASER W-2 EMPLOYEE'S COPIES B, C, 2, 2 COMBINED
L4UPAR	L4UPAR500	ALTERNATE STYLE LASER W-2 EMPLOYER'S COPIES 1/D, 1/D, 1/D, 1/D

Use Envelope DW4DN

FORM #	FORM #	
50'S	500'S	
L4DN	L4DN500	LASER W-2 4UP HORIZONTAL ALT N STYLE

Available Self Seal DWCLS

Use Envelope DWCL or SWCL

THE B & C combination form has employee copies B & C on the same sheet.

FORM #	FORM #	
50'S	500'S	
LW2BC	LW2BC500	LASER W-2 EMPLOYEE'S COPIES B & C COMBINED

# LASER W-2 BLANK AND COMBINED FORMS

## Ideal For Electronic Filing

*THESE COMBINED FORMATS ELIMINATE COLLATING! JUST FOLD AND PUT IN AN ENVELOPE*

LASER CUT SHEETS

**Available on 24# Stock**  
See Below\*

L4BL COPY B & C BACKER	L4BL COPY B & C BACKER
L4BL COPY B & C BACKER	L4BL COPY B & C BACKER

**The L4BL is the Most Popular 4-up Blank Format**

The 4-up blank set has the employees instructions printed on the back of all 4 quadrants. Also available without backer instructions. If printing the same format as the L4UP, use envelope DW4S. (samples available for testing)

**NOTE:**  
Some programs printed on blank stock may not fit our stock envelopes.

Employer and Employee Blank Format with and without instructions.

**Available on 24# Stock**  
See Below\*

L87B COPY B & C BACKER
L87B COPY B & C BACKER
L87B COPY B & C BACKER
L87B COPY B & C BACKER

FORM #	FORM #	
50'S	500'S	
L4BL	L4BL500	LASER W-2 4UP BLANK FACE WITH W-2 BACKER INSTRUCTIONS
	*L4BL24500	AVAILABLE ON 24# PAPER STOCK
L4BLNB	L4BLNB500	LASER W-2 4UP BLANK FACE W/O INSTRUCTIONS

FORM #	FORM #	
50'S	500'S	
L87B	L87B500	LASER CUT SHEET BLANK 4UP HORIZONTAL WITH W-2 BACKER INSTRUCTIONS
	*L87B24500	AVAILABLE ON 24# PAPER STOCK
L87BNB	L87BNB500	LASER CUT SHEET BLANK 4UP HORIZONTAL WITHOUT INSTRUCTIONS

L3BL COPY B & C BACKER
L3BL COPY B & C BACKER
L3BL COPY B & C BACKER


Use Envelope DWU4

LW2BL COPY B & C BACKER
LW2BL COPY B & C BACKER

FORM #	FORM #	
50'S	500'S	
L3BL	L3BL500	LASER W-2 BLANK 3UP, WITH W-2 BACKER INSTRUCTIONS

FORM #	FORM #	
50'S	500'S	
LU4	LU4500	LASER UNIVERSAL W-2/1099 BLANK WITHOUT INSTRUCTIONS

FORM #	FORM #	
50'S	500'S	
LW2BL	LW2BL500	LASER W-2 BLANK FACE, WITH W-2 BACKER INSTRUCTIONS
LW2NB	LW2NB500	LASER W-2 BLANK FACE, NO BACKER

# LASER 1099 PACKAGED SETS

LASER CUT SHEETS  
PACKAGED SETS



The 1099 prepackaged sets are available for 1099 Miscellaneous, 1099R, 1099 Interest and 1099 Dividend.

Each "Standard Set = 100 Recipients" The 1099 Misc. "Standard Set" contains 50 sheets ea. Copies A, B, C, (C, 2). The 1099 R "Standard Set" contains 50 sheets ea. Copies A, B, C, D (1, 2). The "Standard Set" is available without envelopes and is also available with 100 regular DWMR envelopes or with 100 Self Seal DWMRS envelopes.

The 1099 Miscellaneous is also available as a "Mini Set = 50 Recipients" and contains 25 sheets of Copies A, B, C, (C, 2). The "Mini Set" is available with regular 50 DWMR envelopes or with 50 Self-Seal DWMRS envelopes.

Each "Value Set = 20 Recipients" and contains 10 sheets of Copies A, B, C, C. The "Value Set" is available with 20 Self-Seal DWMRS envelopes.

NOTE: These sets are not collated.

**1099 MISCELLANEOUS 3, 4 & 5 PART SETS**

**1 Standard Set = 100 Recipients**  
**1 Mini Set = 50 Recipients**

**LASER "STANDARD SETS" 50 SHEETS (100 RECIPIENTS)**

FORM #	
95913	50 SHEETS EA LASER 1099MISC COPY A, B, C
95914	50 SHEETS EA LASER 1099MISC COPY A, B, C, C
95915	50 SHEETS EA LASER 1099MISC COPY A, B, C, C, 2

**LASER "STANDARD SETS" W/ ENVELOPES 50 SHEETS (100 RECIPIENTS)**

FORM #	
95913E	50 SHEETS EA LASER 1099MISC COPY A, B, C + 100 DWMR
95914E	50 SHEETS EA LASER 1099MISC COPY A, B, C, C + 100 DWMR
95915E	50 SHEETS EA LASER 1099MISC COPY A, B, C, C, 2 + 100 DWMR

**LASER "STANDARD SETS" W/ SELF-SEAL ENVELOPES 50 SHEETS (100 EMPLOYEES/RECIPIENTS)**

FORM #	
95914ES	50 SHEETS EA LASER 1099MISC A, B, C, C + 100 DWMRS

**LASER "MINI SETS" W/ ENVELOPES 25 SHEETS (50 RECIPIENTS)**

FORM #	
95918E	25 SHEETS EA LASER 1099MISC COPY A, B, C, C + 50 DWMR

**LASER "MINI SETS" W/ SELF-SEAL ENVELOPES 25 SHEETS (50 RECIPIENTS)**

FORM #	
95918ES	25 SHEETS EA LASER 1099MISC COPY A, B, C, C + 50 DWMRS

NOTE: 1099 Misc. are packaged individually. (See page 11)

**LASER VALUE SETS W/ SELF SEAL ENVELOPES 10 SHEETS (20 RECIPIENTS)**

FORM #	
95903ES	10 SHEETS EA LASER 1099MISC COPY A, B, C + 20 DWMRS
95904ES	10 SHEETS EA LASER 1099MISC COPY A, B, C, C + 20 DWMRS
95905ES	10 SHEETS EA LASER 1099MISC COPY A, B, C, C, 2 + 20 DWMRS

**1099R 4 & 6 PART SETS**

**1 Standard Set = 100 Recipients**

**LASER "STANDARD SETS" 50 SHEETS (100 RECIPIENTS)**

FORM #	
95944	50 SHEETS EA LASER 1099R COPY A, B, C, D
95946	50 SHEETS EA LASER 1099R COPY A, B, C, D, 1, 2

**LASER "STANDARD SETS" W/ ENVELOPES 50 SHEETS (100 RECIPIENTS)**

FORM #	
95944E	50 SHEETS EA LASER 1099R COPY A, B, C, D + 100 DWMR
95946E	50 SHEETS EA LASER 1099R COPY A, B, C, D, 1, 2 + 100 DWMR

NOTE: 1099-R are packaged individually. (See page 12)

LMA	LMB	LMC	LM2

Available Self Seal DWMRS

Use Envelope DWMR or SWMR

VALUE SETS



LRA	LRB	LRC	LR2	LRD1

Available Self Seal DWMRS

Use Envelope DWMR or SWMR



# LASER 1099 PACKAGED SETS



The 1099 prepackaged sets are available for 1099 Miscellaneous, 1099R, 1099 Interest and 1099 Dividend.

The 1099 Interest is 3 up on a page and each **"Standard Set = 150 Recipients."** The 1099 Interest "Standard Set" contains 50 sheets each Copies A, B, C, (C). The "Standard Set" is available without envelopes and is also available with 150 regular DW19 envelopes or with 150 Self Seal DW19S envelopes.



LASER CUT SHEETS  
PACKAGED SETS

The 1099 Dividend is 2 up on a page and each **"Standard Set = 100 Recipients."** The 1099 Dividend "Standard Set" contains 50 sheets each Copies A, B, C, (C). The "Standard Set" is available without envelopes and is also available with 100 regular DWMR envelopes or with 100 Self Seal DWMS envelopes.

Each **"Value Set = 20-30 Recipients"** and contains 10 sheets of Copies A, B, C, (C). The "Value Set" is available with 20-30 Self-Seal envelopes.

## 1099 INTEREST 3, 4 & PART SETS

1 Standard Set = 150 Recipients

### LASER STANDARD SETS 50 SHEETS (150 RECIPIENTS)

**FORM #**

95923 50 SHEETS EA LASER 1099INT COPY A, B, C

95924 50 SHEETS EA LASER 1099INT COPY A, B, C, C

### LASER STANDARD SETS W/ ENVELOPES 50 SHEETS (150 RECIPIENTS)

**FORM #**

95923E 50 SHEETS EA LASER 1099INT COPY A, B, C + 150 DW19

95924E 50 SHEETS EA LASER 1099INT COPY A, B, C, C + 150 DW19

NOTE: 1099 Interest are packaged individually. (See page 11)

### LASER VALUE SETS W/SELF SEAL ENVELOPES 10 SHEETS (30 RECIPIENTS)

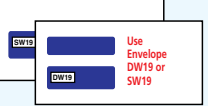
**FORM #**

95907ES 10 SHEETS EA LASER 1099INT COPY A, B, C + 30 DW19S

95908ES 10 SHEETS EA LASER 1099INT COPY A, B, C, C + 30 DW19S



Available  
Self Seal  
DW19S



## 1099 DIVIDEND 3 & 4 PART SETS

1 Standard Set = 100 Recipients

### LASER STANDARD SETS 50 SHEETS (100 RECIPIENTS)

**FORM #**

95933 50 SHEETS EA LASER 1099DIV COPY A, B, C

95934 50 SHEETS EA LASER 1099DIV COPY A, B, C, C

### LASER STANDARD SETS W/ ENVELOPES 50 SHEETS (100 RECIPIENTS)

**FORM #**

95933E 50 SHEETS EA LASER 1099DIV COPY A, B, C + 100 DWMR

95934E 50 SHEETS EA LASER 1099DIV COPY A, B, C, C + 100 DWMR

NOTE: 1099 Dividend are packaged individually. (See page 11)

### LASER VALUE SETS W/ SELF SEAL ENVELOPES 10 SHEETS (20 RECIPIENTS)

**FORM #**

95910ES 10 SHEETS EA LASER 1099DIV COPY A, B, C, C + 20 DWMS



Available  
Self Seal  
DWMS



# LASER 1099 FORMS

LASER CUT SHEETS

A Complete line of preprinted and blank laser 1099's and 1098's and 5498's are available. All are packaged in 50 sheets/pack and some are available in bulk 500's and prepackaged sets. All lasers are IRS approved and printed on 20# laser bond with heat resistant inks.

Available 1099's, 1098's and 5498's:

1099A	1099B	1099C	1099CAP	1099Div
1099G	1099Int	1099K	1099LTC	1099Misc
1099OID	1099Patr	1099Q	1099R	1099SA
1099S	1098	1098C	1098E	1098T
3921	3922	5498	5498ESA	5498SA

Remember Always Order By Packages

How to Order:

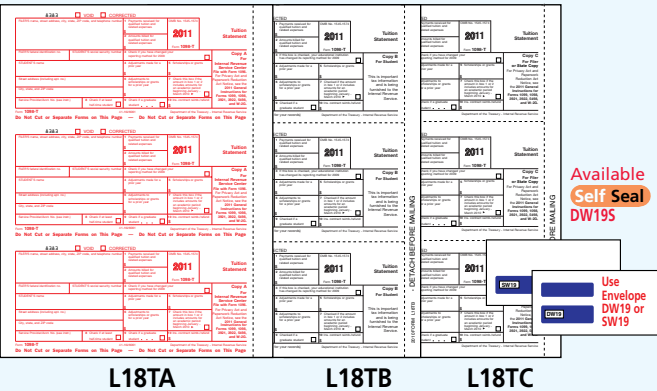
When ordering Laser 1099 forms you must order by the package of 50 sheets. There are 3 forms per sheet (150 forms per package). If you require 150 4-part 1099's, you would order 1 package of the Federal Copy A and Recipient copy Copy B and two packs of payer copies - which is used for Copy C and State Copy.

**Note:** Laser 1099MISC, 1099DIV, 1099B, 1099R, 5498, & 1099K's have 2 forms per sheet (100 forms per package), please note state directory on back cover for copy requirements.

## FORM 1098T

For Reporting Tuition Payments.

FORM #	FORM #	
50'S	500'S	
L18TA	L18TA500	LASER 1098 T FEDERAL COPY A
L18TB	L18TB500	LASER 1098 T STUDENT COPY B
L18TC	L18TC500	LASER 1098 T STATE COPY C

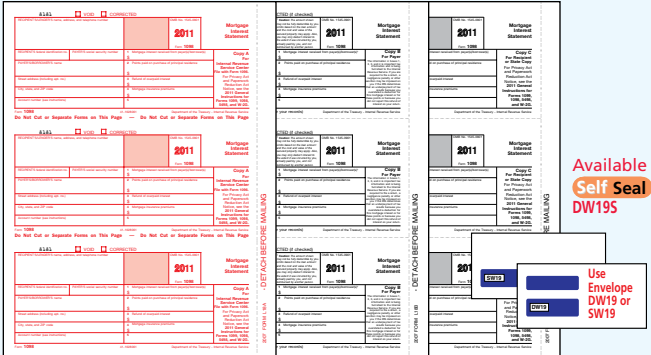


L18TA L18TB L18TC

## FORM 1098

For Reporting a Mortgage Interest.

FORM #	FORM #	
50'S	500'S	
L18A	L18A500	LASER 1098 FEDERAL COPY A
L18B	L18B500	LASER 1098 PAYER/STATE COPY B
L18C	L18C500	LASER 1098 RECIPIENT/STATE COPY C

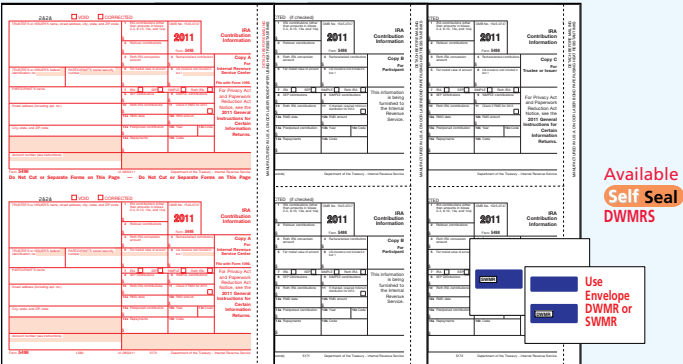


L18A L18B L18C

## FORM 5498

For Reporting IRA Contribution Information.

FORM #	FORM #	
50'S	500'S	
L58A	L58A500	LASER 5498 FEDERAL COPY A
L58B	L58B500	LASER 5498 PARTICIPANT COPY B
L58C	L58C500	LASER 5498 TRUSTEE/ISSUER COPY C

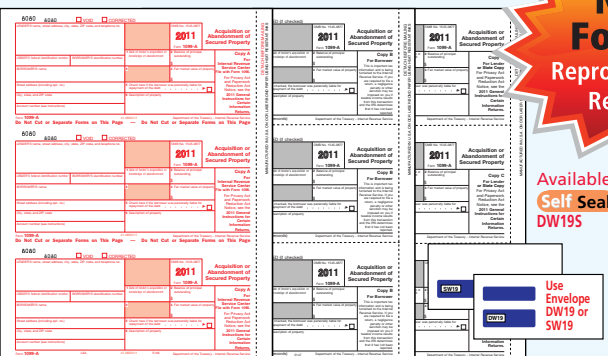


L58A L58B L58C

## FORM 1099A "ACQUISITION"

Acquisition or Abandonment of Secured Property.

FORM #	
LAA	LASER 1099 A FEDERAL COPY A
LAB	LASER 1099 A BORROWER COPY B
LAC	LASER 1099 A LENDER/STATE COPY C

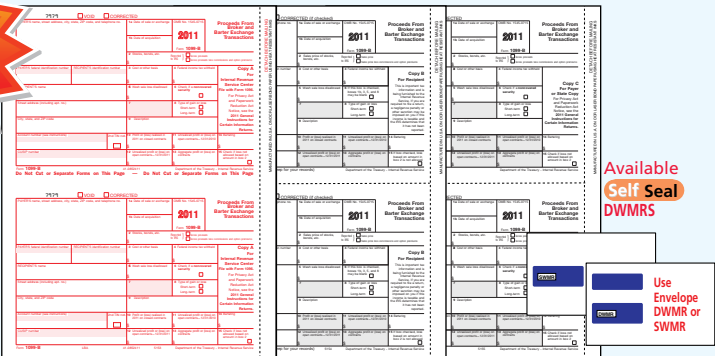


LAA LAB LAC

## FORM 1099B "BROKER" STATEMENT

For Proceeds from Broker or Barter Exchange Transactions.

FORM #	
LBA	LASER 1099 B FEDERAL COPY A
LBB	LASER 1099 B RECIPIENT COPY B
LBC	LASER 1099 B PAYER/STATE COPY C



LBA LBB LBC

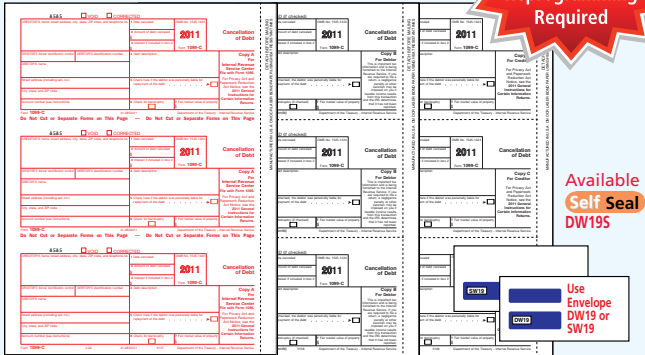
# LASER 1099 FORMS

LASER CUT SHEETS

## FORM 1099C "CANCELLATION OF DEBT"

Report a cancelled debt of \$600 or more.

FORM #	DESCRIPTION
LCA	LASER 1099 C FEDERAL COPY A
LCB	LASER 1099 C DEBTOR COPY B
LCC	LASER 1099 C CREDITOR/STATE COPY C

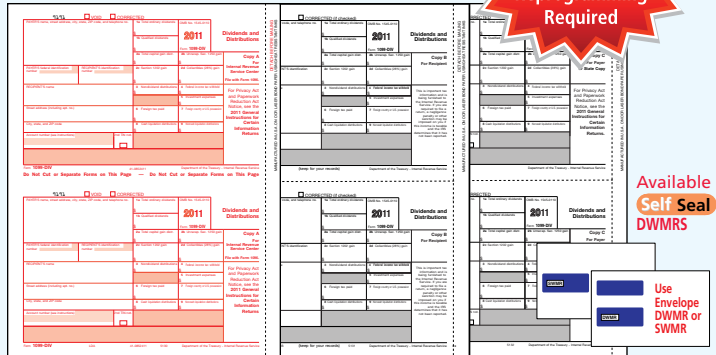


LCA LCB LCC

## FORM 1099DIV "DIVIDEND"

For Reporting Dividend and Distributions.

FORM #	DESCRIPTION
LDA	LASER 1099 DIV FEDERAL COPY A
LDB	LASER 1099 DIV RECIPIENT COPY B
LDC	LASER 1099 DIV PAYER/STATE COPY C

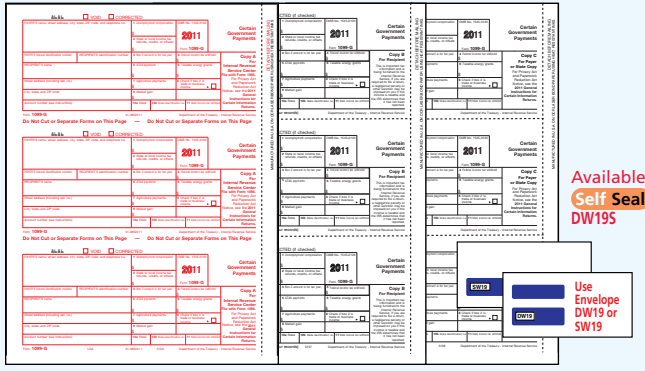


LDA LDB LDC

## FORM 1099G "GOVERNMENT"

For Recipients of Certain Government Payments.

FORM #	DESCRIPTION
LGA	LASER 1099 G FEDERAL COPY A
LGB	LASER 1099 G RECIPIENT COPY B
LGC	LASER 1099 G PAYER/STATE COPY C

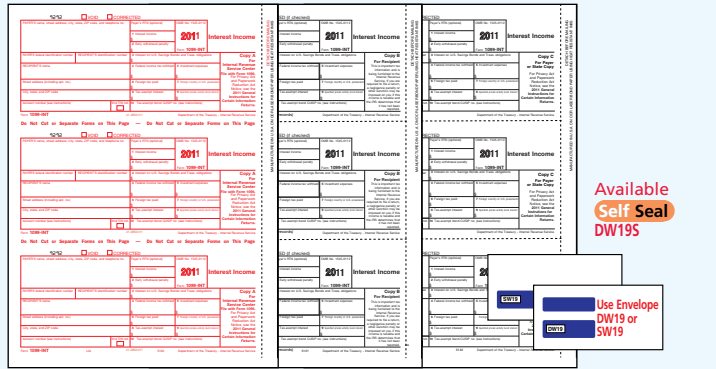


LGA LGB LGC

## FORM 1099 "INTEREST"

For Reporting Interest Income

FORM #	FORM #	DESCRIPTION
50'S	500'S	
LIA	LIA500	LASER 1099 INT FEDERAL COPY A
LIB	LIB500	LASER 1099 INT RECIPIENT COPY B
LIC	LIC500	LASER 1099 INT PAYER/STATE COPY C

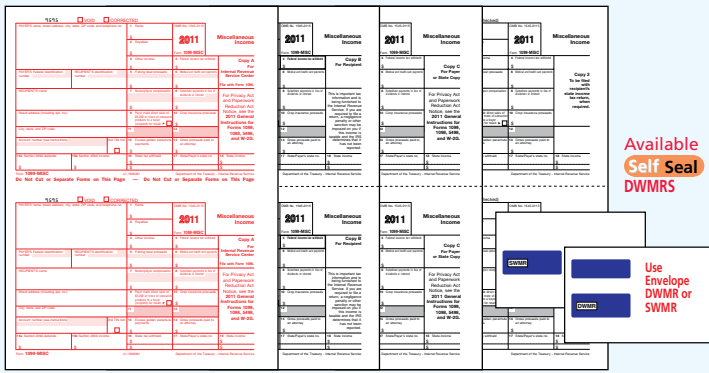


LIA LIB LIC

## FORM 1099MISC "MISCELLANEOUS"

For Reporting Royalties, Prizes or Commissions.

FORM #	FORM #	DESCRIPTION
50'S	500'S	
LMA	LMA500	LASER 1099MISC FEDERAL COPY A
LMB	LMB500	LASER 1099MISC RECIPIENT COPY B
LMC	LMC500	LASER 1099MISC PAYER/STATE COPY C
LM2	LM2500	LASER 1099MISC RECIPIENT STATE COPY 2

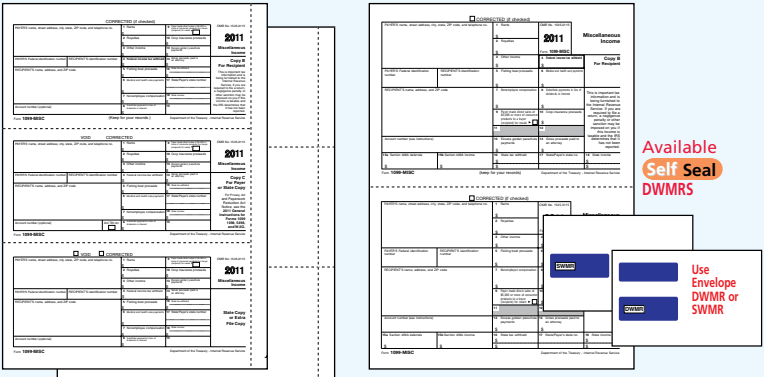


LMA LMB LMC LM2

## FORM 1099MISC "COMBINED FORMATS"

For Reporting Royalties, Prizes or Commissions.

FORM #	FORM #	DESCRIPTION
50'S	500'S	
LM3	LM3500	LASER 1099 MISC COPIES B, C, 2
LM3BL	LM3BL500	LASER 1099 BLANK MISC WITH COPY B BACKER
LMB2	LMB2500	LASER 1099 MISC RECIPIENT COPIES B, 2



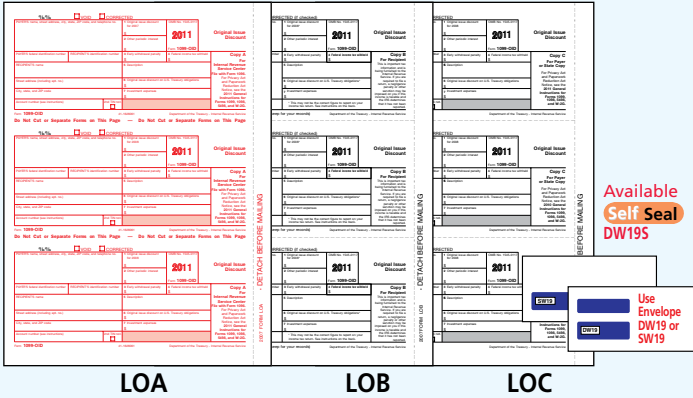
LM3 LM3BL LMB2

# LASER 1099 FORMS

LASER CUT SHEETS

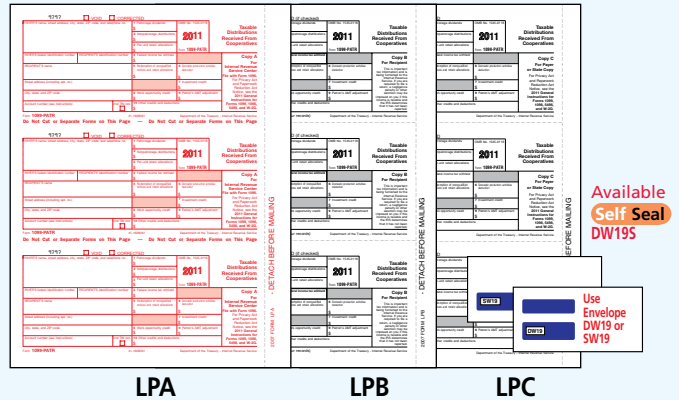
## FORM 1099 "OID" For Original Issue Discounts.

FORM #	FORM #
LOA	LASER OID FEDERAL COPY A
LOB	LASER OID RECIPIENT COPY B
LOC	LASER OID PAYER/STATE COPY C



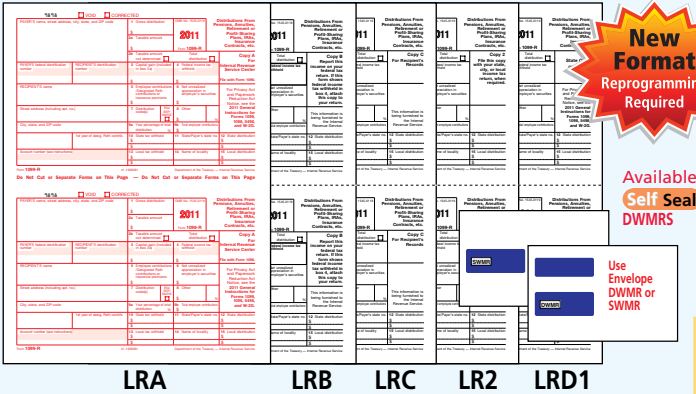
## FORM 1099 "PATR" For Income of Patrons of Cooperatives.

FORM #	FORM #
LPA	LASER 1099 PATR FEDERAL COPY A
LPB	LASER 1099 PATR RECIPIENT COPY B
LPC	LASER 1099 PATR PAYER/STATE COPY C



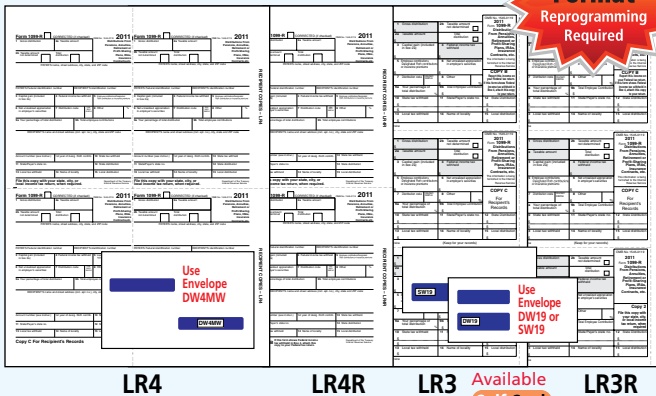
## FORM 1099R For Reporting Distributions from Pensions, Annuities, Profit Sharing Plans or IRAs.

FORM #	FORM #	FORM #
50'S	500'S	
LRA	LRA500	LASER1099 R FEDERAL COPY A
LRB	LRB500	LASER1099 R RECIPIENT FEDERAL COPY B
LRC	LRC500	LASER1099 R RECIPIENT RECORDS COPY C
LR2	LR2500	LASER1099 R COPY 2 FOR RECIPIENT STATE/LOCAL COPY
LRD1	LRD1500	LASER1099 R COPY D FOR PAYER RECORDS OR COPY 1 FOR STATE/LOCAL COPY



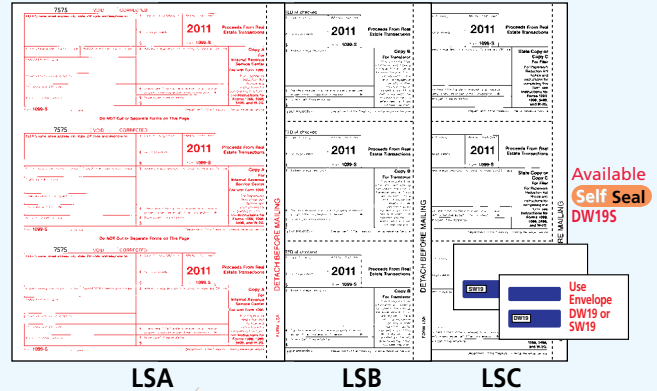
## FORM 1099R Combined Formats for Reporting Distributions from Pensions, Annuities, Profit Sharing Plans or IRAs.

FORM #	FORM #	FORM #
50'S	500'S	
LR4	LR4500	1099 R CONDENSED 4UP RECIPIENTS COPIES
LR4R	LR4R500	1099 R CONDENSED 4UP PAYERS COPIES
LR3	LR3500	1099 R CONDENSED 3UP RECIPIENTS COPIES
LR3R	LR3R500	1099 R CONDENSED 3UP PAYERS COPIES



## FORM 1099S For Reporting a Real Estate Transaction.

FORM #	FORM #
LSA	LASER FEDERAL COPY A
LSB	LASER TRANSFEROR COPY B
LSC	LASER FILER/STATE COPY C



## FORM 1098 "C" Charitable contributions of motor vehicles.

FORM #	FORM #
L18CA	LASER 1098C FEDERAL COPY A
L18CB	LASER 1098C RECIPIENT COPY B
L18CC	LASER 1098C PAYER/STATE COPY C
L18CD	LASER 1098C PAYER/STATE COPY D

## FORM 1098 "E" Student Loan Interest Statement.

FORM #	FORM #
L18EA	LASER 1098E FEDERAL COPY A
L18EB	LASER 1098E RECIPIENT COPY B
L18EC	LASER 1098E PAYER/STATE COPY C

## FORM 5498 "ESA" Coverdell ESA Contribution Information Contributions (including rollover contributions) to a Coverdell ESA.

FORM #	FORM #
L58ESAA	LASER 5498 ESA FEDERAL COPY A
L58ESAB	LASER 5498 ESA BENEFICIARY COPY B
L58ESAC	LASER 5498 ESA TRUSTEE COPY C

## FORM 1099 "CAP" Changes in Corporate Control and Capital Structure

Information about cash, stock or other property from an acquisition of control or substantial change in capital structure of a corporation.

FORM #	FORM #
LCAPA	LASER 1099 CAP FEDERAL COPY A
LCAPB	LASER 1099 CAP SHAREHOLDER COPY B
LCAPC	LASER 1099 CAP CORPORATION / BROKER COPY C

## FORM 1099 "K" Merchant Card & Third Party Network Payments

FORM #	FORM #
LKA	LASER 1099K FEDERAL COPY A
LKB	LASER 1099K RECIPIENT COPY B
LKC	LASER 1099K PAYER/STATE COPY C

## FORM 1099 "LTC" Long-Term Care and Accelerated Death Benefits.

FORM #	FORM #
LLTCA	LASER 1099LTC FEDERAL COPY A
LLTCB	LASER 1099LTC RECIPIENT COPY B
LLTCC	LASER 1099LTC PAYER/STATE COPY C

## FORM 1099 "Q" Payment from Qualified Tuition Program Payments.

FORM #	FORM #
LQA	LASER 1099Q FEDERAL COPY A
LQB	LASER 1099Q RECIPIENT COPY B
LQC	LASER 1099Q PAYER/STATE COPY C

## FORM 1099 "SA" Distributions from an HSA, Archer MSA, or Medicare+Choice MSA

FORM #	FORM #
LSAA	LASER 1099SA FEDERAL COPY A
LSAB	LASER 1099SA RECIPIENT COPY B
LSAC	LASER 1099SA PAYER/STATE COPY C

## FORM 5498 "SA" HSA, Archer MSA, or Medicare+Choice Information

FORM #	FORM #
L58SAA	LASER 5498SA FEDERAL COPY A
L58SAB	LASER 5498SA RECIPIENT COPY B
L58SAC	LASER 5498SA PAYER/STATE COPY C

# LASER 1099 BLANK FORMS

## 5 1/2" 1099 MISC. AND 1099R BLANK

FORM #	FORM #	
50'S	500'S	
LMRNB	LMRNB500	LASER 1099 MISC, 1099R, 1099 DIV, 1099B BLANK WITHOUT BACKER INSTRUCTIONS
LMBL	LMBL500	LASER 1099 MISC BLANK WITH INSTRUCTIONS
LRBLBC	LRBLBC500	LASER 1099R BLANK WITH COPY B, C INSTRUCTIONS

LMBL COPY B BACKER  
OR  
LRBLBC COPY B BACKER

---

LMBL COPY B BACKER  
OR  
LRBLBC COPY C BACKER

**NOTE:**  
Some programs printed on blank stock may not fit our stock envelopes.

## 1099R 4-UP BLANK

FORM #	FORM #	
50'S	500'S	
LR4BL	LR4BL500	LASER 1099R BLANK 4 UP WITH INSTRUCTIONS

LR4BL COPY C BACKER

LR4BL COPY B BACKER

## 3 2/3" 1099, 1098, 5498 BLANK

FORM #	FORM #	
50'S	500'S	
L9BL	L9BL500	LASER BLANK 1099 NO BACKER

DETACHED BEFORE MAILING

## 1099 4-UP BLANK

FORM #	FORM #	
50'S	500'S	
LU4	LU4500	LASER UNIVERSAL W-2/1099 BLANK WITHOUT INSTRUCTIONS

Use Envelope DWU4

## 3 2/3" 1099, 1098, 5498 BLANK NO STUB

FORM #	FORM #	
50'S	500'S	
L9BLH	L9BLH500	LASER BLANK 1099 NO BACKER 2 HORIZONTAL PERFS NO VERTICAL PERF.

## FORM 1099 "H"

Health Coverage Tax Credit

FORM #	
LHA	LASER 1099H FEDERAL COPY A
LHB	LASER 1099H RECIPIENT COPY B
LHC	LASER 1099H PAYER/STATE COPY C
LH1	LASER 1099H PAYER/STATE ???

## FORM 1099 "ISO"

Exercise of an Incentive Stock Option

FORM #	
3921A	LASER 1099? FEDERAL COPY A
3921B	LASER 1099? RECIPIENT COPY B
3921C	LASER 1099? PAYER/STATE COPY C
3921D	LASER 1099? PAYER/STATE COPY D

## FORM 1099 "TSO"

Transfer of Stock Acquired Through an Employee Stock Purchase Plan

FORM #	
3922A	LASER 1099? FEDERAL COPY A
3922B	LASER 1099? RECIPIENT COPY B
3922C	LASER 1099? PAYER/STATE COPY C
3922D	LASER 1099? PAYER/STATE COPY D

# LASER MULTIPLE ACCOUNT FORMS

## 1099 INT

Use Envelope DWJW

**NOTE:**  
Some programs printed on blank stock may not fit our stock envelopes.

PRINTED ON 24# STOCK

Available Self Seal DWJHS

Use Envelope DWJH

FORM #	
500'S	
LJB500	LASER 1099 INTEREST "J" MULTIPLE ACCOUNT

FORM #	PRINTED ON 24# STOCK
500'S	
LJH1500	
LJH2500	
LJH3500	

Not Available at Press Time

# LASER MISCELLANEOUS FORMS

LASER CUT SHEETS

## LASER W-3

**New Format**  
Reprogramming  
Required

**W-3 Transmittal of Wage and Tax Statements 2011**  
Send this entire page with the entire Copy A page of Form W-2 to the Social Security Administration. Do not send your payment card, checks, money orders, etc. with Form W-3 and W-2.  
Reminders:  
- For more information, go to www.irs.gov/formw3  
- For more information, go to www.socialsecurity.gov/formw3  
- For more information, go to www.irs.gov/formw3  
- For more information, go to www.socialsecurity.gov/formw3

FORM # FORM #  
50'S 500'S  
LW3 LW3500 LASER W-3 TRANSMITTAL

## LASER 1096

**New Format**  
Reprogramming  
Required

**1096 Annual Summary and Transmittal of U.S. Information Returns**  
Return this entire page to the Internal Revenue Service. Photocopies are not acceptable.  
Instructions:  
- If you are filing a consolidated return, you must file this return with your consolidated return.  
- If you are filing a consolidated return, you must file this return with your consolidated return.  
- If you are filing a consolidated return, you must file this return with your consolidated return.

FORM # FORM #  
50'S 500'S  
L1096 L1096500 LASER 1096 TRANSMITTAL

## LASER 1042S & 1042T

**New Format**  
Reprogramming  
Required

**1042-S Foreign Person's U.S. Source Income Subject to Withholding**  
Instructions:  
- If you are filing a consolidated return, you must file this return with your consolidated return.  
- If you are filing a consolidated return, you must file this return with your consolidated return.  
- If you are filing a consolidated return, you must file this return with your consolidated return.

FORM #  
L42A 1042S FEDERAL IRS COPY A  
L42B 1042S RECIPIENT COPY B  
L42C 1042S RECIPIENT COPY C  
L42D 1042S RECIPIENT COPY D  
L42E 1042S WITHHOLDING AGENT COPY E  
L42T 1042T TRANSMITTAL

Use Envelope SW42

## LASER W-3C

**New Format**  
Reprogramming  
Required

FORM #  
LW3C LASER TRANSMITTAL FOR W-2C

## LASER W-2G COPIES B, C & 2

FORM #  
LW9 LASER FOR W-9

Use Envelope DWW2G

## LASER W-2C

Use Envelope DWW2C

FORM # OPEN DATE HEADING  
LW2CA FEDERAL COPY A  
LW2CB EMPLOYEE COPY B  
LW2CC2 EMPLOYEE COPY C, COPY 2  
LW2CD1 EMPLOYER / STATE COPY 1/D  
95219E W-2C 6 PART LASER WITH ENVELOPE DWW2C

Available as Prepackaged Sets with Envelopes

FORM #  
LW2G11 LASER W-2 G  
LW2G12 LASER W-2 G

# PRESSURE SEAL W-2 FORMS

The Pressure Seal W-2 forms are available as an 11" V-fold and 14" EZ-fold (Eccentric "Z" fold) with printed and blank formats. These are approved and patented formats with the most secure glue patterns available. Note the listing below for our complete offering. Please contact plant for samples of the Pressure Seal product to test with your laser and sealing equipment.

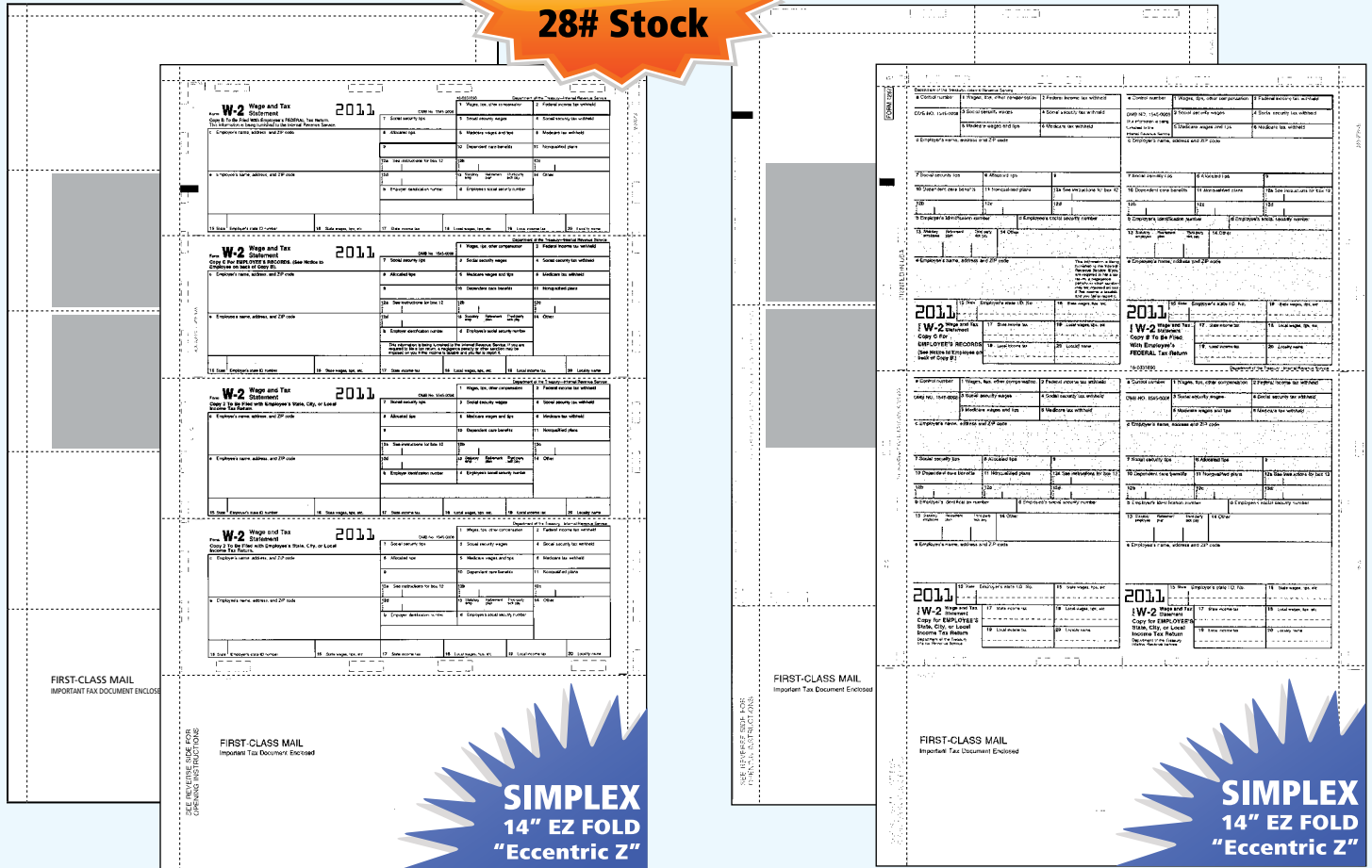
## PS1288 (TX814/WHB)

Cut sheet 8 1/2 x 14 — Blank front with instructions

**Printed on  
28# Stock**

## PS1289 (TX814/W4B)

Cut sheet 8 1/2 x 14 — Blank front with instructions

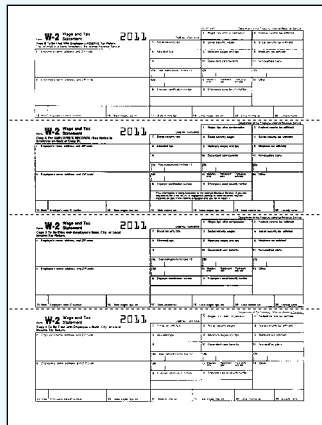


## PS1286 (TX814/WH) Cut sheet 8 1/2 x 14

Printed front with instructions

## PSC290 Continuous 9 1/2 x 14

**Change to W-2  
Pressure Seal Formats**  
Same Program as 2010



## PS1287 (TX814/W4) Cut sheet 8 1/2 x 14

Printed front with instructions

## PSC291 Continuous 9 1/2 x 14

### \*L1285500

Cut sheet laser 8 1/2 x 11

Non-Pressure Seal laser  
employer copies for PS1286



Please be sure to ask about our complete line of stock Pressure Seal products including checks, multi-purpose forms, and blank multi-purpose forms. Please contact us for a Pressure Seal Stock Form catalog.

### W-2 14 INCH

CUT SHEET FORM #	CONTINUOUS FORM #	DESCRIPTION
PS1288 (TX814/WHB)	N/A	BLANK W-2 4-UP HORIZ. W/INSTRUCTIONS EZ-FOLD SIMPLEX
PS1286 (TX814/WH)	PSC290	PRINTED W-2 4-UP HORIZ. COPIES B, C, 2, 2 EZ-FOLD SIMPLEX
PS1289 (TX814/W4B)	N/A	BLANK W-2 4-CORNER W/INSTRUCTIONS EZ-FOLD SIMPLEX
PS1287 (TX814/W4)	PSC291	PRINTED W-2 4-CORNER COPIES B, C, 2, 2 EZ-FOLD SIMPLEX

CONTACT PLANT ABOUT COMPLETE LINE OF PRESSURE SEAL STOCK FORMS  
PRESSURE SEAL FORMS SOLD IN LOTS OF 500 ONLY

PRESSURE SEAL

# PRESSURE SEAL W-2 FORMS

The most complete line of Pressure Seal 1099, 1098 and 5498 forms available. All formats are available as cut sheet lasers and the most popular 1099's. The 1099 INT, 1099 MISC, 1099 DIV, 1098 and 5498 are also available as continuous lasers. Note the listing below for our complete offering. Please contact plant for samples of the Pressure Seal product to test with your laser and sealing equipment.

## PS283 (TV811/W4B)

Cut sheet 8 1/2 x 11 — Blank front with instructions

### W-2 11 INCH

#### CUT SHEET FORM #

PS285 (TV811/W4)

#### DESCRIPTION

PRINTED W-2 4-CORNER COPIES B, C, 2  
2 V-FOLD DUPLEX

PS283 (TV811/W4B)

BLANK W-2 4-CORNER W/INSTRUCTIONS  
V-FOLD DUPLEX

**Printed on  
28# Stock**

**Change to W-2  
Pressure Seal Formats**  
Same Program as 2010

## PS1279

Cut sheet 8 1/2 x 14 — Blank front with instructions

**DUPLEX  
14" EZ FOLD  
"Eccentric Z"**

## PS285 (TV811/W4)

Cut sheet 8 1/2 x 11  
Printed front with instructions

## LW2PS

Cut sheet 8 1/2 x 14

**Format for  
Special  
Software**

## LW287PS

Cut sheet 8 1/2 x 14

**SIMPLEX  
14" EZ FOLD  
"Eccentric Z"**

## PS1280Z

Cut sheet 8 1/2 x 14  
Printed front with instructions

### W-2 14 INCH

#### CUT SHEET FORM #

LW287PS

#### DESCRIPTION

PRINTED W-2 4-UP HORIZ. COPIES B, C, 2, 2, EZ-FOLD SIMPLEX

LW2PS

PRINTED W-2 4-CORNER COPIES B, C, 2, 2

PS1279

BLANK W-2 4-CORNER W/INSTRUCTIONS EZ-FOLD DUPLEX

PS1280Z

PRINTED W-2 4-CORNER COPIES B, C, 2, 2 EZ-FOLD DUPLEX

**CONTACT PLANT ABOUT COMPLETE LINE OF PRESSURE SEAL STOCK FORMS  
PRESSURE SEAL FORMS SOLD IN LOTS OF 500 ONLY**



# PRESSURE SEAL 1099 MISC & 1099R FORMS

A complete line of 1099 MISC and 1099R forms are available as an 11" V-fold and 14" EZ-fold (Eccentric "Z"-fold) with printed and blank formats. In addition, Pressure Seal 1099 MISC and 1042S format is available. Note the listings below for our complete offering. Please contact plant for samples of the Pressure Seal product to test with your laser and sealing equipment.

## 1099 MISCELLANEOUS

**Printed on  
28# Stock**

### 1099 11 INCH

CUT SHEET FORM #	DESCRIPTION
PS353 (TZ811MISC)	PRINTED 1099 MISCELLANEOUS COPIES B, 2 Z-FOLD SIMPLEX
PSBMISC	BLANK 1099 MISC Z-FOLD WITH BACKER INSTRUCTIONS
PS284 (TV811/1099R)	PRINTED 1099R 4-CORNER COPIES B, C, 2, 2 V-FOLD DUPLEX
PS1159	BLANK 1099R 4-CORNER W/INSTRUCTIONS V-FOLD DUPLEX

**New Format  
Reprogramming  
Required**

### PS1159

Cut sheet 8 1/2 x 11 — Blank front with instructions

- PS353 (TZ811MISC)** Cut sheet 8 1/2 x 11
- PSC453** Continuous 9 1/2 x 11
- PSBMISC** Blank 8 1/2 x 11 1099 MISC with backer instructions

### PS1304

Cut sheet 8 1/2 x 14

**New Format  
Reprogramming  
Required**

**SIMPLEX  
14" EZ FOLD  
"Eccentric Z"**

### PS1240

Cut sheet 8 1/2 x 14

**New Format  
Reprogramming  
Required**

### PS284 (TV811/1099R)

Cut sheet 8 1/2 x 11  
Printed front with instructions

### PS814RB

14" 1099R 4-corner blank with backer

### 14" 1099 MISC BLANK WITH BACKER

### PS80650 BLANK UNIVERSAL

### PSB80650

Cut sheet 8 1/2 x 14  
Blank front no backers for both  
W-2 and 1099 Forms

## 1099 MISC 1099R 14 INCH

CUT SHEET FORM #	DESCRIPTION
PS1304	PRINTED 1099R 3-UP HORIZ. COPIES B, C, 2 EZ-FOLD SIMPLEX
PS814RB	BLANK 1099R 4-UP CORNER EZ-FOLD DUPLEX
PS1240	PRINTED 1099R 4-UP CORNER EZ-FOLD DUPLEX
PS814MB	BLANK 1099 MISC Z-FOLD LEGAL WITH BACKER INSTRUCTIONS
PSB80650	BLANK UNIVERSAL

**PS814MB** Blank 8 1/2 x 14 1099 MISC with backer instructions

PRESSURE SEAL

# PRESSURE SEAL MISC FORMS

The most complete line of Pressure Seal 1099, 1098 and 5498 forms available. All formats are available as cut sheet lasers and the most popular 1099's. The 1099 INT, 1099 MISC, 1099 DIV, 1098 and 5498 are also available as continuous lasers. Note the listing below for our complete offering. Please contact plant for samples of the Pressure Seal product to test with your laser and sealing equipment.

## 1099 INTEREST

**PS351** Cut sheet 8 1/2 x 11  
**PSC451** Continuous 9 1/2 x 11

## 1099 INTEREST MULTIPLE ACCOUNT

**PS361** Cut sheet 8 1/2 x 11

## 1098

**PS356** Cut sheet 8 1/2 x 11  
**PSC456** Continuous 9 1/2 x 11

## 1098T

**PS359** Cut sheet 8 1/2 x 11

## 1099 DIVIDEND

**PS352** Cut sheet 8 1/2 x 11  
**PSC452** Continuous 9 1/2 x 11

## 5498

**PS357** Cut sheet 8 1/2 x 11  
**PSC457** Continuous 9 1/2 x 11

## 1042S

**PS1242** Cut sheet 8 1/2 x 14

**New Format**  
Reprogramming  
Required

**Printed on**  
**28# Stock**

**SIMPLEX**  
14" EZ FOLD  
"Eccentric Z"

## PSB99Z 11" 1099 BLANK 3UP SCREENED BACK

**PSB99Z** Cut sheet 8 1/2 x 11

## 14" ECCENTRIC Z BLANK WITH SCREENED BACK

**PSN14EZ** Blank 8 1/2 x 14 1099

## 1099, 1098, 5498 11 & 14 INCH

CUT SHEET FORM #	CONTINUOUS FORM #	DESCRIPTION
PS350	N/A	PRINTED 1099 OID COPY B Z-FOLD SIMPLEX
PS351	PSC451	PRINTED 1099 INTEREST COPY B Z-FOLD SIMPLEX
PS352	PSC452	PRINTED 1099 DIVIDEND COPY B Z-FOLD SIMPLEX
PS355	N/A	PRINTED 1099 G COPY B Z-FOLD SIMPLEX
PS358	N/A	PRINTED 1099 S COPY B Z-FOLD SIMPLEX
PS360	N/A	PRINTED 1099 B COPY B Z-FOLD SIMPLEX
PS361	N/A	PRINTED 1099 INTEREST MULTIPLE ACCOUNT Z-FOLD SIMPLEX
PSB99Z	N/A	BLANK 1099 3-UP BACK WITH SCREENED BACK
PSN14EZ	N/A	BLANK 1099 WITH SCREENED BACK
PS354	N/A	PRINTED 1098E COPY B Z-FOLD SIMPLEX
PS356	PSC456	PRINTED 1098 COPY B Z-FOLD SIMPLEX
PS359	N/A	PRINTED 1098T COPY B Z-FOLD SIMPLEX
PS1242	N/A	PRINTED 1042S 3-UP COPIES B, C, D HORIZ. EZ-FOLD SIMPLEX
PS357	PSC457	PRINTED 5498 COPY B Z-FOLD SIMPLEX

# TAX SOFTWARE FOR 2011

TAX RIGHT BY COMPLY RIGHT SOFTWARE FOR PREPRINTED W-2 & 1099 FORMS.



Tax Right Software supports all preprinted and Federally approved Tax forms. By using Tax right software you will be able to track, monitor, and even model key risk indicators directly against business performance. Organizations can increase efficiency and improve business processes. This translates into cost savings, improved profitability, better operational and financial performance, and enhanced competitiveness.

- Unlimited number of employees or recipients can be entered into system
- Software supports multiple employers
- Provides vertical and horizontal alignment with compatible printers
- Completes the W-3 / 1096 Transmittal on pre-printed forms
- Several user friendly help screens

ITEM #	DESCRIPTION
13034	TAX RIGHT SOFTWARE FOR PRE-PRINTED FORMS (CD ROM)

## TAX RIGHT MINIMUM SYSTEMS REQUIREMENTS

- Windows 98 SE, 2000, ME, XP, Vista and Windows 7
- Local installation only
- Intel Pentium II / Celeron or AMD Athlon/Sempron/Turion (Minimum)
- 8 MB free hard disk space, 16 MB hard drive space
- CD-Rom Drive
- Windows compatible printer\*

## LASER LINK SOFTWARE FOR BLANK OR PRE-PRINTED FORMS



Laser link Software gives the Employer or Payroll personnel the ability to create professional looking forms in house. Simply fill in the data on the screen in each field and the software will print the entire form. Federal copy A must be produced on preprinted forms using OCR Red Drop Out Ink.

### SOFTWARE HIGHLIGHTS

- All forms fully displayed on screen for easy entry
- Unlimited number of employees, employers and recipients
- Prints summary reports using vertical & horizontal alignments with compatible printers
- Various help screens for completing the W-3/1096 on printed & blank forms with the exception of Copy A.

ITEM #	DESCRIPTION
12034	LASER LINK SOFTWARE FOR BLANK & PRE-PRINTED FORMS (CD ROM)

Minimum requirement the same as Tax Right Software with a additional 12MB of disk space which is a total of 20MB free hard drive space with windows compatible printer. Display settings are set at 800 x 600 utilizing 96 DPI fonts top properly display window and type.

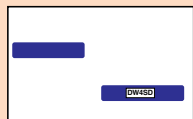
NOTE: SOME DESKJET, INKJET OR BUBBLEJET PRINTERS MAY NOT PRINT TO THE BOTTOM 1/2" OF PAPER.

SOFTWARE AND ENVELOPES

# WINDOW ENVELOPES WITH DIAGONAL SEAM

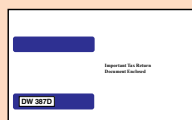
COMPATABLE WITH MOST INSERTING EQUIPMENT – CONTACT PLANT FOR SAMPLES

### W-2 Laser 4UP Env # DW4SD



Env. Size 5-5/8 x 9  
Top Position 1/4 from left 3-17/32 from bottom  
Btm. Position 4-3/8 from left 2-17/32 from bottom  
Top Window Size 3-7/8 x 11/16  
Btm. Window Size 3-7/8 x 11/16

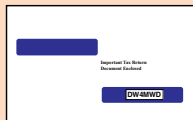
### W-2 Laser L87 Env # DW387D



Env. Size 5-5/8 x 9  
Top Position 3/8 from left 4-1/4 from bottom  
Btm. Position 3/8 from left 5/8 from bottom  
Top Window Size 3-3/8 x 3/4  
Btm. Window Size 3-3/8 x 3/4

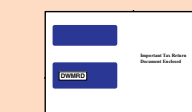


### W-2 Laser L4UPW 1099R-Laser 4UP Env # DW4MWD



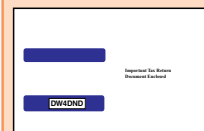
Env. Size 5-5/8 x 9  
Top Position 5/8 from left 3-5/16 from bottom  
Btm. Position 4 3/8 from left 1-1/8 from bottom  
Top Window Size 3-5/8 x 5/8  
Btm. Window Size 3-5/8 x 11/16

### 1099 MISC, 1099R, 1099B, 1099DIV Env # DWMRD



Env. Size 5-5/8 x 9  
Top Position 1/2 from left 3-3/4 from bottom  
Btm. Position 1/2 from left 1-1/2 from bottom  
Top Window Size 3-3/8 x 1 1/8  
Btm. Window Size 3-3/8 x 1-7/16

### W-2 Laser L4DN Env # DW4DND



Env. Size 5-5/8 x 9  
Top Position 3/8 from left 4-3/16 from bottom  
Btm. Position 5/16 from left 5/8 from bottom  
Top Window Size 3-3/4 x 3/4  
Btm. Window Size 3-3/4 x 5/16

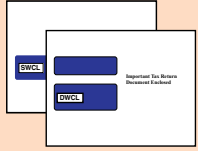
CUSTOM RUNS ON 25,000 OR MORE - CONTACT PLANT FOR MORE INFORMATION

# TAX FORM ENVELOPES

DOUBLE WINDOW & SINGLE WINDOW ENVELOPES FOR W-2'S, 1099'S, 1098'S AND 5498'S

## W-2 Laser and Continuous

Env # DWCL, SWCL

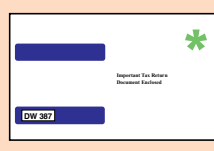


Env. Size 5-5/8 x 9-1/4  
Top Window Size 15/16 x 4  
Btm. Window Size 1-5/8 x 4  
Top Position 5/8 from left  
3-3/8 from bottom  
Btm. Position 5/8 from left  
1-5/8 from bottom

**Self Seal**  
Form # DWCLS

## W-2 Laser L87

Env # DW387

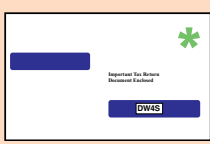


Env. Size 5-5/8 x 9  
Top Window Size 3-3/8 x 3/4  
Btm. Window Size 3-3/8 x 3/4  
Top Position 3/8 from left  
4-1/4 from bottom  
Btm. Position 3/8 from left  
5/8 from bottom

**Self Seal**  
Env # DW387S

## W-2 Laser 4UP

Env # DW4S/S/D

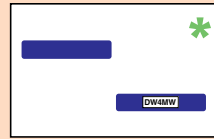


Env. Size 5-5/8 x 9  
Top Window Size 5/8 x 3-7/8  
Btm. Window Size 3/4 x 3-7/8  
Top Position 5/16 from left  
3-9/16 from bottom  
Btm. Position 4-1/2 from left  
2-1/2 from bottom

**Self Seal**  
Form # DW4SS

## W-2 Laser L4UPW

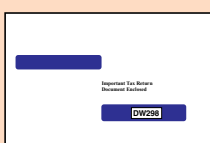
1099R-Laser 4UP  
Env # DW4MWS/D



Env. Size 5-5/8 x 9  
Top Window Size 3-7/8 x 5/8  
Btm. Window Size 3-7/8 x 11/16  
Top Position 5/8 from left  
3-1/4 from bottom  
Btm. Position 4-3/8 from left  
1-1/8 from bottom

## W-2 Laser L275

Env # DW298



Env. Size 5-5/8 x 9  
Top Window Size 3-5/8 x 5/8  
Btm. Window Size 3-5/8 x 11/16  
Top Position 5/8 from left  
3-9/16 from bottom  
Btm. Position 4-3/8 from left  
1-5/16 from bottom

## W-2 Laser L3UP

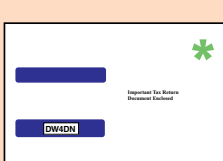
Env # DW3, DW3S



Env. Size 3-7/8 x 8 1/2  
Top Window Size 3-1/4 x 7/8  
Btm. Window Size 3-1/4 x 13/16  
Top Position 3/8 from left  
2-7/32 from bottom  
Btm. Position 3/8 from left  
1 from bottom

## W-2 Laser L4DN

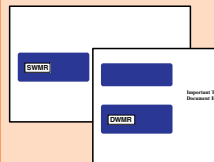
Env # DW4DN/S



Env. Size 5-5/8 x 9  
Top Window Size 3-3/4 x 3/4  
Btm. Window Size 3-3/4 x 3/4  
Top Position 5/16 from left  
4-3/16 from bottom  
Btm. Position 5/16 from left  
11/16 from bottom

## 1099 MISC, 1099R, 5498, 1099B, 1099DIV, 1099K

Env # DWMR, SWMR

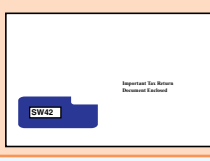


Env. Size 5-5/8 x 9  
Top Window Size 3-3/8 x 1-1/8  
Btm. Window Size 3-3/8 x 1-7/16  
Top Position 1/2 from left  
3-3/4 from bottom  
Btm. Position 1/2 from left  
1-1/2 from bottom

**Self Seal**  
Env # DWMRS

## 1042

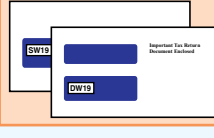
Env # SW42



Env. Size 5-5/8 x 9  
Btm. Position 3/8 from left  
5/8 from bottom

## 1099, 1098, 5498ESA, 5498SA, LR3, 3921, 3922

Env # DW19, SW19



Env. Size 3-7/8 x 8-3/8  
Top Window Size 7/8 x 3-3/8  
Btm. Window Size 1-1/16 x 3-3/8  
Top Position 1/2 from left  
2-1/4 from bottom  
Btm. Position 1/2 from left  
11/16 from bottom

**Self Seal**  
Env # DW19S

## LJHI, LJH2, LJH3

Env # DWJH



Env. Size 3-7/8 x 9  
Top Window Size 7/8 x 3-5/8  
Btm. Window Size 1-9/16 x 3-5/8  
Top Position 1/2 from left  
2-3/8 from bottom  
Btm. Position 1/2 from left  
1/2 from bottom

**Self Seal**  
Form # DWJHS

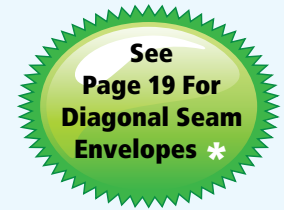
## W-2G

Env # DWW2G



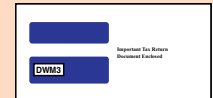
Env. Size 3-7/8 x 8-7/8  
Top Window Size 3 x 1  
Btm. Window Size 3 x 1  
Top Position 1/2 from left  
2 3/16 from bottom  
Btm. Position 1/2 from left  
7/8 from bottom

We can supply DOUBLE WINDOW ENVELOPES to accommodate all preprinted W-2 and 1099 forms which eliminates the need for corner card imprinting. As always, single window with corner card imprinting is available. All window envelopes are white-wove 24lb. paper and are tinted inside for 100% preprinted confidentiality. Our envelopes will accommodate all of the W-2 forms, 1099 forms and laser cut sheets in this catalog. **Self Seal** envelopes with Latex adhesive available where noted.



## LM3, LM3BL

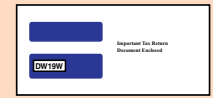
Env # DWM3



Env. Size 3-7/8 x 8 7/8  
Top Window Size 15/16 x 3-3/8  
Btm. Window Size 13/16 x 3-3/8  
Top Position 7/16 from left  
2-1/4 from bottom  
Btm. Position 7/16 from left  
3/4 from bottom

## 1099, 1098, 5498ESA, 5498SA, LR3

Env # DW19W

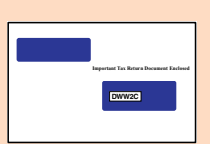


Env. Size 3-7/8 x 8-7/8  
Top Window Size 7/8 x 3-3/8  
Btm. Window Size 1-1/16 x 3-3/8  
Top Position 1/2 from left  
2-1/4 from bottom  
Btm. Position 1/2 from left  
11/16 from bottom

**Self Seal**  
Env # DW19WS

## W-2C

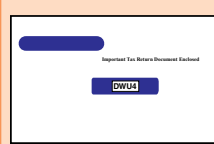
Env # DWW2C



Env. Size 5 5/8 x 9 1/4  
Top Window Size 1-5/16 x 3-3/4  
Btm. Window Size 7/8 x 3-11/16  
Top Position 1/2 from left  
2-3/4 from bottom  
Btm. Position 4-1/4 from left  
1 7/16 from bottom

## LU4

Env # DWU4/S



Env. Size 5-11/16 x 8  
Top Window Size 2-1/2 x 9/16  
Btm. Window Size 2-1/2 x 9/16  
Top Position 7/8 from left  
3-5/8 from bottom  
Btm. Position 3 from left  
1-7/16 from bottom

## LJB500

Env # DWJW



Env. Size 3-7/8 x 8-7/8  
Top Window Size 1 x 3-7/16  
Btm. Window Size 1-1/8 x 3-7/16  
Top Position 1/2 from left  
2-3/8 from bottom  
Btm. Position 1/2 from left  
1/2 from bottom

NOTE: Some programs printed on blank stock may not fit our envelopes. Not guaranteed to work with all inserting/stuffing equipment. Call for samples.

MOST ENVELOPES AVAILABLE AS **Self Seal**

# W-2 CONTINUOUS 1-WIDE

Special Lightweight Carbonless Paper is used on all W-2 Forms for the best possible impression on all printers.

Form W-2, 1-Wide as shown is our most popular form because of its construction and versatility. It can be used on Data Processing Computers, Mini-Computers (see Twin Sets) and typewriters.

This form is available in 4, 6, or 8 parts.

**OVERALL SIZE: 9-1/2" X 5-1/2"**

**DETACHED: 8-1/2" X 5-1/2"** (except Copy A which must be furnished to the IRS as 11" to provide a 8-1/2" x11" scannable page.)

**CONSTRUCTION:** Parts 1, 2 and 6 (Employer's) are crimped for easy decollation and distribution by employers. Parts 3, 4 and 5 (Employee's) are glued and remain as a packet for ease of handling.

**AFTER HANDLING:** Remove left margin, decollate all employer's copies. Burst copy A every 11", all other copies every 5-1/2". Employee's Copies (which are glued on the right) will remain as a set for easy envelope insertion.

## W-2 CONTINUOUS 1-WIDE FORM NUMBERS

- Carbonless
- Form X17 4-Part
- Form X18 6-Part
- Form X28 8-Part

## W-2 PARTS SEQUENCE GUIDE

- Copy A - Social Security Administration
- Copy 1 - Filed with Employer's State/City or Local Tax Return
- Copy B - Filed with Employee's Federal Tax Return
- Copy C - For Employee's Personal File.
- Copy 2 - Filed with Employee's State/City or Local Tax Return
- Copy D - For the Employer's Record (Also may be used as an extra Copy 1)

4-PART W2		6-PART W2		8-PART W2	
Part 1	Copy A	Part 1	Copy A	Part 1	Copy A
Part 2	Copy B	Part 2	Copy 1/D	Part 2	Copy 1/D
Part 3	Copy C	Part 3	Copy B	Part 3	Copy 1/D
Part 4	Copy 1/D	Part 4	Copy C	Part 4	Copy B
		Part 5	Copy 2	Part 5	Copy C
		Part 6	Copy 1/D	Part 6	Copy 2
				Part 7	Copy 2
				Part 8	Copy 1/D

## TWIN SETS

3-PART EMPLOYER	3-PART EMPLOYEE*	4-PART EMPLOYER	4-PART EMPLOYEE*
Part 1	Copy A	Part 1	Copy A
Part 2	Copy 1/D	Part 2	Copy 1/D
Part 3	Copy 1/D	Part 3	Copy 1/D
		Part 4	Copy 1/D
			Copy 2

\*NOTE: The Employee Sections of all Twin Sets can be utilized for Electronic Filing.

## FORM SIZES

All 1-Wide W2 Forms have an overall size of 9-1/2" x 5-1/2", with stubs detached: 8-1/2" x 5-1/2" except Copy A which is 8-1/2" x 11"  
 All 2-Wide W2's (non-mailers) are: 14-7/8" x 5-1/2", with stubs detached: 13-7/8" x 5-1/2" except Copy A which is 8-1/2" x 11"

## ELECTRONIC FILING FORMS

3-Part	4-Part	5-Part	6-Part
Part 1 Copy 1/D	Part 1 Copy 1/D	Part 1 Copy 1/D	Part 1 Copy 1/D
Part 2 Copy B	Part 2 Copy B	Part 2 Copy B	Part 2 Copy 1/D
Part 3 Copy C	Part 3 Copy C	Part 3 Copy C	Part 3 Copy B
	Part 4 Copy 2	Part 4 Copy 2	Part 4 Copy C
		Part 5 Copy 2	Part 5 Copy 2
			Part 6 Copy 2

## W-2 2-WIDE CARBONLESS - X2, X3, X4

4-Part 2-Wide		6-Part 2-Wide		8-Part 2-Wide	
Left Side	Right Side	Left Side	Right Side	Left Side	Right Side
Part 1 Copy 1/D	Copy A	Part 1 Copy 1/D	Copy A	Part 1 Copy 1/D	Copy A
Part 2 Blank	Copy B	Part 2 Copy 1/D	Copy B	Part 2 Copy 1/D	Copy B
Part 3 Blank	Copy C	Part 3 Blank	Copy C	Part 3 Copy 1/D	Copy C
		Part 4 Blank	Copy 2	Part 4 Blank	Copy 2
				Part 5 Blank	Copy 2

# W-2 TWIN SETS AND ELECTRONIC FILING

- TWIN SETS FORM NUMBERS • BLACK PRINT CARBONLESS**
- FORM X13** 3-PART (EMPLOYER) COPY A, COPY 1/D, COPY 1/D
  - FORM X13A** 3-PART (EMPLOYEE) COPY B, COPY C, COPY 2
  - FORM X14** 4-PART (EMPLOYER) COPY A, COPY 1/D, COPY 1/D, COPY 1/D
  - FORM X14A** 4-PART (EMPLOYEE) COPY B, COPY C, COPY 2, COPY 2

These black print carbonless sets utilized together have the same function as a 6-part or 8-part, 1-wide W-2. (see construction below)

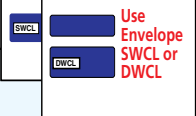
To be used on all PC's and/or mini-computers. Designed to run through your printer in two passes for superior legibility.

**FOR ELECTRONIC FILING:** The Employee set can be used by itself for electronic filing.

**OVERALL SIZE: 9 1/2 X 5 1/2" DETACHED: 8 1/2 X 5 1/2".**

Copy B—To Be Filed With Employee's FEDERAL Tax Return. This information is being furnished to the Internal Revenue Service.

Available  
**Self Seal**  
DWCLS



**W-2 FORM ELECTRONIC FILING FORM NUMBERS • BLACK PRINT CARBONLESS**

- FORM X31** 3-PART EMPLOYER'S COPY 1/D EMPLOYEE'S COPIES B & C
- FORM X41** 4-PART EMPLOYER'S COPY 1/D EMPLOYEE'S COPIES B, C & 2
- FORM X51** 5-PART EMPLOYER'S COPY 1/D EMPLOYEE'S COPIES B, C, 2 & 2

These electronic filing forms are available 3, 4, 5, and 6 parts (carbonless). The sets are constructed with the employer(s) copy crimped onto the employee's copies which are glued as a unit set on the right.

## W-2 CONTINUOUS 2-WIDE

These special carbonless black print 2-wide forms are especially designed for all data processing systems, including most "mini-computers" requiring a 14-7/8" form. These forms are available totaling 4, 6, and 8 parts. Our standard 2-wide with Copy A and employee's copies on the right and employer copies on the left.

**Note: The 2-wide is for 132 print positions. There is no approved format for 120 print positions. If you have a 120 print position printer and legibility is a problem, see our carbonless Employer-Employee Twin sets at top of this page.**

### W-2 2-WIDE STANDARD FORMAT

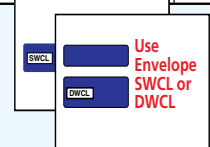
**This Format Matches the 2-Wide Mailer**  
See page 25

- W-2 CONTINUOUS 2-WIDE FORM NUMBERS BLACK PRINT CARBONLESS**
- FORM X2** 4-PART 2-WIDE
  - FORM X3** 6-PART 2-WIDE
  - FORM X4** 8-PART 2-WIDE

**CONSTRUCTION:** Constructed so Federal Copy A and employee's copies are on the right side, plus glued in the right stub. Employer's copies are on the left side of the form.

**OVERALL SIZES: 14-7/8" X 5-1/2"** (Except Copy A which must be provided to the IRS as a 8 1/2" x 11" scannable page.)

Available  
**Self Seal**  
DWCLS



# W-2 MAILERS 1-WIDE

The W-2, 1-Wide Mailer is the official IRS format with the employee's copies pre-inserted in the envelope.

**PLEASE NOTE:** 6-part mailer is NOT recommended for high speed equipment and many mini-computers with light strike impressions. Contact your salesperson for samples.

W-2 MAILERS 1-WIDE FORM NUMBERS CARBON INTERLEAVED		
FORM #	# PARTS	CONSTRUCTION
XF1	4	COPIES A, 1/D OUT COPIES B, C IN
XF6	6	COPIES A, 1/D, 1/D OUT COPIES B, C, 2 IN

# SPECIAL CONDENSED 2-WIDE FORMAT W-2 MAILER FOR ELECTRONIC FILING 2-WIDE PLY-SAVER CONSTRUCTION WITH 6 COPIES

**NOTE:  
THIS  
FORM  
HAS 1/8"  
VERTICAL  
SPACING**

This 2-wide form with ply-saver construction is the best electronic filing reporting W-2 mailer available. The 2-wide format provides 2 copies per page reducing the thickness by 2 plies (as compared to other Electronic Filing Mailers) and still provides 6 copies. This construction is an excellent choice for all printers.

**Overall Size:** 12-1/2" x 5-1/2"  
**Detached:** 11" x 5-1/2"

FORM X264 — CONSTRUCTION		
PARTS	RIGHT SIDE	LEFT SIDE
<b>PLY 1</b>	EMPLOYER'S STATE LOCAL OR FILE COPY	EMPLOYER'S STATE LOCAL OR FILE COPY
<b>PLY 2</b>	FACE OF ENVELOPE	FACE OF ENVELOPE
<b>PLY 3</b>	COPY B	COPY C
<b>PLY 4</b>	EMPLOYEE, STATE LOCAL OR FILE COPY BACK OF ENVELOPE	EMPLOYEE, STATE COPY LOCAL OR FILE COPY BACK OF ENVELOPE

# W-2 MAILER FOR ELECTRONIC FILING

This Electronic Filing Mailer is available with CARBONLESS INSERTS

## W-2 MAILERS FOR ELECTRONIC FILING FORM NUMBERS CARBON INTERLEAVED

**FORM XM53** 3-PART (1 OUT, 2 IN)  
**FORM XM54** 4-PART (1 OUT, 3 IN)  
**FORM XM55** 5-PART (1 OUT, 4 IN)  
**FORM XM56** 6-PART (2 OUT, 4 IN)

\* See Parts Sequence Guide

## W-2 MAILERS FOR ELECTRONIC FILING FORM NUMBERS CARBONLESS INSERTS

**FORM XMC53/54** 3 OR 4 PART (1 OUT 3 IN)  
**FORM XMC55/56** 5 OR 6 PART (2 OUT 4 IN)

Outside copies utilize carbon, only the inserts are carbonless.  
 \* See Parts Sequence Guide

The W-2 Electronic Filing Mailer combines the benefits of a mailer with the advantages of reporting on Electronic Filing. Exterior ply can be used to report information to the state or for employer's use. The W-2 Electronic Filing Mailer is available with 3, 4, 5, or 6 parts.

See "Parts Sequence Guide" below for ply identification.

Form XM56 and XMC 55/56 can be used when employer and employees must send copies to both state and local tax agency.

## POSTAL INDICIA AVOID EXTRA HANDLING AVOID POSTAL METERING



Postal Indicias eliminate postal metering and excess handling and can be applied as a crash imprint or computer generated imprint on your printer, for forms with an indicia blockout.

**NOTE:** A Postal Indicia for W-2, 2-wide mailers with copy A can only be applied as a custom imprint at our plant (contact your dealer for charges and closing dates).

### \*ELECTRONIC FILING PARTS SEQUENCE GUIDE

- Copy 1** - Filed with Employer's State/City or Local Tax Return
- Copy B** - Filed with Employee's Federal Tax Return
- Copy C** - For Employee's Personal File
- Copy 2** - Filed with Employee's State/City or Local Tax Return
- Copy D** - For the Employer's Record (Also may be used as an extra Copy 1)

XM53		XM54		XMC53/54 CARBONLESS INSERTS	
Part 1	Copy 1/D	Part 1	Copy 1/D	Part 1	Copy 1/D
Part 2	Face of envelope	Part 2	Face of envelope	Part 2	Face of envelope
Part 3	Copy B	Part 3	Copy B	Part 3	Copy B
Part 4	Copy C / Back of envelope	Part 4	Copy C	Part 4	Copy C
		Part 5	Copy 2 / Back of envelope	Part 5	Copy 2 / Back of envelope
XM55		XM56		XMC55/56 CARBONLESS INSERTS	
Part 1	Copy 1/D	Part 1	Copy 1/D	Part 1	Copy 1/D
Part 2	Face of envelope	Part 2	Copy 1/D	Part 2	Copy 1/D
Part 3	Copy B	Part 3	Face of envelope	Part 3	Face of envelope
Part 4	Copy C	Part 4	Copy B	Part 4	Copy B
Part 5	Copy 2	Part 5	Copy C	Part 5	Copy C
Part 6	Copy 2 / Back of envelope	Part 6	Copy 2	Part 6	Copy 2
		Part 7	Copy 2 / Back of envelope	Part 7	Copy 2 / Back of envelope



# W-2 MAILER 2-WIDE

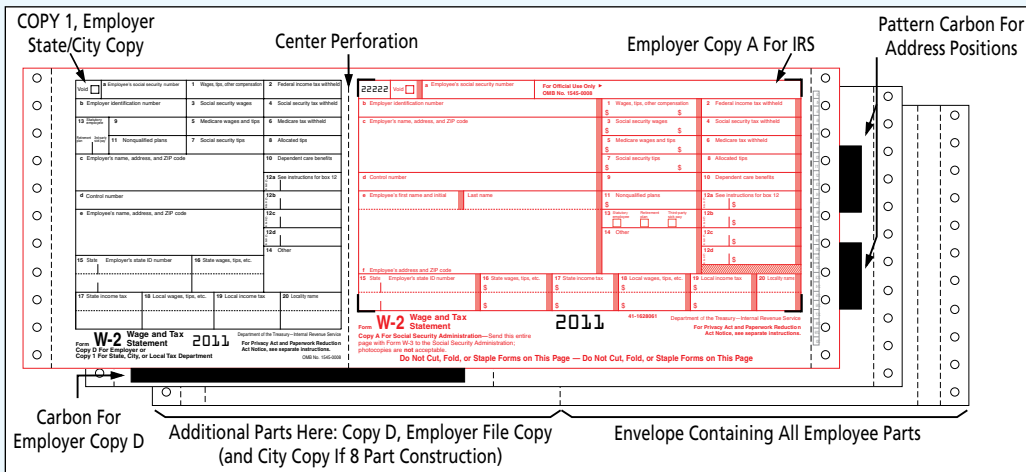
This Format Matches the 2-Wide Continuous See page 22

W-2 MAILER 2-WIDE FORM NUMBERS CARBON INTERLEAVED	
FORM X5060	6-PART MAILER
FORM X5080	8-PART MAILER
BLACK PRINT CARBONLESS	
FORM XC5060	6-PART MAILER
FORM XC5080	8-PART MAILER

OVERALL SIZE: 14-7/8" X 5-1/2"  
DETACHED: 13-7/8" X 5-1/2"

2-WIDE MAILER PARTS SEQUENCE GUIDE			
FORM X5060, XC5060		FORM X5080, XC5080	
<b>LEFT SIDE</b>	<b>RIGHT SIDE</b>	<b>LEFT SIDE</b>	<b>RIGHT SIDE</b>
Ply 1 Copy D/1	Copy A	Ply 1 Copy D/1	Copy A
Ply 2	Face of Env.	Ply 2 Copy D/1	Face of Env.
Ply 3	Copy B	Ply 3	Copy B
Ply 4	Copy C	Ply 4	Copy C
Ply 5 Copy D/1	Copy 2	Ply 5	Copy 2
	Back of Env.	Ply 6 Copy D/1	Copy 2
			Back of Env.

## MAILER CONSTRUCTION



### 2-WIDE MAILER INFORMATION

#### After Handling Guide

Decollate Ply 1 (Copy 1 and Copy A). Remove pattern carbon tissue. Separate (slit) Ply 1 down center perforation. Burst Copy A every 11", remove right stub. Burst Copy 1 every 5-1/2" and remove left stub. Center slit mailer envelope and burst every 5-1/2" and remove left stub. Burst Copy D every 5-1/2" and remove right stub if desired.

W-2 FORMS

# FORM 1099 A "ACQUISITION"

File Form 1099A, Information Return for Acquisition or Abandonment of Secured Property, for each borrower if you lend money in connection with your trade or business and, in full or partial satisfaction of the debt, you acquire an interest in property that is security for the debt, or you have reason to know that the property has been abandoned. You need not be in the business of lending money to be subject to this reporting requirement.

## CONTINUOUS FORM NUMBERS

Carbonless: FORM TC-A4 4-PART

## MAILER FORM NUMBERS

Electronic Filing: FORM PTM-A2

### TC-A4

Available  
Self Seal  
DW195



# FORM 1099 B "BROKER"

Sales or redemptions of securities, futures transactions, commodities, and barter exchange transactions.

## CONTINUOUS FORM NUMBERS

FORM T-B1 1-PART

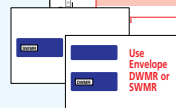
Carbonless: FORM TC-B4 4-PART

## MAILER FORM NUMBERS

Electronic Filing: FORM PTM-B2 2-PART

PEEL-APART

### TC-B4



Available  
Self Seal  
DWMRS



## 1099 PARTS SEQUENCE GUIDE

**Size:** 9" x 3-2/3" overall (except 1099B, 1099DIV, 1099 MISC and 1099R which are 9" x 5-1/2" overall)  
8" x 3-2/3" detached (except 1099B, 1099DIV, 1099 MISC and 1099R which are 8" x 5-1/2")

### 5498, 1098 & 1099 FORMS

Copy A - For Internal Revenue Service  
State Copy - For Payer To File With State Agency  
Copy B - For Recipient  
Copy C - For Payer's Record  
Copy 2 - For Recipient To File With State Agency

### 1099R FORMS

Copy A - For Internal Revenue Service  
Copy 1 - For Payer To File With State Agency  
Copy B - For Recipient to file with Federal Tax Returns  
Copy C - For Recipient's Records  
Copy 2 - For Recipient To File With State Agency  
Copy D - For Payer's Records

All 3-Part	All 4-Part	All 5-Part	TC-R4	TC-MR4 Electronic Filing	TC-R6
Part 1 Copy A	Part 1 Copy A	Part 1 Copy A	Part 1 Copy A	Part 1 Copy 1 or Copy D	Part 1 Copy A
Part 2 Copy B	Part 2 State Copy	Part 2 Copy 1	Part 2 Copy B	Part 2 Copy B	Part 2 Copy 1
Part 3 Copy C	Part 3 Copy B	Part 3 Copy B	Part 3 Copy C	Part 3 Copy C	Part 3 Copy B
	Part 4 Copy C	Part 4 Copy 2	Part 4 Copy D	Part 4 Copy 2	Part 4 Copy C
		Part 5 Copy C			Part 5 Copy 2
					Part 6 Copy D

### MAILERS

3-Part Peel Apart	4-Part Peel Apart	5-Part MISC	TM-R4	TM-R6
Part 1 Copy A	Part 1 Copy A	Part 1 Copy A	Part 1 Copy A	Part 1 Copy A
Part 2 Copy C	Part 2 State Copy	Part 2 State Copy 1	Part 2 Copy D	Part 2 Copy 1
Part 3 Face of Env.	Part 3 Copy C	Part 3 Copy C	Part 3 Face of Env.	Part 3 Copy D
Part 4 Copy B, Back of Env.	Part 4 Face of Env.	Part 4 Face of Env.	Part 4 Copy C	Part 4 Face of Env.
	Part 5 Copy B	Part 5 Copy B	Part 5 Copy B	Part 5 Copy B
	Back of Env.	Part 6 State Copy 2, Back of Env.	Back of Env.	Part 6 Copy C
				Part 7 Copy 2, Back of Env.

### 1099 ELECTRONIC FILING MAILER PARTS SEQUENCE GUIDE

All the 1099's shown for Electronic Filing (no Copy A). The black reverse area in the upper right can be used for computer generated Postal Permit.

Construction 2-Part Peel-Apart	Construction 2-Part Insert	Construction TM-M3M,POD-M3M	Construction TM-MR3	Construction TM-MR4
Part 1 State or Copy C	Part 1 State or Copy C	Part 1 State or Copy C	Part 1 Copy 1 or D	Part 1 Copy 1 or D
Part 2 Face of Env.	Part 2 Face of Env.	Part 2 Face of Env.	Part 2 Face of Env.	Part 2 Face of Env.
Part 3 Copy B, Back of Env.	Part 3 Copy B	Part 3 Copy B	Part 3 Copy B	Part 3 Copy B
	Part 4 Back of Env.	Part 4 Copy 2, Back of Env.	Part 4 Copy C	Part 4 Copy C
			Back of Env.	Part 5 Copy 2, Back of Env.

### AFTER HANDLING GUIDE:

Decollate Part 1, remove pattern carbon tissue. Burst remaining copies every 3-2/3" (for 1099B, 1099DIV, 1099 Misc and 1099R - every 5-1/2").  
Burst mailer envelope every 3-2/3" (for 1099B, 1099DIV, 1099 Misc and 1099R - every 5-1/2"). Remove line hole stubs.

# FORM 1099 C “CANCELLATION OF DEBT”

File Form 1099-C, Cancellation of Debt, for each debtor for which you cancelled (or discharged) a debt (or indebtedness) owed to you of \$600 or more and you are a financial institution, a credit union or a Federal Government agency. You must file even though debtor may not be subject to tax on the cancelled debt. That is, you are not required to determine whether the debtor qualifies for exclusion under section 108. or example, debts discharged in bankruptcy are reportable.

**TC-C4**

**2011**

**Cancellation of Debt**

Form 1099-C

Use Envelope DW19 or SW19

Available Self Seal DW195

**CONTINUOUS FORM NUMBERS**  
Carbonless FORM TC-C4 4-PART

**MAILER FORM NUMBERS**  
Electronic Filing FORM PTM-C2 2-PART PEEL-APART

# FORM 1099 DIV “DIVIDEND”

Distributions, such as dividends, capital gains distributions, or nontaxable distributions, that were paid on stock and liquidation distributions.

**TC-D3, TC-D4**

**PTM-D4**

**2011**

**Dividends and Distributions**

Form 1099-DIV

Use Envelope DW19 or SW19

Available Self Seal DW195

**CONTINUOUS FORM NUMBERS**  
Carbonless FORM T-D1 1-PART  
FORM TC-D2 2-PART  
FORM TC-D3 3-PART  
FORM TC-D4 4-PART

**MAILER FORM NUMBERS**  
Electronic Filing FORM PTM-D4 4-PART PEEL-APART  
FORM PTM-D2 2-PART PEEL-APART



T-D1, TC-D2

# FORM 1099 G “GOVERNMENT”

Statements for unemployment compensation, state and local income tax refunds, agricultural payments.

**TC-G4**

**PTM-G2**

**2011**

**Certain Government Payments**

Form 1099-G

Use Envelope DW19 or SW19

Available Self Seal DW195

**CONTINUOUS FORM NUMBERS**  
Carbonless FORM T-G1 1-PART  
FORM TC-G4 4-PART

**MAILER FORM NUMBERS**  
Electronic Filing FORM PTM-G2 2-PART PEEL-APART

# FORM 1099 CAP

Changes in Corporate Control and Capital Structure. Information about cash, stock or other property from an acquisition of control or substantial change in capital structure of a corporation.

**TC-CAP4**

**2011**

**Changes in Corporate Control and Capital Structure**

Form 1099-CAP

Use Envelope DW19 or SW19

Available Self Seal DW195

**CONTINUOUS FORM NUMBERS**  
Carbonless FORM TC-CAP4 4-PART

1099 FORMS

# FORM 1099 INT "INTEREST"

For reporting Interest Income from savings and loan associations, bank deposits, bonds, debentures, notes, loans, etc.

## CONTINUOUS

TC-13, TC-14

Available Self Seal DW195

Use Envelope DW19 or SW19

## SELF MAILERS

PTM-14

## ELECTRONIC FILING DATED

PTM-12

### CONTINUOUS FORM NUMBERS

Carbonless	FORM T-1	1-PART
	FORM TC-12	2-PART
	FORM TC-13	3-PART
	FORM TC-14	4-PART

### MAILER FORM NUMBERS

	FORM PTM-13	3-PART PEEL-APART
	FORM PTM-14	4-PART PEEL-APART

Electronic Filing FORM PTM-12  
2-PART PEEL-APART

Open Date FORM POD-12 2-PART PEEL-APART

## ELECTRONIC FILING OPEN DATE

POD-12

# ALL OPEN DATE MULTIPLE ACCOUNT INTEREST

## MULTIPLE ACCOUNT 1099 INT MAILER

Form # PDM-12 2-PART PEEL-APART  
OVERALL SIZE: 9 x 3-2/3"

This Electronic Filing Interest form has space for up to eight separate accounts.

## MULTIPLE ACCOUNT 1099 INT MAILER

Form # PTM-J2 Multiple Account 1099 Int Mailer  
OVERALL SIZE: 9 x 3-2/3"

## MULTIPLE ACCOUNT 1099 INT MAILER

Form # KM-7 2-Part OVERALL SIZE: 11-3/4 x 5-2/3"

# FORM 1099 MISC "MISCELLANEOUS"

The 1099 MISC is used to report rents, royalties, prizes and awards, fishing boat proceeds, fees, commissions paid to non-employees, and health care payments. An extra State Copy may be added to make a 5-part form when payer has withheld state tax from recipient.

## FORM 1099 MISC

### CONTINUOUS

Form 1099-MISC (Continuous) 2011. Includes fields for Payer's name, address, city, state, ZIP code, and recipient's information. Sections include: 1. Payer's name, address, city, state, ZIP code, and recipient's name; 2. Recipient's name; 3. Other income; 4. Federal income tax withheld; 5. State income tax withheld; 6. Social Security tax withheld; 7. Medicare tax withheld; 8. State income tax withheld; 9. Other state tax withheld; 10. Other state tax withheld; 11. Other state tax withheld; 12. Other state tax withheld; 13. Other state tax withheld; 14. Other state tax withheld; 15. Other state tax withheld; 16. Other state tax withheld; 17. Other state tax withheld; 18. Other state tax withheld; 19. Other state tax withheld; 20. Other state tax withheld.

TC-M3, TC-M4, TC-M5

Available  
Self Seal  
DW19S

Use Envelope  
DW19 or  
SW19

### SELF-MAILERS

Form 1099-MISC (Self-Mailers) 2011. Similar to the continuous form but includes a section for 'Other state tax withheld' and 'Other state tax withheld'.

PTM-M3, PTM-M4, TM-M5

CONTINUOUS FORM NUMBERS		
Carbonless	FORM T-M1	1-PART
	FORM TC-M2	2-PART
	FORM TC-M3	3-PART
	FORM TC-M4	4-PART
	FORM TC-M5	5-PART
MAILER FORM NUMBERS		
	FORM PTM-M3	3-PART PEEL-APART
	FORM PTM-M4	4-PART PEEL-APART
	FORM TM-M5	5-PART
Electronic	FORM TM-M3M	3-PART
Filing	FORM PTM-M2	2-PART PEEL-APART
Open Date	FORM POD-M3M	3-PART

### CONTINUOUS

Form 1099-MISC (Continuous) 2011. Similar to the continuous form but includes a section for 'Other state tax withheld' and 'Other state tax withheld'.

TM1, TC-M2

Available  
Self Seal  
DW19S

Use Envelope  
DW19 or  
SW19

### ELECTRONIC FILING DATED

Form 1099-MISC (Electronic Filing Dated) 2011. Similar to the continuous form but includes a section for 'Other state tax withheld' and 'Other state tax withheld'.

PTM-M2, TM-M3M

### ELECTRONIC FILING OPEN DATE

Form 1099-MISC (Electronic Filing Open Date) 2011. Similar to the continuous form but includes a section for 'Other state tax withheld' and 'Other state tax withheld'.

POD-M3M

# FORM 1099 OID "ORIGINAL ISSUE DISCOUNT"

Used for nominees return for original issue discounts (applies to holder of bonds, debentures, certificates of deposits, etc.).

### TC-04

Form 1099-OID (TC-04) 2011. Includes fields for Payer's name, address, city, state, ZIP code, and recipient's information. Sections include: 1. Payer's name, address, city, state, ZIP code, and recipient's name; 2. Recipient's name; 3. Other income; 4. Federal income tax withheld; 5. State income tax withheld; 6. Social Security tax withheld; 7. Medicare tax withheld; 8. State income tax withheld; 9. Other state tax withheld; 10. Other state tax withheld; 11. Other state tax withheld; 12. Other state tax withheld; 13. Other state tax withheld; 14. Other state tax withheld; 15. Other state tax withheld; 16. Other state tax withheld; 17. Other state tax withheld; 18. Other state tax withheld; 19. Other state tax withheld; 20. Other state tax withheld.

CONTINUOUS FORM NUMBERS		
	FORM TC-04	4-PART
MAILER FORM NUMBERS		
Electronic Filing	FORM PTM-02	2-PART PEEL-APART

Available  
Self Seal  
DW19S

Use Envelope  
DW19 or  
SW19

# 1099 LTC

A payer such as an insurance company, must use this form for payments made under a long-term care insurance contract or for accelerated death benefits.

### TC-LTC4

Form 1099-LTC (TC-LTC4) 2011. Includes fields for Payer's name, address, city, state, ZIP code, and recipient's information. Sections include: 1. Payer's name, address, city, state, ZIP code, and recipient's name; 2. Recipient's name; 3. Other income; 4. Federal income tax withheld; 5. State income tax withheld; 6. Social Security tax withheld; 7. Medicare tax withheld; 8. State income tax withheld; 9. Other state tax withheld; 10. Other state tax withheld; 11. Other state tax withheld; 12. Other state tax withheld; 13. Other state tax withheld; 14. Other state tax withheld; 15. Other state tax withheld; 16. Other state tax withheld; 17. Other state tax withheld; 18. Other state tax withheld; 19. Other state tax withheld; 20. Other state tax withheld.

CONTINUOUS FORM NUMBERS  
Carbonless FORM TC-LTC4 4-PART

Available  
Self Seal  
DW19S

Use Envelope  
DW19 or  
SW19

## FIRST CLASS POSTAL INDICIA

Eliminate Excess Handling      Eliminate Manual Posting

A Postal Indicia (for all 1099 mailers) can be applied as a custom imprint at our plant (contact your salesperson for charges and closing dates) or computer generated into the reverse box on part 1. In either case, postal permits eliminate postal metering and extra handling.

## FIRST CLASS POSTAL INDICIA

Our Peel-Apart Mailer construction provides you with the advantages of convenience, low-cost and excellent legibility. The Ply-saver feature enables you to utilize the back of the outgoing envelope as an information ply.

1099 FORMS

# FORM 1099 PATR

This form is used for reporting income for patrons of cooperatives.

PTM-P2

Form 1099 PATR PTM-P2, 2011. This form is used for reporting income for patrons of cooperatives. It includes fields for recipient name, address, city, state, and ZIP code, and a table for reporting distributions. A callout box indicates 'Use Envelope DW19 or SW19' and 'Available Self Seal DW19S'.

## CONTINUOUS FORM NUMBERS

Carbonless FORM T-P1 1-PART  
FORM TC-P4 4-PART

## MAILER FORM NUMBERS

Electronic Filing FORM PTM-P2  
2-PART PEEL-APART

TC-P4

Form 1099 PATR TC-P4, 2011. This form is used for reporting income for patrons of cooperatives. It includes fields for recipient name, address, city, state, and ZIP code, and a table for reporting distributions. A callout box indicates 'Use Envelope DW19 or SW19' and 'Available Self Seal DW19S'.

# 1099 Q

Qualified Tuition Program Payments and Coverdell ESAs.

TC-Q4

Form 1099 Q TC-Q4, 2011. This form is used for reporting Qualified Tuition Program Payments and Coverdell ESAs. It includes fields for recipient name, address, city, state, and ZIP code, and a table for reporting payments. A callout box indicates 'Use Envelope DW19 or SW19' and 'Available Self Seal DW19S'.

## CONTINUOUS FORM NUMBERS

Carbonless FORM TC-Q4 4-PART

# 1099 SA

Distributions from an HSA, Archer MSA, or Medicare+Choice MSA

TCSA-4

Form 1099 SA TCSA-4, 2011. This form is used for reporting distributions from an HSA, Archer MSA, or Medicare+Choice MSA. It includes fields for recipient name, address, city, state, and ZIP code, and a table for reporting distributions. A callout box indicates 'Use Envelope DW19 or SW19' and 'Available Self Seal DW19S'.

## CONTINUOUS FORM NUMBERS

Carbonless FORM TCSA-4 4-PART



# FORM 1099 R

File Form 1099-R, Distributions From Pensions, Annuities, Retirement of Profit-Sharing Plans, IRAs, Insurance Contracts, etc., for each person to whom you have made any designated distribution from profit-sharing or retirement plans, IRAs, annuities, pensions, etc., whether or not you withheld Federal income tax.

## NON-MAILERS

### FORM 1099 R

#### CONTINUOUS FORM NUMBERS

Carbonless FORM TC-R4 4-PART  
FORM TC-R6 6-PART  
Electronic Filing FORM TC-MR4 4-PART

#### MAILER FORM NUMBERS

FORM TM-R4 4-PART  
FORM TM-R6 6-PART  
Electronic Filing FORM TM-MR3 3-PART  
FORM TM-MR4 4-PART  
Open Date FORM TM-MR40D 4-PART

TC-R4 / TC-R6

Form 1099 R TC-R4 / TC-R6, 2011. This form is used for reporting distributions from pensions, annuities, retirement of profit-sharing plans, IRAs, insurance contracts, etc. It includes fields for recipient name, address, city, state, and ZIP code, and a table for reporting distributions. A callout box indicates 'Use Envelope DWMR or DWMR' and 'Available Self Seal DWMRS'.

TC-MR4

Form 1099 R TC-MR4, 2011. This form is used for reporting distributions from pensions, annuities, retirement of profit-sharing plans, IRAs, insurance contracts, etc. It includes fields for recipient name, address, city, state, and ZIP code, and a table for reporting distributions. A callout box indicates 'Use Envelope DWMR or DWMR' and 'Available Self Seal DWMRS'.

## MAILERS

TM-R4 / TM-R6

Form 1099 R TM-R4 / TM-R6, 2011. This form is used for reporting distributions from pensions, annuities, retirement of profit-sharing plans, IRAs, insurance contracts, etc. It includes fields for recipient name, address, city, state, and ZIP code, and a table for reporting distributions. A callout box indicates 'Use Envelope DWMR or DWMR' and 'Available Self Seal DWMRS'.

TM-MR3 / TM-MR4

Form 1099 R TM-MR3 / TM-MR4, 2011. This form is used for reporting distributions from pensions, annuities, retirement of profit-sharing plans, IRAs, insurance contracts, etc. It includes fields for recipient name, address, city, state, and ZIP code, and a table for reporting distributions. A callout box indicates 'Use Envelope DWMR or DWMR' and 'Available Self Seal DWMRS'.

# FORM 1099 S

If you are required to report a real estate transaction, you must file Form 1099S to report the sale or exchange of one-to-four-family real estate.  
 NOTE: The Energy Policy Act of 1992 amended section 6045(e)(4) to require filers of Form 1099-S to report any real estate transactions involving a residence.

**TC-54**

**CONTINUOUS FORM NUMBERS**  
 Carbonless FORM TC-54 4-PART

**MAILER FORM NUMBERS**  
 FORM PTM-54 4-PART PEEL-APART

**Electronic Filing**  
 FORM PTM-52 2-PART PEEL-APART

# 1098T TUITION PAYMENTS STATEMENT

An eligible educational institution, such as a college or university that receives qualified tuition and expenses on a student must furnish this statement.

**T18T-1**

**CONTINUOUS FORM NUMBERS**  
 T18T-1 1-PART  
 TC18T-4 4-PART

**MAILER FORM NUMBERS**  
 FORM PTM18T-2 2-PART PEEL-APART

**Electronic Filing**

**TC18T-4**

**PTM18T-2**

# 1098E STUDENT LOAN INTEREST STATEMENT

A financial institution, governmental unit or educational institution that is in the cause of trade or business, received interest of \$600 or more on a student loan in the calendar year must furnish this statement.

**TC18E-4**

**CONTINUOUS FORM NUMBERS**  
 Carbonless T18E-1 1-PART  
 TC18E-4 4-PART

**1098 C**

**1098 C**  
 This form is used for charitable contributions of motor vehicles.

**CONTINUOUS FORM NUMBERS**  
 Carbonless TC18C-4 4-PART

# 5498 ESA

Coverdell ESA Contribution Information.

Contributions (including rollover contributions) to a Coverdell ESA.

**TC58ESA-4**

**CONTINUOUS FORM NUMBERS**  
 Carbonless FORM TC58ESA-4 4-PART

# FORM 1098

## MORTGAGE INTEREST STATEMENT

If in the course of your trade or business, you receive at least \$600 of mortgage interest from an individual for the calendar year, you must file Form 1098 and furnish a statement to the individual.

**1098 NON-MAILERS**

**T18-1**

**TC18-3**  
**TC18-4**

**1098 MAILERS**

**PTM18-2**

**PTM18-4**

Available Self Seal DW195

Use Envelope DW19 or SW19

CONTINUOUS FORM NUMBERS		MAILER FORM NUMBERS	
Carbonless	FORM T18-1 1-PART	Electronic Filing	FORM PTM18-4 4-PART PEEL-APART
	FORM TC18-2 2-PART	Open Data	FORM PTM18-2 2-PART PEEL-APART
	FORM TC18-3 3-PART		FORM POD18-2 2-PART PEEL-APART
	FORM TC18-4 4-PART		FORM PTM18M-2 2-PART PEEL-APART

# 1098 OPEN DATE / MULTIPLE ACCT. MAILERS

## 1098 OPEN DATE MULTIPLE ACCT.

PTM18M-2

# FORM 5498

The 5498 is used to report your individual retirement arrangement (IRA), simplified employee pension (SEP), or savings incentive match plan for employees (SIMPLE) to report contributions and the fair market value of the account.

## 5498 NON-MAILERS

## FORM 5498 MAILERS

**TC58-3**

**T58-1, TC58-2**

**PTM58-3**

**PTM58-2**

Available Self Seal DW195

Use Envelope DWMR or SWMR

CONTINUOUS FORM NUMBERS	
Carbonless	FORM T58-1 1-PART
	FORM TC58-2 2-PART
	FORM TC58-3 3-PART
MAILER FORM NUMBERS	
Electronic Filing	FORM PTM58-3 3-PART PEEL-APART
	FORM PTM58-2 2-PART PEEL-APART

# 5498 SA

HSA, Archer MSA, or Medicare+Choice MSA Information.

**TC58SA-4**

Available Self Seal DW195

Use Envelope DW19 or SW19

CONTINUOUS FORM NUMBERS	
Carbonless	FORM TC58SA-4 4-PART



# W2G / 1042S FORMS

## W-2G STATEMENT

Form W-2G must be furnished to gambling winners of the state conducted lotteries, sweepstakes, wagering pools, parimutuel pool for horse races, dog races, and jai alai. Rules will vary with type of gambling. Federal income tax must be withheld from the winnings by the players of gambling winnings.

SIZE: 9" X 3-2/3"

FORM NUMBER: W-2G11 6-PART CARBONLESS  
W-2G12 6-PART CARBONLESS

## FORM 1042S

### NON-RESIDENT ALIEN

Form 1042S is required to report all income and/or tax withheld for non-resident aliens and foreign corporations with U.S. income. (Resident aliens are treated the same as U.S. citizens; thus a regular W-2 Form may be used for reporting).

FORM NUMBER: 1042S11 5-PART CARBONLESS  
1042S12 5-PART CARBONLESS  
1042T 2-PART CARBONLESS  
TRANSMITTAL (8 1/2 x 11)

# TRANSMITTALS

## FORM W-3 TRANSMITTAL OF INCOME AND TAX STATEMENTS

Form W-3 Transmittal of Income must accompany W-2 Forms filed with SSA. Continuous design for service bureaus, paying agents or disbursing agents that file W-3's for each of their clients.

FORM NUMBER: W-3 2-PART CARBONLESS  
W-33 3-PART CARBONLESS

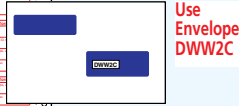
## 1096 ANNUAL SUMMARY & TRANSMITTAL OF U.S. INFORMATION RETURNS

Use form 1096 to summarize and transmit all 1099 Forms. Payers filing returns on paper forms must use separate transmittal, Form 1096, for each different type of form.

FORM NUMBER: 1096 2-PART CARBONLESS  
10963 3-PART CARBONLESS

MISCELLANEOUS

# CORRECTION FORMS



## W-2C STATEMENT OF CORRECTED INCOME AND TAX AMOUNTS

Form W-2C is used by an employer to correct errors in previously filed Form W-2. This form can be used to correct wage and tax information for prior years.

FORM NUMBER: **W-2C 6-PART CARBONLESS**

## W-3C CORRECTION TRANSMITTAL

Form W-3 is used in conjunction with Form W-2C when filed with the SSA. It is a transmittal summary for corrected W-2 forms that have been previously filed with Form W-3. Use Form W-3C to correct an employer's Federal EIN (Employer's Identification Number) or Social Security number.

FORM NUMBER: **W-3C 2-PART CARBONLESS**

# MISCELLANEOUS FORMS

# 940 LASER

Employers Annual Federal Unemployment Tax Return

**New Revision Not Available at Press Time**

**Not Available at Press Time**

### I-9 EMPLOYMENT

Eligibility Verification  
8 1/2 X 11  
FORM NUMBER: **I-9**

### FORM W-4 EMPLOYEE WITHHOLDING

This W-4 Form is employee withholding exemptions certificate. The employee used this form to determine his correct number of withholding allowances, including allowances for itemized deductions.  
FORM NUMBER: **W-411 W-412**

### FORM W-4P

The W-4P form - withholding certificate for pensions or annuity payments. Printed on index stock.  
FORM NUMBER: **W-4P11 W-4P12**

**LASER FORM NUMBER**  
**L940P12 8 1/2 X 11 LASER 940**  
**2 PAGES PER FORM 25 FORMS / PACK**

# FEDERAL QUARTERLY REPORTS

ALL FORMS ARE DESIGNED FOR CONTINUOUS COMPUTER USE

**LASER FORM NUMBERS**  
**L941 8-1/2 X 11 LASER SHEET**  
**2 PAGES PER FORM 25 FORMS PER PACK**  
**L941B 8-1/2 X 11 LASER SHEET**  
**50 SHEETS PER PACKAGE OR 50 FORMS**

### FORM "U2" 3-PART

### FORM "AP" 3-PART

MISCELLANEOUS

# Guide To Information Returns

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

				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	Mar 15	Mar 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	Feb 28*	(To Payer/Borrower) Jan 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	Feb 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	Feb 28*	Jan 31
1098-T	Tuition Statement	Qualified tuition and related expenses, reimbursements or refunds, and scholarships or grants (optional).	See instructions	Feb 28*	Jan 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	Feb 28*	(To Borrower) Jan 31
1099-B	Proceeds From Broker and Barter Exchange Transactions	Sales or redemptions of securities, futures transactions, commodities, and barter exchange transactions.	All amounts	Feb 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	Feb 28*	Jan 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.	Amounts of stock or property valued at \$100 million or more	Feb 28*	(To Shareholders) Jan 31
1099-DIV	Dividends and Distributions	Distributions, such as dividends, capital gain distributions, or nontaxable distributions, that were paid on stock and liquidation distributions.	\$10 or more, except \$600 or more for liquidations	Feb 28*	Jan 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	Feb 28*	Jan 31
1099-H	Health Coverage Tax Credit (HCTC) Advance Payments	Health insurance premiums paid on behalf of certain individuals.	All amounts	Feb 28*	Jan 31
1099-INT	Interest Income	Interest income.	\$10 or more (\$600 or more in some cases)	Feb 28*	Jan 31**
1099-LTC	Long-Term Care and Accelerated Death Benefits	Payments under a long-term care insurance contract and accelerated death benefits paid under a life insurance contract or by a viatical settlement provider.	All amounts	Feb 28*	Jan 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	Feb 28*	Jan 31**
		Payments for rental property expenses.	\$600 or more		
		Payments to crew members by owners or operators of fishing boats including payments of proceeds from sale of catch.	All amounts		
		Section 409A income from nonqualified deferred compensation plans (NQDCs).	All amounts		
		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		
		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		
		Fish purchases paid in cash for resale.	\$600 or more		
		Crop insurance proceeds.	\$600 or more		
		Substitute dividends and tax-exempt interest payments reportable by brokers.	\$10 or more		
Gross proceeds paid to attorneys.	\$600 or more	Feb 15**			
1099-OID	Original Issue Discount	Original issue discount.	\$10 or more	Feb 28*	Jan 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	Feb 28*	Jan 31
1099-Q	Payments From Qualified Education Programs (Under Sections 529 and 530)	Earnings from qualified tuition programs and Coverdell ESAs.	All amounts	Feb 28*	Jan 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	Feb 28*	Jan 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	Feb 28*	Feb 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	Feb 28*	Jan 31
3921	Exercise of an Incentive Stock Option Under Section 422(b)	Transfer of an employer's stock to an employee pursuant to the exercise of an incentive stock option under section 422(b).	All amounts	Feb 28*	Jan 31
3922	Transfer of Stock Acquired Through an Employee Stock Purchase Plan Under Section 423(c)	Transfer(s) of stock acquired through an employee stock purchase plan under section 423(c)	All amounts	Feb 28*	Jan 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 January 31; For contributions May 31
5498-ESA	Coverdell ESA Contribution Information	Contributions (including rollover contributions) to a Coverdell ESA.	All amounts	May 31	Apr 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
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	Feb 28*	Jan 31
W-2	Wage and Tax Statement	Wages, tips, other compensation; social security, Medicare, withheld income taxes; and advance earned income credit (EIC) payments. Include bonuses, vacation allowances, severance pay, certain moving expense payments, some kinds of travel allowances, and third-party payments of sick pay.	See separate instructions	To SSA Last day of February*	To Recipient January 31

# Software Packages



## Laserlink®

Complete the requested info, and the software automatically prints employee summary and other data onto blank or preprinted tax forms (except Copy A).

## Tax Right By Comply Right

Robust features increase efficiency, creating cost savings and process/profitability improvements. Use with preprinted tax forms.

### Both software packages featured:

- Easy to use
- Accommodate multiple employers and employees
- Guaranteed to meet all IRS requirements
- Support W-2, 1099-MISC, 1099-INT, 1099-DIV, 1099-R, 1099-S, W-3, 1096 forms and others

## Toner Cartridges

Guaranteed high quality and 100% compatible with your printer.

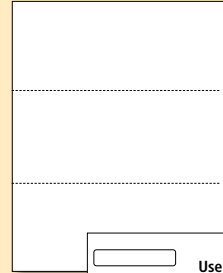
Call your Safeguard Consultant for details!



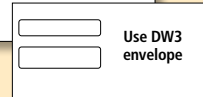
# QuickBooks® W-2 and 1099 Forms and Envelopes

All QuickBooks® compatible forms are guaranteed to meet QuickBooks® and IRS specifications.

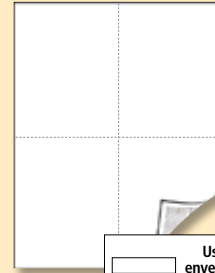
## W-2's



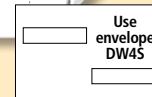
L3BL



Use DW3 envelope

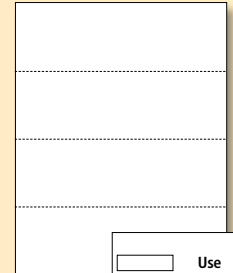


L4BL

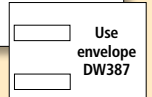


Use envelope DW45

or self-seal DW45S



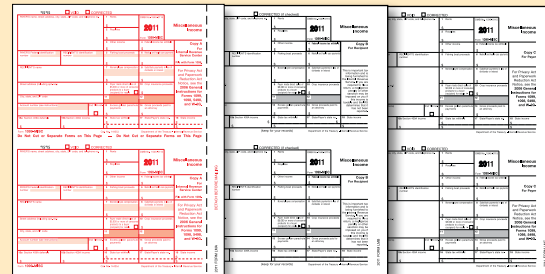
L87B



Use envelope DW387

or self-seal DW387S

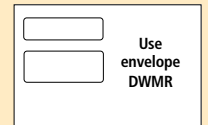
## 1099 Miscellaneous



1099 LMA

LMB

LMC



Use envelope DWMR

or self-seal DWMRS

Ask us about holiday cards – some specific to your specialty.

HH1658



H55021

Ask your personal Safeguard Consultant about our comprehensive Tax Forms and Holiday Card Catalogs.

