

2024 W-2 Order Form

1. Contact info (of person completing this form) and location to send forms:

Name: _____

Org: _____

Address (no PO Boxes): _____

City, State, Zip: _____

Phone: _____

Email: _____

Return Order Form
AS SOON AS POSSIBLE

Fax to (920) 685-3069

Email sales@webpbs.com

Or reorder with last year's reorder form

Rush Orders \$30.00

2. How many employees do you have? _____

3. Please check your software program to determine if you need 2-UP or 4-UP forms, pre-printed forms or blank forms. We are not able to tell you what forms will work with your software. A catalog of forms is available on our website showing all of forms that are available and in various formats. A Tax Solutions Catalog is available on our website.

		How are you sending W-2's? (Delivery Method)	
		Via US Mail*	Electronically
Who are you sending W-2s to? (i.e. the jurisdiction)	*Mailing to all jurisdictions and using 2up Traditional Preprinted W-2 Kit (6-Part) Kits include 3 Transmittal W-3 forms	2up Traditional Preprinted W-2 Kit <u>6-Part</u> with self-sealing envelopes. <ul style="list-style-type: none"> Federal Copy A Forms Employee Copy B (Federal) Forms Employee Record Copy C Forms Employer Record Copy D Forms Employer State, City, Local Copy 1 Forms 2up Double Window Envelopes- Self-seal <input type="checkbox"/> Pack of 10 sheets (20 W2's & DWCLS) = \$ 36.80 (Office Use 95206ES) Number of Packs _____ <input type="checkbox"/> Pack of 25 sheets (50 W2's) = \$ 59.00 (Office Use: 95212ES) Number of Packs _____ <input type="checkbox"/> Pack of 50 sheets (100 W2's) = \$ 90.90 (Office Use: 95216ES) Number of Packs _____	X
	Options: Regular Envelopes or No Envelopes	Packs are available with regular sealing envelopes. 95212E 6 PT 50 REG ENV \$53.65 _____ 95216E 6 PT 100 REG ENV \$79.75 _____ Packs are also available without envelopes. 95212 6 PT 50 EMP NO ENV \$51.50 _____ 95216 6 PT 100 EMP NO ENV \$60.00 _____	

2024 W-2 Order Form

		How are you sending W-2s? (Delivery Method)	
		Via US Mail*	Electronically
	2 Up 4 Part Kits With Self-sealing Envelopes Kits include 3 Transmittal W-3 forms	2 Up Preprinted W-2 Kit <u>4-Part</u> with Envelopes W2 Copies A, B, C, D and Self-Sealing Envelopes <input type="checkbox"/> Pack of 10 sheets – 20 W2s and 20 DWCLS envelopes (95204ES) \$ 27.50 # of Packs _____ <input type="checkbox"/> Pack of 25 sheets – 50 W2s and 50 DWCLS envelopes (95211ES) \$45.30 # of Packs _____ <input type="checkbox"/> Pack of 50 sheets – 100 W2s & 100 DWCLS envelopes (95214ES) \$72.30 # of Packs _____	No forms needed; Move down to “To the IRS” below
	2 Up 4 Part Kits with Regular Seal Envelopes Kits include 3 Transmittal W-3 forms	2 Up Preprinted W-2 Kit <u>4-Part</u> with regular seal envelopes. W2 Copies A, B, C, D and Regular seal Envelopes <input type="checkbox"/> Pack of 25 sheets – 50 W2s and 50 DWCL envelopes (95211E) \$39.75 # of Packs _____ <input type="checkbox"/> Pack of 50 sheets – 100 W2s & 100 DWCL envelopes (95214E) \$61.35 # of Packs _____	
	REMEMBER TO ORDER LW3 SEPARATELY	95211 – 4 PT 50 EMPLOYEES NO ENV \$36.80 _____ 95214 – 4 PT 100 EMPLOYEES NO ENV \$45.75 _____	
	TRANSMITTALS	LW3 Transmittal Forms 50 sheets \$10.60 _____	
	PRESSURE SEAL W2 FORMS	PS1287 Pre-printed with instructions \$104.30 / M _____ PS1289 Blank with instructions \$104.30 / M _____ PSB80650 Universal \$195.00 / M _____	

2024 W-2 Order Form



1434 Progress Lane
Omro, WI 54963
Phone: (920) 685-3063
Fax: (920) 685-3069
sales@webpbs.com

		How are you sending W-2s? (Delivery Method)		
		Via US Mail*	Electronically	
Who are you sending W-2s to? (i.e. the jurisdiction)	To your Employee Available pre-printed or blank with backer or blank without backer Order Envelopes Separately – Page 4	4up W-2 Kit 4-Part Forms Copies B, C, 2, & 2 (No Federal Copy or envelopes) 50 Sheets \$10.60 500 Sheets \$72.60 <input type="checkbox"/> L4UP – Pre-printed pack of 50 - # packs _____ <input type="checkbox"/> L4UP500 – Pre-printed Pack of 500 - # of packs _____ <input type="checkbox"/> L4BL – 50 BLANK with printed backer # packs _____ <input type="checkbox"/> L4BL500 – 500 BLANK with backer # of packs _____ <input type="checkbox"/> L4BLNB 50 pack - No Backers # packs _____ <input type="checkbox"/> L4BLNB500 – 500 pack - no backers # packs _____		No forms needed; Move down to “To the IRS” below See page 4 to order envelopes if you are mailing these forms.
	To the IRS	Need Copy A <input type="checkbox"/> Pack of 25 sheets (50 W2’s) = \$7.05 # of Packs _____ (LW2A25) <input type="checkbox"/> Pack of 50 sheets (100 W2’s) = \$10.60 # of Packs _____ (LW2A) 		No forms needed; Move down to “To the State (1)” below
	To the State (1)	Need Copy 1 <input type="checkbox"/> Pack of 25 sheets (50 W2’s) = \$7.05 # of Packs _____ (LW2D125) <input type="checkbox"/> Pack of 50 sheets (100 W2’s) = \$10.60 # of Packs _____ (LW2D1) • Employer State, City, Local Copy 1 Forms (2-up format)		No forms needed; Move down to “To the State (2)” below
	To the State (2)	Need Copy 1 <input type="checkbox"/> Pack of 25 sheets (50 W2’s) = \$7.05 # of Packs _____ (LW2D125) <input type="checkbox"/> Pack of 50 sheets (100 W2’s) = \$10.60 # of Packs _____ (LW2D1) • Employer State, City, Local Copy 1 Forms (2-up format)		No forms needed; Move down to “Keep for our records” below
	Not sending; keeping for Employer Records	Need Copy D <input type="checkbox"/> Pack of 25 sheets (50 W2’s) = \$7.05 # of Packs _____ (LW2D125) <input type="checkbox"/> Pack of 50 sheets (100 W2’s) = \$10.60 # of Packs _____ (LW2D1) • Employer State, City, Local Copy 1 Forms (2-up format)		No forms needed; go to “All Jurisdictions”
	W3’s	LW3 Laser W3 Transmittal 50 cut sheets per package; # of packs _____ (LW3) \$10.60		

W2 Envelope Order Form*

*** Only order envelopes here if you need additional envelopes not included in a kit. Please order your envelopes for 4 Up W2 forms here. Please purchase envelopes in even amounts (2, 4, ... 100, 102, etc.)**

[illegible]