2024
Tax Solutions

ComplyRight®

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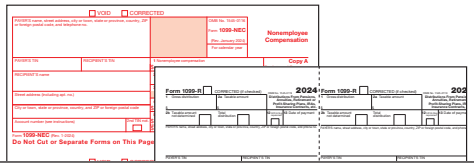
Streamline your tax reporting with 1099 forms



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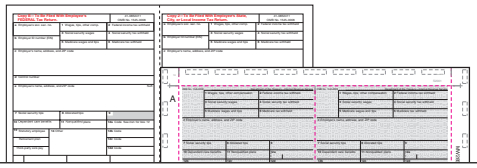
Get organized and IRS-compliant with W-2 forms



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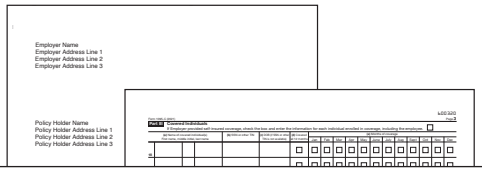
Health coverage reporting and IRS compliance



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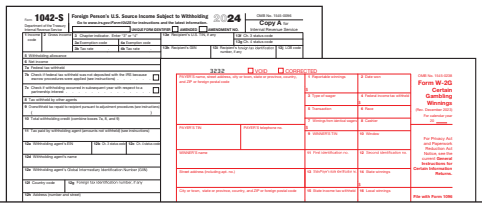
Reporting for non-resident alien income, gambling winnings and new employee documentation



ENVELOPES & FOLDERS | Pages 45-51

You've done the work ... now present it with pride!

BUSINESS GUIDE | Pages 52-60

Explore this section for assistance in addressing numerous inquiries, key terms and conditions, and tools for precise tax reporting and compliance

WHAT'S NEW

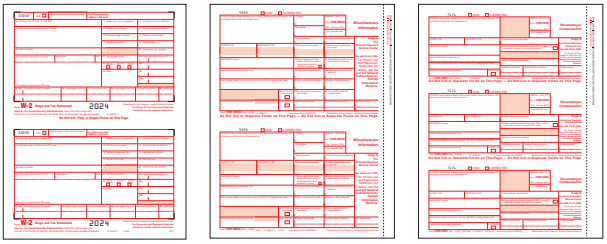
IRS-Mandated, Electronic Tax-Filing Requirement to Impact More Businesses

Under a new IRS regulation, electronic filing is mandatory for organizations submitting 10 or more tax information returns within a calendar year. While paper forms can still be provided directly to recipients, this mandate covers a wide range of returns, including W-2s, 1099 series and others.

Adjust to This Market Shift with New Products & Services from ComplyRight

RECIPIENT-ONLY FORM SETS WITH SOFTWARE

Our new W-2, 1099-MISC and 1099-NEC **Recipient-Only Laser Sets** are designed for organizations that will be required to e-file, and therefore will not need Copy A or transmittal forms 1096 or W-3.



See page 52 for format options and other details.

E-FILE AFFILIATE WEBSITE

Interested in generating additional revenue this tax season? The new IRS threshold presents the perfect opportunity to help your customers make the shift to e-filing and boost sales at the same time. Our new affiliate option is quick and easy to launch.

FORMSTAX efile4biz™

See page 5 for details.

Copy C Removed from IRS Forms – What It Means for Forms Providers and Filers

The IRS has updated approximately 10 forms by removing Copy C (also known as the Filer/Payer/Trustee/Lender Copy), originally intended for issuers to retain for their own records. The affected forms are:

- **1099-B**
- **1099-DIV**
- **1099-K**
- **1099-NEC**
- **1098-E**
- **1099-G**
- **1099-INT**
- **1099-MISC**
- **1098-T**
- **5498**

As a result, filers will no longer use Copy C for recordkeeping purposes. Instead, Copy 2 and/or Copy 1 of these forms are now designated as multi-use forms. These copies can be used to file with state, city or local tax departments – or they can be provided to recipients to attach to their state or local income tax returns.

***Tip:* Provide an extra copy to recipients who need to file a tax return with multiple states, cities or localities.**

ComplyRight Service Bureau — 1099, W-2 & ACA Processing Services

It's never been easier to eliminate the administrative legwork of annual tax filing while maintaining strict IRS compliance. ComplyRight Service Bureau is a convenient outsourcing option for high-volume filers — typically businesses with 300 or more forms to process.

ComplyRight Service Bureau provides enhanced services such as data mapping/conversion, 1099 TIN checking, Social Security number masking, and CASS-NCOA processing. Businesses simply provide a file with the required form data, and we handle the printing and mailing to recipients. All processing takes place in a secure printing facility that is SOC-2-certified by the American Institute of CPAs and 100% HIPAA-compliant.

SECURE PRINT & MAIL SERVICES

Services We Offer:

- ✓ Print & Mail to Recipients
- ✓ Bulk Delivery (Deadline to submit files is January 20)
- ✓ E-file
- ✓ Electronic Image Copies Back to Sender
- ✓ Data Conversion/Technical Support
- ✓ SSN Masking on Recipient Document
- ✓ TIN Matching (Available May-December)*
- ✓ CASS Address Validation (Available May-December)*
- ✓ Plus Other Custom Services

** Pre-Season data preparation services*

SERVICE BUREAU

Your Customer Provides the Data, We Handle the Rest.

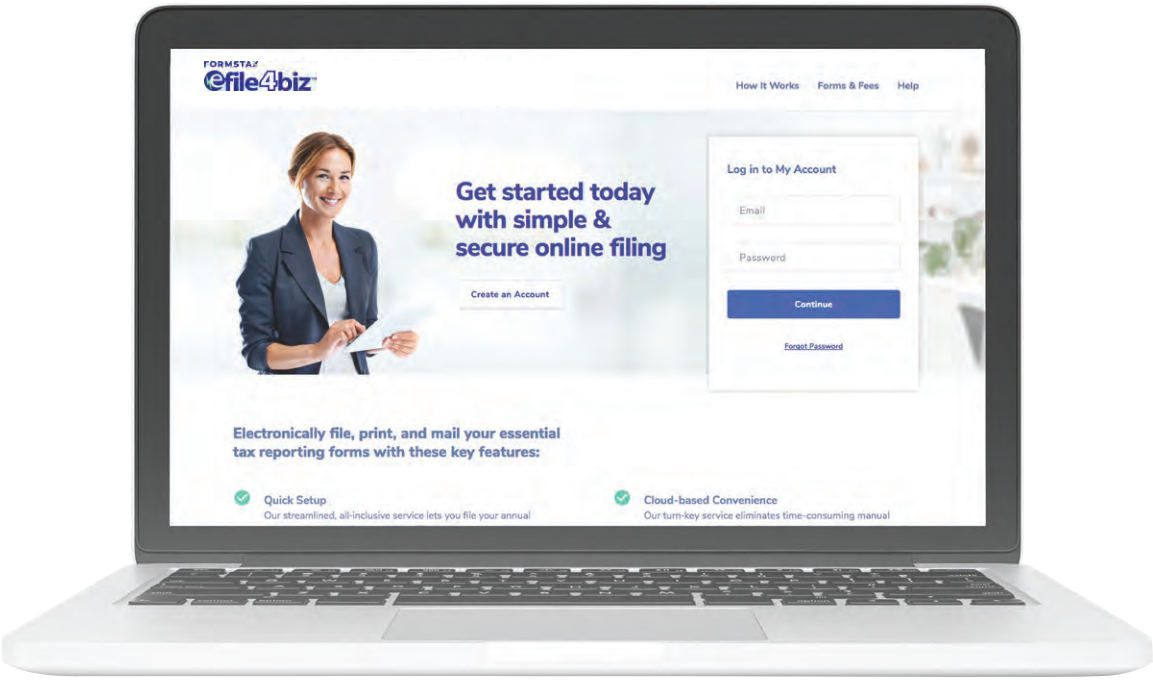
NEW efile4Biz™ Affiliate Program

E-Filing Has Become The New Normal

Are you facing decreasing form sales due to the IRS threshold drop? Are your customers searching for new methods to meet the federal requirements? Brands with a strong digital presence, like efile4Biz, are better positioned to cater to this increased traffic.

Now is the perfect time to join our new affiliate program. Selling a well-recognized brand differentiates you in the market -- you bring the network, and we do everything else! You can boost revenue, retain your form customers, and grow your customer base. This represents a perfect sales opportunity to "close the loop" with existing customers.

> *An exciting and lucrative selling opportunity awaits! We will set up and manage the e-file site, administer payment processing and provide dedicated technical support.*



Ready to Join Our Affiliate Program?

Email us at Info@efile1.com

TaxRight by ComplyRight:

1099-MISC & 1099-NEC KITS

A Convenient Tax Form Solution for Small Businesses

ComplyRight offers a suite of convenient electronic solutions for customers to conduct seamless and swift transactions.

Everything Needed in One Kit

- ✓ All-in-one kit that includes 1099-NEC or 1099-MISC forms, 1096 Transmittals, envelopes and optional software
- ✓ Compatible with today's leading payroll and accounting software
- ✓ Free tip sheet includes minimum requirements, penalties, common errors and employer do's and don'ts

1099-MISC Kits with TaxRight Software

Set No.	No. of Employees	No. of 1099 Forms	No. of Self-Seal Envelopes	No. of 1096 Transmittal Forms
C6103ES10	10	10 (4-Part)	10	3
C6103ES	50	50 (4-Part)	50	3

Kits contain 1099 & W-2 Filing TaxRight Software and one ComplyRight Employer Tip Sheet.

1099-MISC Kits without Software

Set No.	No. of Employees	No. of 1099 Forms	No. of Self-Seal Envelopes	No. of 1096 Transmittal Forms
C6103E10	10	10 (4-Part)	10	3
C6103E25	25	25 (4-Part)	25	3
C6103E	50	50 (4-Part)	50	3

Kits contain one ComplyRight Employer Tip Sheet.

1099-NEC Kits with TaxRight Software

Set No.	No. of Employees	No. of 1099 Forms	No. of Self-Seal Envelopes	No. of 1096 Transmittal Forms
NECC6103ES15	15	15 (4-Part)	15	3
NECC6103ES25	25	25 (4-Part)	25	3
NECC6103ES	50	50 (4-Part)	50	3

Kits contain 1099 & W-2 Filing TaxRight Software and one ComplyRight Employer Tip Sheet.

1099-NEC Kits without Software

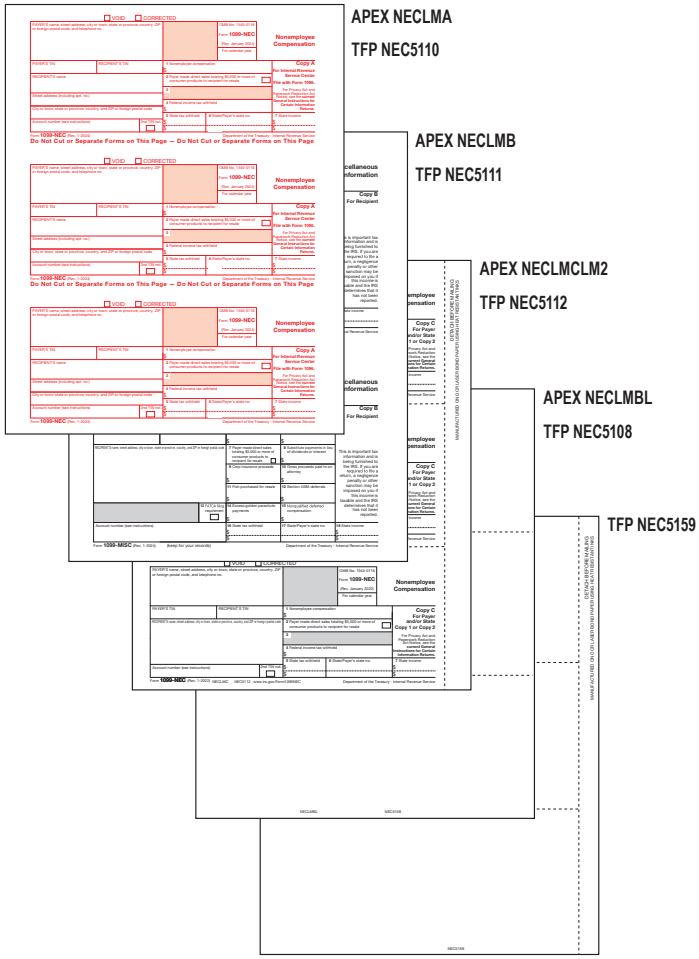
Set No.	No. of Employees	No. of 1099 Forms	No. of Self-Seal Envelopes	No. of 1096 Transmittal Forms
NECC6103E15	15	15 (4-Part)	15	3
NECC6103E25	25	25 (4-Part)	25	3
NECC6103E	50	50 (4-Part)	50	3

Kits contain one ComplyRight Employer Tip Sheet.

1099 PRE-PRINTED & BLANK FORMS

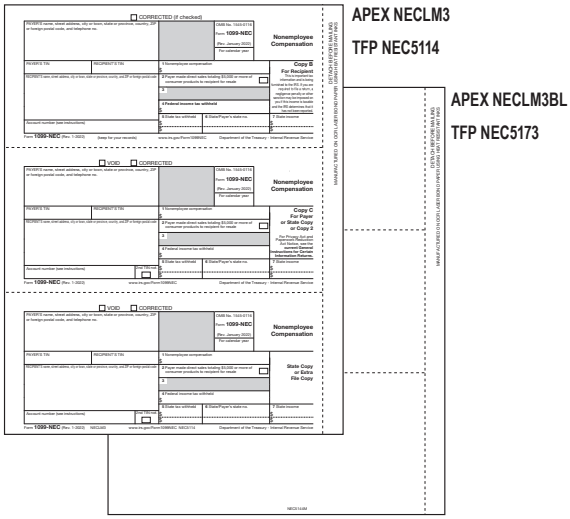
Individual Laser Packs

1099-NEC



Required Envelope:

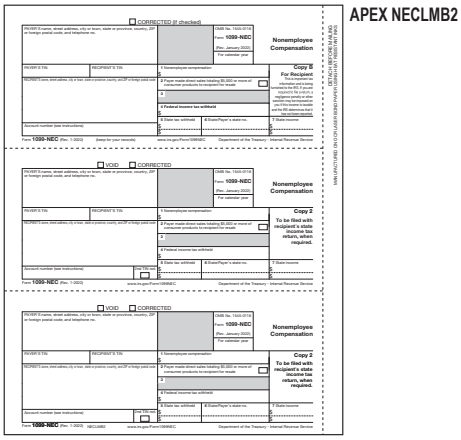
APEX and TFP: DW19W or DW19WS



Required Envelope:

APEX: DWM3

TFP: 52521



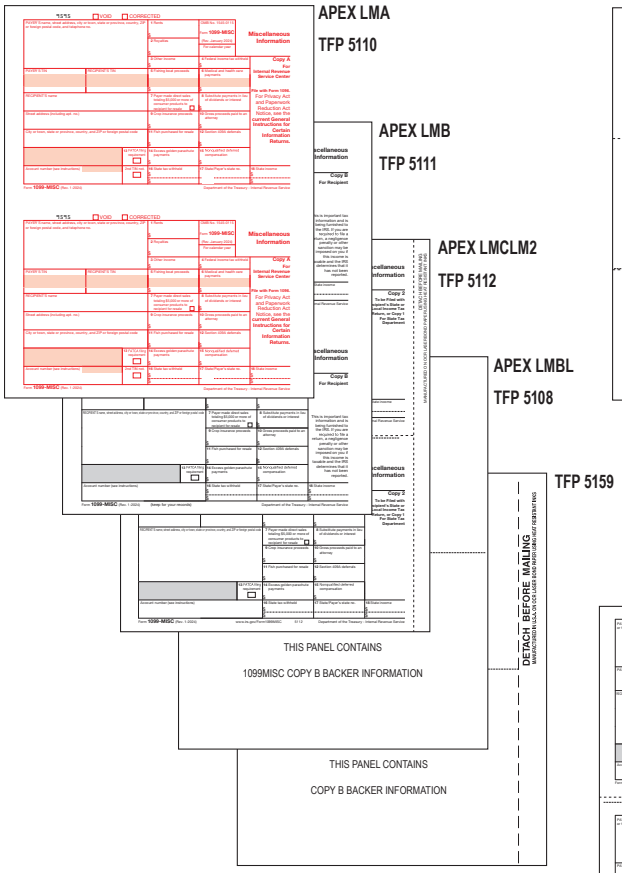
(5) 1096 Transmittal forms are included with each Federal Copy A (Red) form order

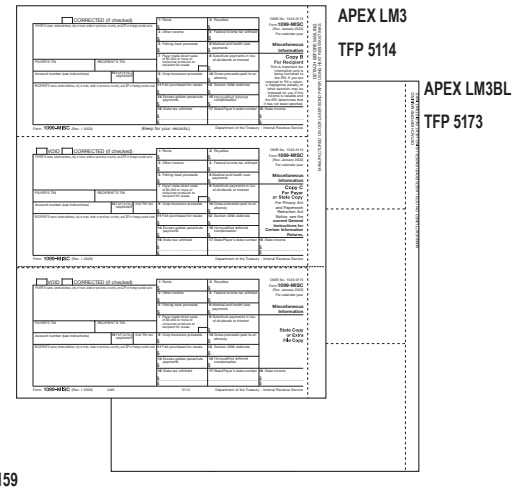
APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**1500's**	**FORM DESCRIPTION**
NECLMA	NECLMA500	NEC5110	NEC5110B	1099-NEC Federal Copy A – 1 Page Equals 3 Forms
NECLMB	NECLMB500	NEC5111	NEC5111B	1099-NEC Recipient Copy B – 1 Page Equals 3 Forms
NECLM2	NECLM2500	NEC5112	NEC5112B	1099-NEC State and/or File Copy – 1 Page Equals 3 Forms
NECLMBL	NECLMBL500	NEC5108	NEC5108B	1099-NEC Blank with Backer Instructions Copy B – 1 Page Equals 3 Forms
N/A	N/A	NEC5159	NEC5159B	1099-NEC Blank with Copy B Backer with Stub – 1 Page Equals 3 Forms
50's	**500's**	**100's**	**500's**	
N/A	N/A	NEC5114	NEC5114B	1099-NEC 3-Up Recipient Copy B and State Or File Copy – 1 Page Equals 1 Form
N/A	N/A	NEC5173	NEC5173B	1099-NEC Blank Copy B Backer – 1 Page Equals 1 Form
NECLMB2	NECLMB2500	N/A	N/A	1099-NEC Recipient Copy B, 2 – 1 Page Equals 1 Form

1099 PRE-PRINTED & BLANK FORMS

Individual Laser Packs

1099-MISC

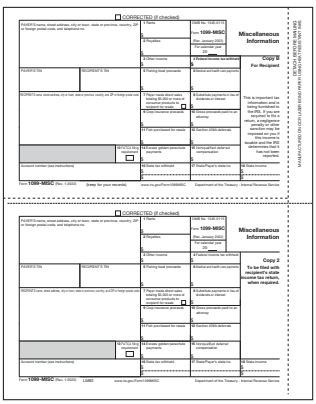




Required Envelope:

APEX: DWM3

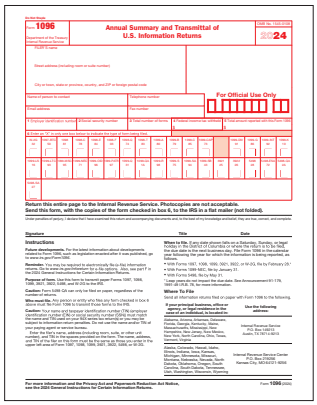
TFP: 52521



Required Envelope:

APEX: DWMR or DWMRS

TFP: 77771 or 77772



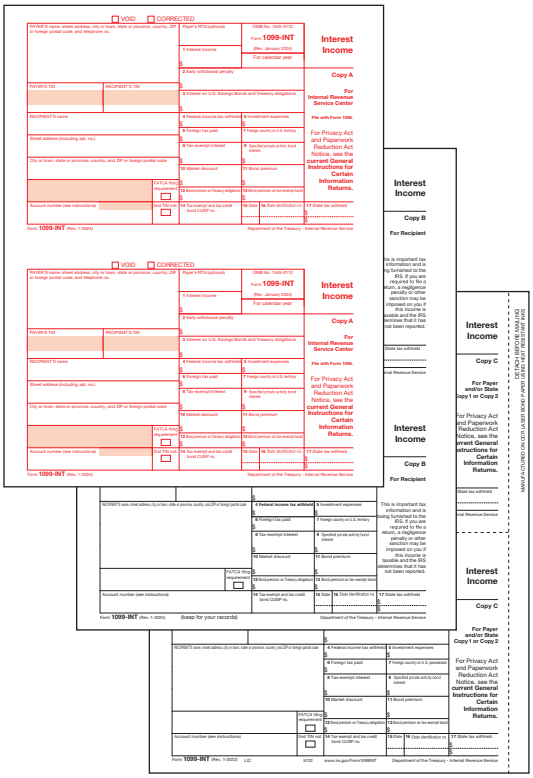
(5) 1096 Transmittal forms are included with each Federal Copy A (Red) form order

APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**1000's**	**FORM DESCRIPTION**
L1096	L1096500	510010 or 510025	5100B (500 forms per package)	1096 Annual Transmittal For U.S. Information Returns
LMA	LMA500	5110	5110B	1099-MISC Federal Copy A – 1 Page Equals 2 Forms
LMB	LMB500	5111	5111B	1099-MISC Recipient Copy B – 1 Page Equals 2 Forms
LM2	LM2500	5112	5112B	1099-MISC State and/or File Copy – 1 Page Equals 2 Forms
LMBL	LMBL500	5108	5108B	1099-MISC Blank With Backer Instructions Copy B – 1 Page Equals 2 Forms
N/A	N/A	5159	5159B	1099-MISC Blank With Copy B Backer With Stub – 1 Page Equals 2 Forms
50's	**500's**	**100's**	**500's**	
LM3	LM3500	5114	5114B	1099-MISC 3-Up Recipient Copy B and State or File Copy – 1 Page Equals 1 Form
LM3BL	LM3BL500	5173	5173B	1099-MISC Blank Copy B Backer – 1 Page Equals 1 Form

1099 PRE-PRINTED FORMS

Individual Laser Packs

1099-INT (INTEREST)

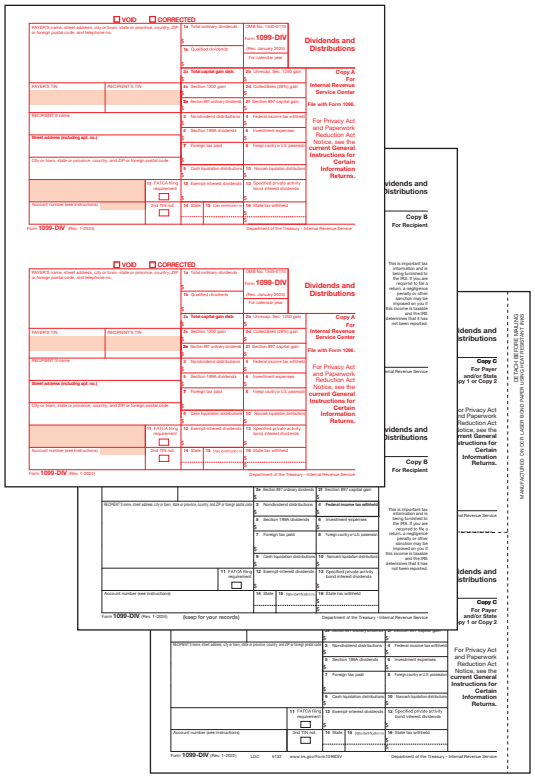


Required Envelope:

APEX: DWMR or DWMRS

TFP: 77771 or 77772

1099-DIV (DIVIDEND)



Required Envelope:

APEX: DWMR or DWMRS

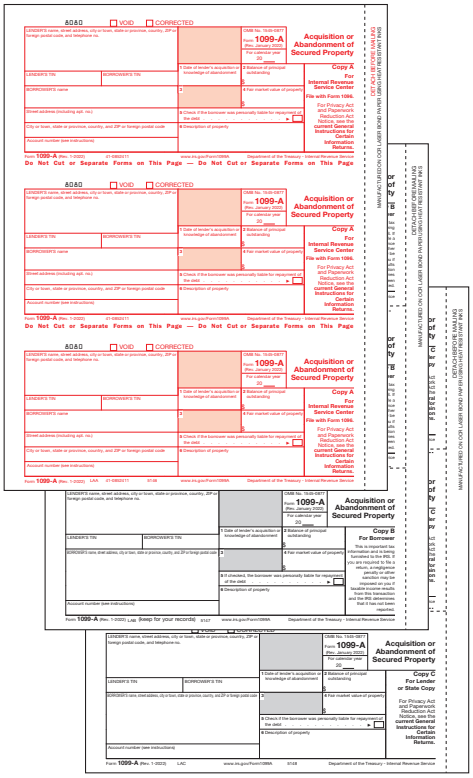
TFP: 77771 or 77772

APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**1000's**	**FORM DESCRIPTION**
LIA	LIA500	5120	5120B	1099-INT Federal Copy A – 1 Page Equals 2 Forms
LIB	LIB500	5121	5121B	1099-INT Recipient Copy B – 1 Page Equals 2 Forms
N/A	N/A	5122	5122B	1099-INT State and/or File Copy – 1 Page Equals 2 Forms
LDA	LDA500	5130	5130B	1099-DIV Federal Copy A – 1 Page Equals 2 Forms
LDB	LDB500	5131	5131B	1099-DIV Recipient Copy B – 1 Page Equals 2 Forms
N/A	N/A	5132	5132B	1099-DIV State and/or File Copy – 1 Page Equals 2 Forms

1099 PRE-PRINTED FORMS

Individual Laser Packs

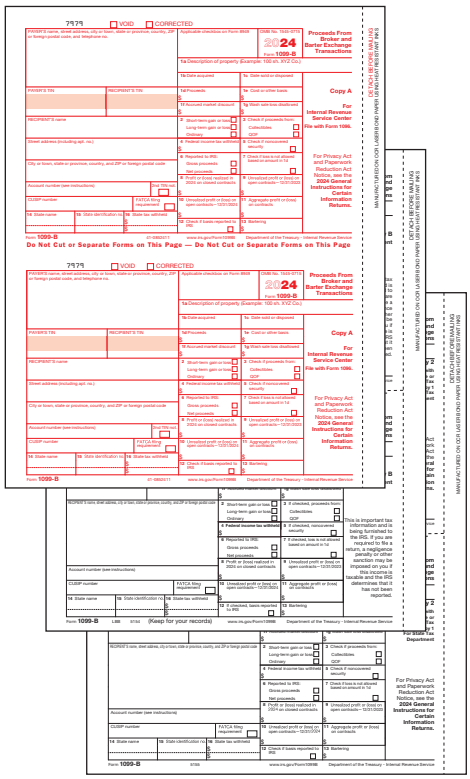
1099-A (ACQUISITION)



Required Envelope:

APEX/TFP: DW19W or DW19WS

1099-B (BROKER)

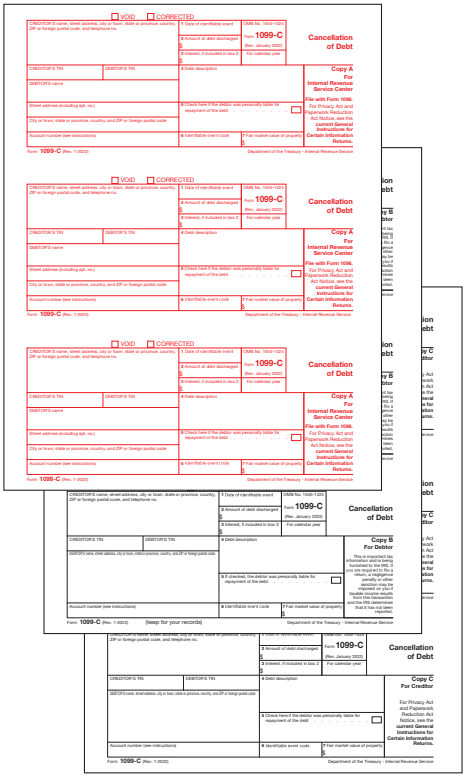


Required Envelope:

APEX: DWMR or DWMRS

TFP: 77771 or 77772

1099-C (CANCELLATION OF DEBT)



Required Envelope:

APEX/TFP: DW19W or DW19WS

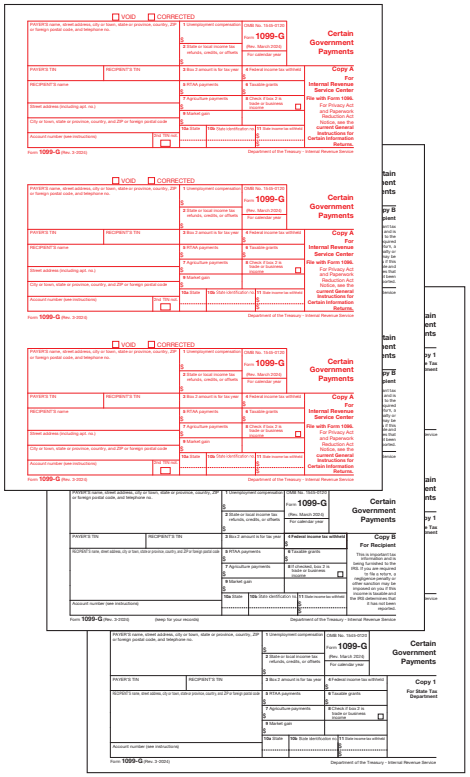
(5) 1096 Transmittal forms are included with each Federal Copy A (Red) form order

APEX - Sheets per pack	TFP - Forms per pack	
50's	**100's**	**FORM DESCRIPTION**
LAA	5146	1099-A Federal Copy A – 1 Page Equals 3 Forms
LAB	5147	1099-A Borrower Copy B – 1 Page Equals 3 Forms
LAC	5148	1099-A Lender Copy C and/or State Copy – 1 Page Equals 3 Forms
LBA	5153	1099-B Federal Copy A – 1 Page Equals 2 Forms
LBB	5154	1099-B Recipient Copy B – 1 Page Equals 2 Forms
N/A	5155	1099-B State and/or File Copy – 1 Page Equals 2 Forms
LCA	5137	1099-C Federal Copy A – 1 Page Equals 3 Forms
LCB	5138	1099-C Debtor Copy B – 1 Page Equals 3 Forms
LCC	5139	1099-C Creditor Copy C – 1 Page Equals 3 Forms

1099 PRE-PRINTED FORMS

Individual Laser Packs

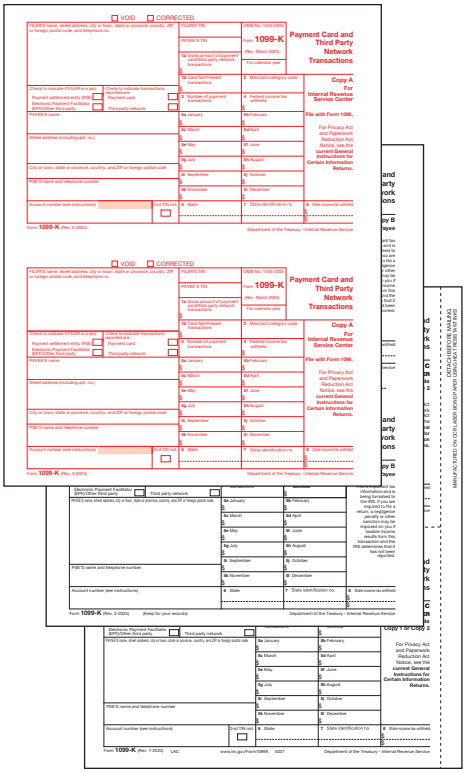
1099-G (CERTAIN GOVERNMENT PAYMENTS)



Required Envelope:

APEX/TFP: DW19W or DW19WS

1099-K (MERCHANT CARD AND 3RD PARTY NETWORK PAYMENTS)



Required Envelope:

APEX: DWMR or DWMRS

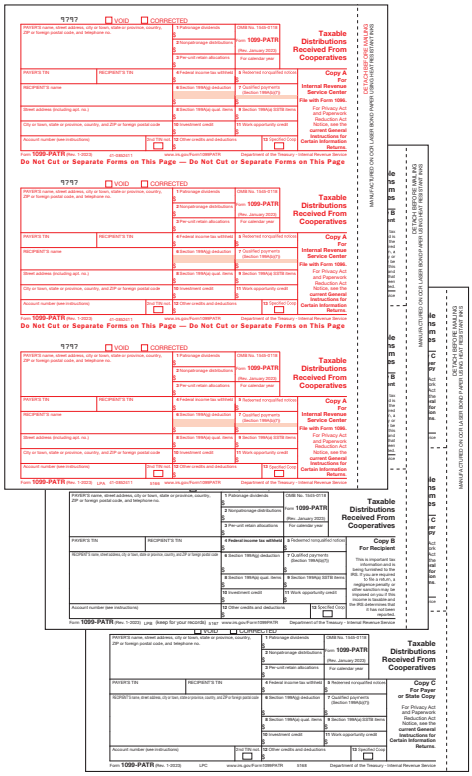
TFP: 77771 or 77772

APEX - Sheets per pack	TFP - Forms per pack	
50's	**100's**	**FORM DESCRIPTION**
LGA	5156	1099-G Federal Copy A – 1 Page Equals 3 Forms
LGB	5157	1099-G Recipient Copy B – 1 Page Equals 3 Forms
N/A	5158	1099-G State and/or File Copy – 1 Page Equals 3 Forms
LKA	5325	1099-K Federal Copy A – 1 Page Equals 2 Forms
LKB	5326	1099-K Payee Copy B – 1 Page Equals 2 Forms
N/A	5327	1099-K State and/or File Copy – 1 Page Equals 2 Forms

1099 PRE-PRINTED FORMS

Individual Laser Packs

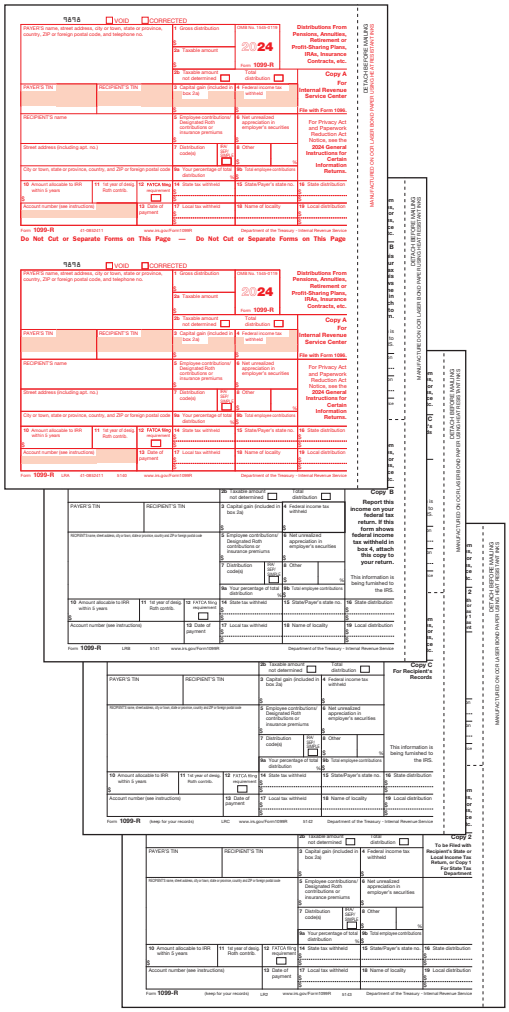
1099-PATR (PATRONAGE)



Required Envelope:

APEX/TFP: DW19W or DW19WS

1099-R (RETIREMENT)



Required Envelope:

APEX: DWMR or DWMRS

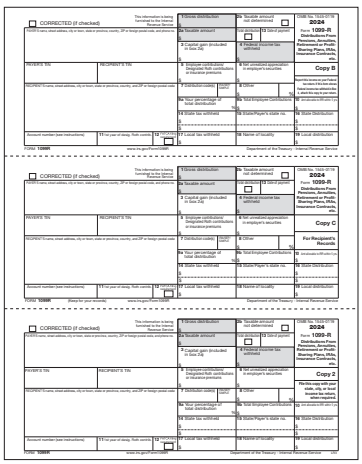
TFP: 77771 or 77772

APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**1000's**	**FORM DESCRIPTION**
LPA	N/A	5166	N/A	1099-PATR Federal Copy A – 1 Page Equals 3 Forms
LPB	N/A	5167	N/A	1099-PATR Recipient Copy B – 1 Page Equals 3 Forms
LPC	N/A	5168	N/A	1099-PATR Payer Copy C and/or State Copy – 1 Page Equals 3 Forms
LRA	LRA500	5140	5140B	1099-R Federal Copy A – 1 Page Equals 2 Forms
LRB	LRB500	5141	5141B	1099-R Recipient Copy B – 1 Page Equals 2 Forms
LRC	LRC500	5142	5142B	1099-R Recipient Copy C – 1 Page Equals 2 Forms
LR2	LR2500	5143	5143B	1099-R State, City or Local or Copy 2 – 1 Page Equals 2 Forms

1099 & 1098 PRE-PRINTED FORMS

Individual Laser Packs

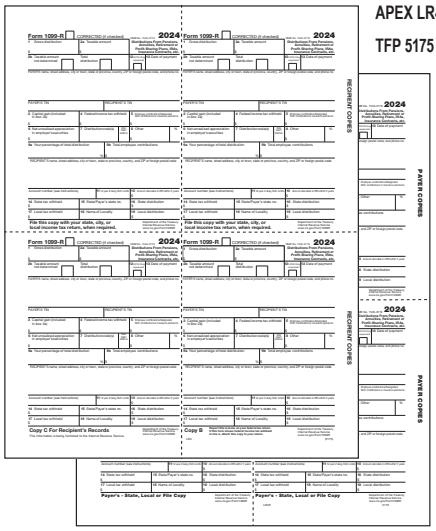
1099-R (RETIREMENT)



APEX LR3

Required Envelope:

APEX/TFP: DW19W or DW19WS



APEX LR4

TFP 5175

APEX LR4R

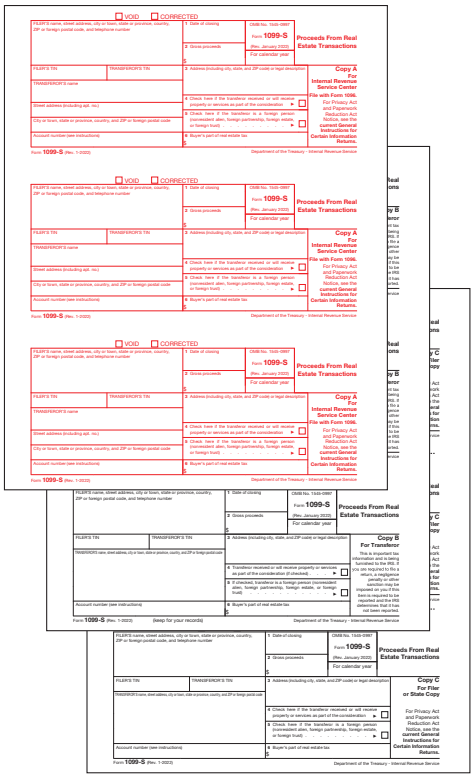
TFP 5176

Required Envelope:

APEX: DW4MW or DW4MWS

TFP: 61611 or 61612

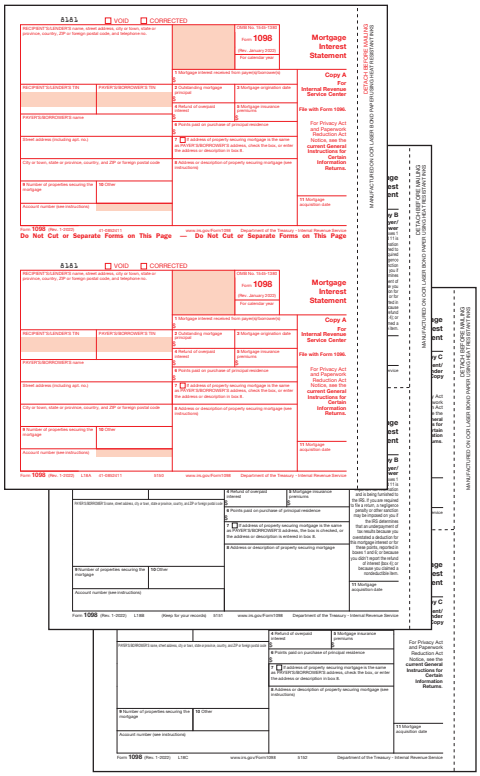
1099-S (PROCEEDS FROM REAL ESTATE TRANSACTIONS)



Required Envelope:

APEX/TFP: DW19W or DW19WS

1098 (MORTGAGE INTEREST)



Required Envelope:

APEX: DWMR or DWMRS

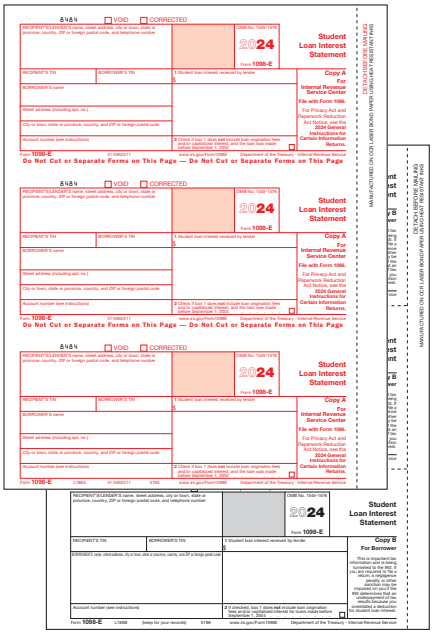
TFP: 77771 or 77772

APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**1000's**	**FORM DESCRIPTION**
LR3	N/A	N/A	N/A	1099-R 3-Up Horizontal Recipient Copy B, C, 2 – 1 Page Equals 1 Form
LR4	LR4500	5175	5175B	1099-R 4-Up Box Recipient Copy B, C, 2, 2 – 1 Page Equals 1 Form
LR4R	LR4R500	5176	5176B	1099-R 4-Up Box Payer, State, Local or File Copy 1, 1, 1, 1 – 1 Page Equals 1 Form
50's	**500's**	**100's**	**1500's**	
LSA	N/A	5160	N/A	1099-S Federal Copy A – 1 Page Equals 3 Forms
LSB	N/A	5161	N/A	1099-S Transfer or Copy B – 1 Page Equals 3 Forms
LSC	LSC500	5162	5162B	1099-S Filer Copy C and/or State Copy – 1 Page Equals 3 Forms
50's	**500's**	**100's**	**1000's**	
L18A	L18A500	5150	5150B	1098 Federal Copy A – 1 Page Equals 2 Forms
L18B	L18B500	5151	5151B	1098 Payer/Borrower Copy B – 1 Page Equals 2 Forms
L18C	L18C500	5152	5152B	1098 Recipient/Lender Copy C and/or State Copy – 1 Page Equals 2 Forms

1098 PRE-PRINTED FORMS

Individual Laser Packs

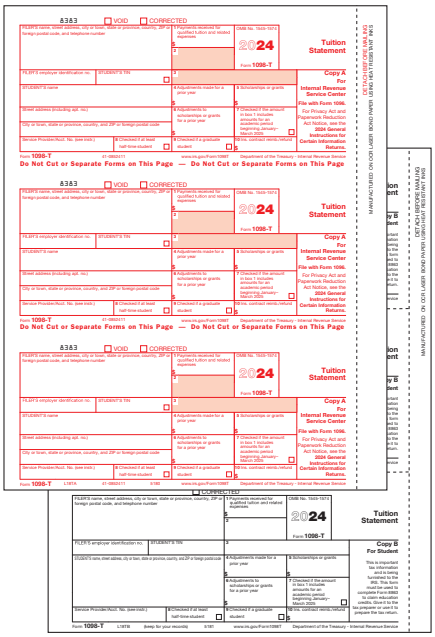
1098-E (STUDENT LOAN STATEMENT)



Required Envelope:

APEX/TFP: DW19W or DW19WS

1098-T (TUITION STATEMENT)



Required Envelope:

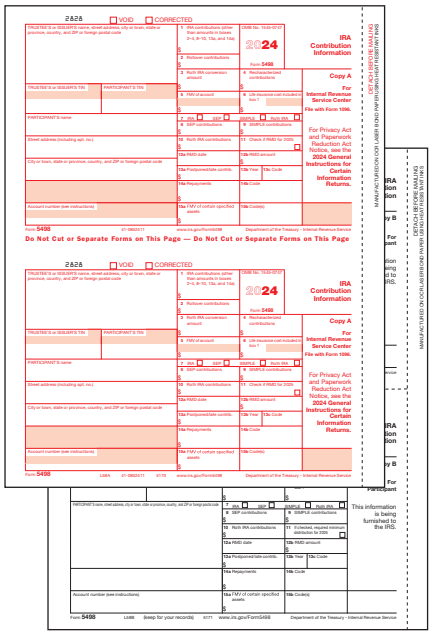
APEX/TFP: DW19W or DW19WS

APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**1000's**	**FORM DESCRIPTION**
L18EA	N/A	5185	N/A	1098-E Federal Copy A – 1 Page Equals 3 Forms
L18EB	N/A	5186	N/A	1098-E Borrower Copy B – 1 Page Equals 3 Forms
50'S	**500'S**	**100'S**	**1500'S**	
L18TA	L18TA500	5180	5180B	1098-T Federal Copy A – 1 Page Equals 3 Forms
L18TB	L18TB500	5181	5181B	1098-T Student Copy B – 1 Page Equals 3 Forms

5498 PRE-PRINTED FORMS

Individual Laser Packs

5498 (IRS CONTRIBUTION INFORMATION)



Required Envelope:

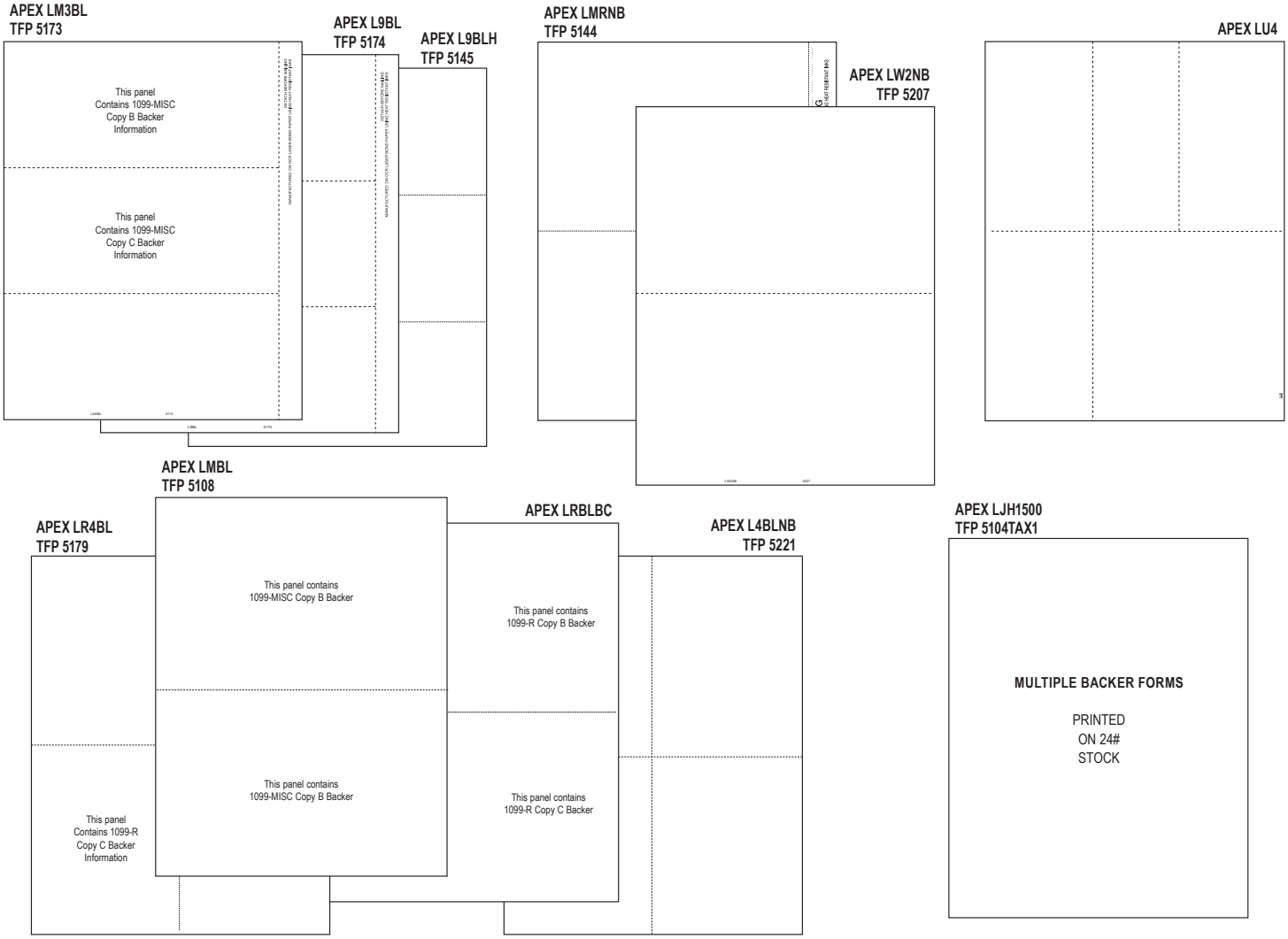
APEX: DWMR or DWMRS

TFP: 77771 or 77772

APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**1000's**	**FORM DESCRIPTION**
L58A	L58A500	5170	N/A	5498 Federal Copy A – 1 Page Equals 2 Forms
L58B	L58B500	5171	5171B	5498 Participant Copy B – 1 Page Equals 2 Forms

1099 BLANK FORMS

Individual Laser Packs



Required Envelope:
APEX: DWJH or DWJHS
TFP: 12121 or 12122

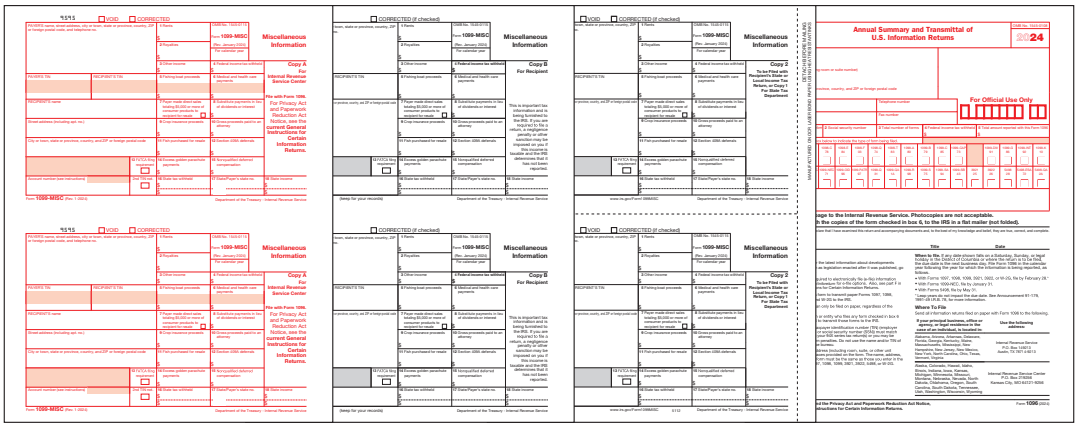
APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**500's**	**FORM DESCRIPTION**
N/A	LM3BL500	5173	5173B	1099-MISC 3-Up Blank w/ Copy B Backer – 1 Page Equals 1 Form
LR4BL	LR4BL500	5179	5179B	1099-R Blank 4-Up Box w/ Copy B and C Backer – 1 Page Equals 1 Form
L4BLNB	L4BLNB500	5221	5221B	1099-R/W-2 4-Up Box Blank w/o Backer – 1 Page Equals 1 Form
LU4	LU4500	N/A	N/A	1099/W-2 Universal Blank w/o Backer – 1 Page Equals 1 Form
50's	**500's**	**100's**	**1000's**	
LMRNB	LMRNB500	5144	5144B	Universal Blank w/ Stub for all 1099-MISC, 1099-INT, 1099-R, 1099-DIV and 1099-B
LW2NB	LW2NB500	5207	5207B	1099/W-2 2-Up Blank w/o Backer – 1 Page Equals 2 Forms
N/A	N/A	5159	5159B	1099-MISC Blank w/ Recipient Copy B Backer Instructions w/ Stub – 1 Page Equals 2 Forms
LMBL	LMBL500	5108	5108B	1099-MISC Blank w/ Recipient Copy B Backer Instructions – 1 Page Equals 2 Forms
LRBLBC	LRBLBC500	N/A	N/A	1099-R Blank w/ Recipient Copy B and Copy C Backer Instructions – 1 Page Equals 1 Form
50's	**500's**	**100's**	**1500's**	
L9BL	L9BL500	5174	5174B	1099, 1098, 5498/W-2G Blank 3-Up Horizontal Perf w/ Stub – 1 Page Equals 3 Forms
L9BLH	L9BLH500	5145	5145B	1099, 1098, 5498 Blank 3-Up Horizontal Perf w/o Stub – 1 Page Equals 3 Forms
50's	**500's**	**100's**	**500's**	
LJH1	LJH1500	5104TAX1	5104BTAX1	1099 Blank for 1099-A, 1099-B, 1099-C, 1099-S and 1098
LJH2	LJH2500	5105TAX2	5105BTAX2	1099 Blank for 1099-Q, 1099-R, 1099-INT and 5498
LJH3	LJH3500	5106TAX3	5106BTAX3	1099 Blank for 1099-MISC, 1099-OID, 1099-DIV and 1099-SA

1099 PRE-PRINTED & BLANK FORMS

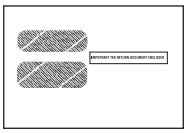
TFP 1099-MISC Laser Packaged Sets

TFP 1099-MISC LASER PACKAGED SET

TFP 5110 | TFP 5111 | TFP 5112 | TFP 5100



TFP 77771



TFP 1099-MISC LASER PACKAGED SET

FOR 50 EMPLOYEES

6102E	3-Part PRE-PACKAGED CONVENIENCE SET includes: 5110 (50), 5111 (50), 5112 (100), 5100 - 1096 (3), 77772 Envelopes (50)
6103	4-Part PRE-PACKAGED CONVENIENCE SET includes: 5110 (50), 5111 (50), 5112 (100), 5100 - 1096 (3)
6103E	4-Part PRE-PACKAGED CONVENIENCE SET includes: 5110 (50), 5111 (50), 5112 (100), 5100 - 1096 (3), 77772 Envelopes (50)

FOR 25 EMPLOYEES

610325	4-Part PRE-PACKAGED CONVENIENCE SET includes: 5110 (25), 5111 (25), 5112 (50), 5100 (3)
6103E25	4-Part PRE-PACKAGED CONVENIENCE SET includes: 5110 (25), 5111 (25), 5112 (50), 5100 - 1096 (3), 77772 Envelopes (25)
610525	5-Part PRE-PACKAGED CONVENIENCE SET includes: 5110 (25), 5111 (25), 5112 (75), 5100 - 1096 (3)

TFP 1099-NEC LASER PACKAGED LASER SET

FOR 50 EMPLOYEES

NEC6102	3-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5110 (50), NEC5111 (50), NEC5112 (50), 5100 - 1096 (3)
NEC6102E	3-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5110 (50), NEC5111 (50), NEC5112 (50), 5100 - 1096 (3), DW19WS Envelopes (50)
NEC6103	4-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5110 (50), NEC5111 (50), NEC5112 (100), 5100 - 1096 (3)
NEC6103E	4-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5110 (50), NEC5111 (50), NEC5112 (100), 5100 - 1096 (3), DW19WS Envelopes (50)
NEC6105	5-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5110 (50), NEC5111 (50), NEC5112 (150), 5100 - 1096 (3)

FOR 25 EMPLOYEES

NEC610325	4-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5110 (25), NEC5111 (25), NEC5112 (50), 5100 - 1096 (3)
NEC6103E25	4-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5110 (25), NEC5111 (50), NEC5112 (50), 5100 - 1096 (3), DW19WS Envelopes (25)

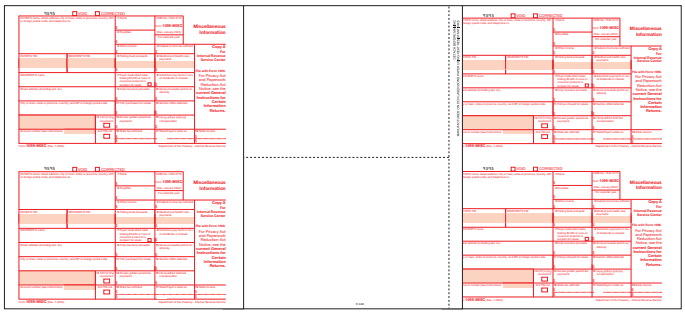
TFP 1099-MISC BLANK LASER PACKAGED SET

FOR 50 EMPLOYEES

6174	5-Part PRE-PACKAGED CONVENIENCE SET includes: 5110 (50), 5144 (200), 5100 - 1096 (3)

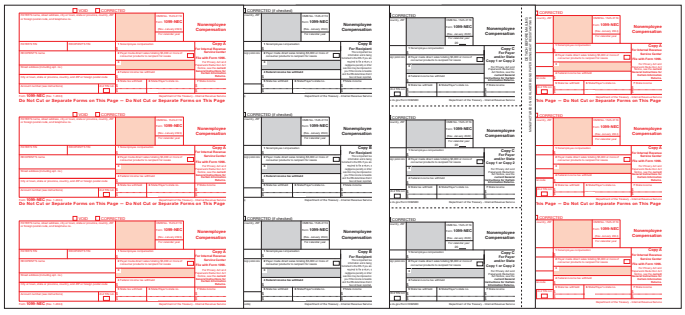
TFP 1099-MISC BLANK LASER PACKAGED SET

TFP 5110 | TFP 5144 | TFP 5100



TFP 1099-NEC LASER PACKAGED SET

TFP NEC5110 | TFP NEC5111 | TFP NEC5112 | TFP 5100



(3) 1096 Transmittal forms are included with each set

TFP 1099-NEC BLANK LASER PACKAGED SET

FOR 50 EMPLOYEES

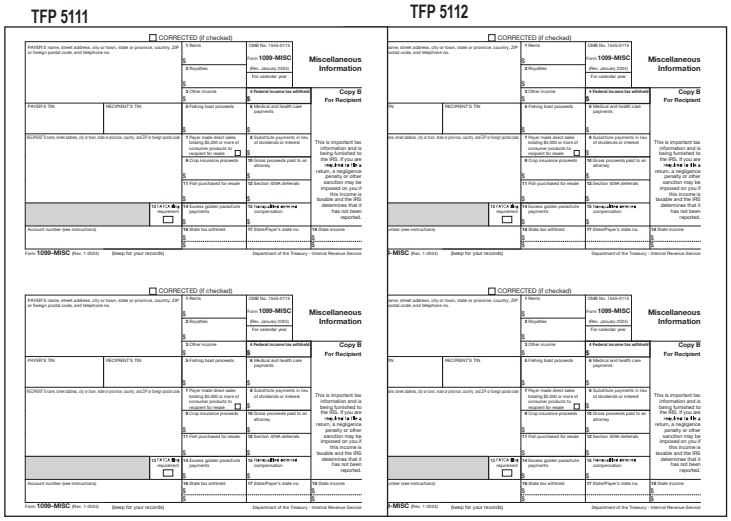
NEC6174	5-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5110 (50), NEC5144 (200), NEC5100 - 1096 (3)

1099 PRE-PRINTED FORMS

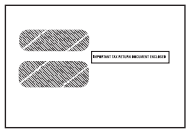
TFP 1099-MISC & 1099-INT Packaged Sets

TFP 1099-MISC LASER PACKAGED SET FOR ELECTRONIC FILING

TFP 5111 TFP 5112

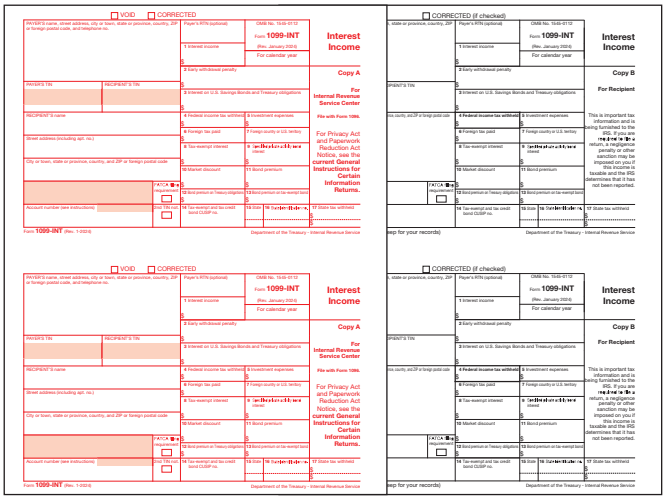


TFP 77772

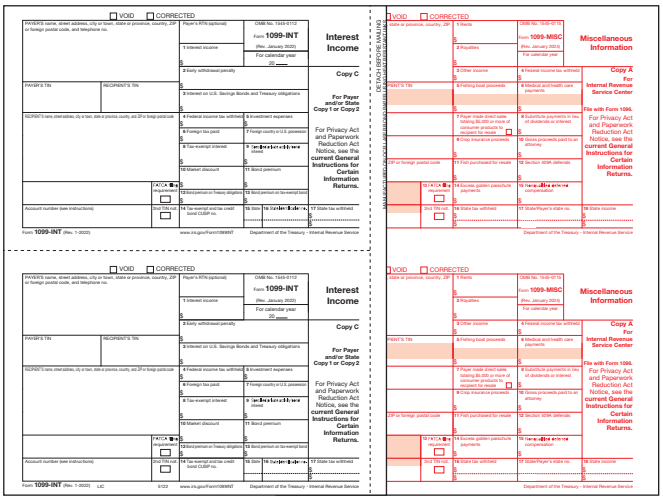


TFP 1099-INT LASER PACKAGED SET

TFP 5120 TFP 5121



TFP 5122 TFP 5100



Required Envelope: TFP: 77771 or 77772

(3) 1096 Transmittal forms are included with each set

TFP 1099-MISC LASER PACKAGED SET FOR ELECTRONIC FILING

FOR 50 EMPLOYEES

6112E	3-Part PRE-PACKAGED CONVENIENCE SET includes: 5144 (150), 77772 (50) Envelopes
6112ES	3-Part PRE-PACKAGED CONVENIENCE SET includes: 5144 (150), 77772 (50) Envelopes, LaserLink Software
6113	3-Part PRE-PACKAGED CONVENIENCE SET includes: 5111 (50), 5112 (100)
6113E	3-Part PRE-PACKAGED CONVENIENCE SET includes: 5111 (50), 5112 (100), 77772 (50) Envelopes
6113ES	3-Part PRE-PACKAGED CONVENIENCE SET includes: 5111 (50), 5112 (100), DW19WS (50) Envelopes, TaxRight Software

FOR 25 EMPLOYEES

6113E25	3-Part PRE-PACKAGED CONVENIENCE SET includes: 5111 (25), 5112 (50), 77772 (25) Envelopes

TFP 1099-NEC LASER PACKAGED SET FOR ELECTRONIC FILING

FOR 50 EMPLOYEES

NEC5173ES	PRE-PACKAGED CONVENIENCE SET includes: NEC5173 (50), Envelopes 52521 (50), Laser Link Software 12034 (1)
NEC6112ES	3-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5144 (150), DW19WS (50) Envelopes, LaserLink Software
NEC6113	3-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5111 (50), NEC5112 (100)
NEC6113E	3-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5111 (50), NEC5112 (100), DW19WS (50) Envelopes
NEC6113ES	3-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5111 (50), NEC5112 (100), DW19WS (50) Envelopes, TaxRight Software

FOR 25 EMPLOYEES

NEC6113E25	3-Part PRE-PACKAGED CONVENIENCE SET includes: NEC5111 (25), NEC5112 (50), DW19WS (25) Envelopes

TFP 1099-INT LASER PACKAGED SET

FOR 50 EMPLOYEES

6104	3-Part PRE-PACKAGED CONVENIENCE SET includes: 5120 (50), 5121 (50), 5122 (100), 5100 - 1096 (3)
6106	4-Part PRE-PACKAGED CONVENIENCE SET includes: 5120 (50), 5121 (50), 5122 (100), 5100 - 1096 (3)

FOR 25 EMPLOYEES

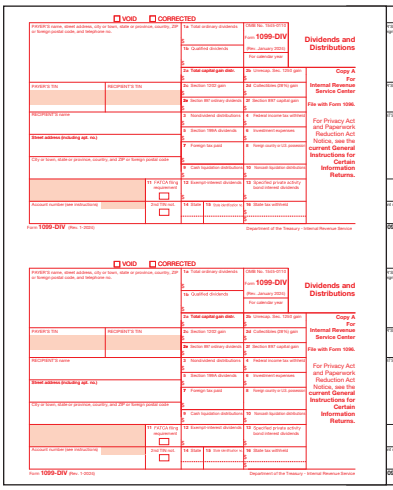
610625	4-Part PRE-PACKAGED CONVENIENCE SET includes: 5120 (25), 5121 (25), 5122 (50), 5100 - 1096 (3)

1099 PRE-PRINTED FORMS

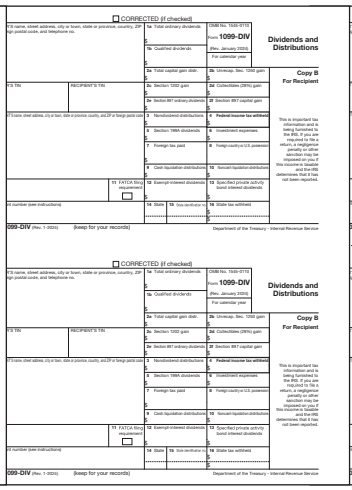
TFP 1099-DIV & 1099-R Packaged Sets

TFP 1099-DIV LASER PACKAGED SET

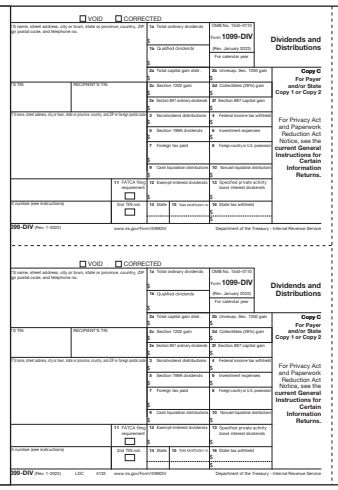
TFP 5130



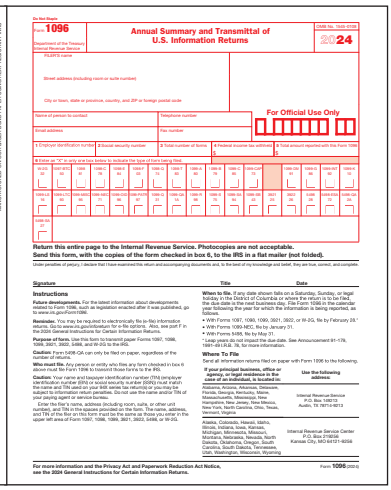
TFP 5131



TFP 5132

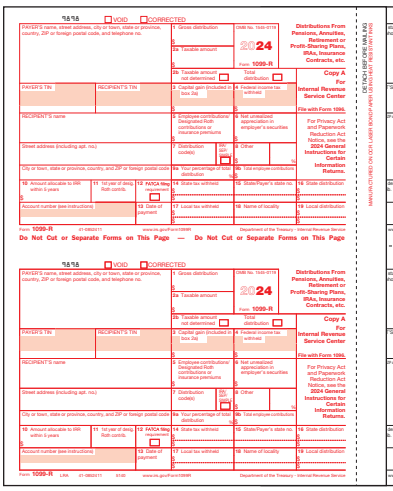


TFP 5100

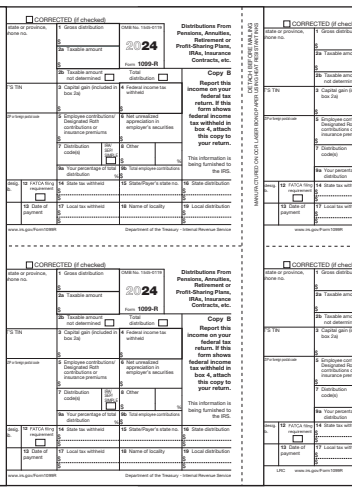


TFP 1099-R LASER PACKAGED SET

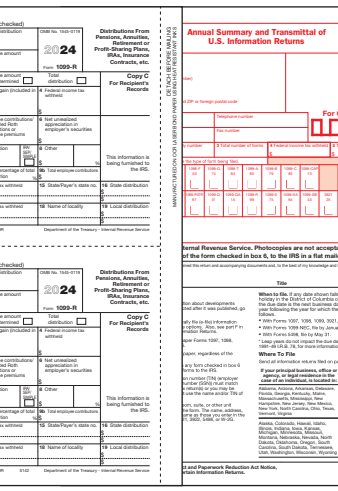
TFP 5140



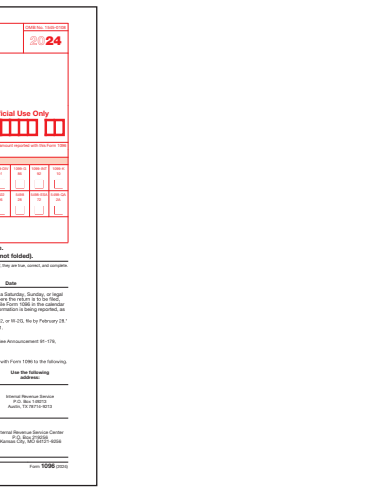
TFP 5141



TFP 5142



TFP 5100



Required Envelope:

TFP: 77771 or 77772

(3) 1096 Transmittal forms are included with each set

TFP 1099-DIV LASER PACKAGED SET*

FOR 50 EMPLOYEES

6107	4-Part PRE-PACKAGED CONVENIENCE SET includes: 5130 (50), 5131 (50), 5132 (100), 5100 - 1096 (3)

FOR 25 EMPLOYEES

610725	4-Part PRE-PACKAGED CONVENIENCE SET includes: 5130 (25), 5131 (25), 5132 (50), 5100 - 1096 (3)

TFP 1099-R LASER PACKAGED SET

FOR 50 EMPLOYEES

5646	6-Part PRE-PACKAGED CONVENIENCE SET includes: 5140 (50), 5141 (50), 5142 (100), 5143 (100), 5100 - 1096 (3)

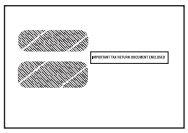
FOR 25 EMPLOYEES

564425	4-Part PRE-PACKAGED CONVENIENCE SET includes: 5140 (25), 5141 (25), 5142 (25), 5143 (25), 5100 - 1096 (3)
564625	6-Part PRE-PACKAGED CONVENIENCE SET includes: 5140 (25), 5141 (25), 5142 (50), 5143 (50), 5100 - 1096 (3)

1099 PRE-PRINTED FORMS

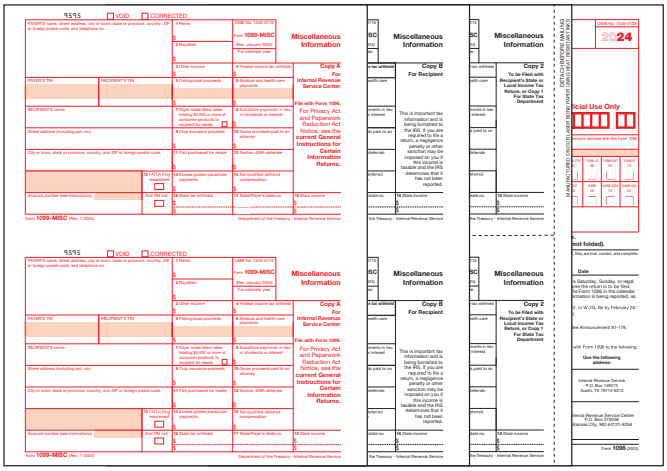
Apex 1099-MISC, 1099-NEC, 1099-INT Sets

APEX DWMR or DWMRS



APEX 1099-MISC LASER PACKAGED SET

APEX LMA | APEX LMB | APEX LMCLM2 | APEX L1096



(3) Transmittal 1096 forms are included with each set

APEX 1099-MISC LASER PACKAGED SET*

STANDARD SETS (50 Sheets for 100 Recipients)	
95913	3-Part SET includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1
95914	4-Part SET includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/1
95915	5-Part SET includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/1, 2/1
STANDARD SETS w/ Envelopes (50 Sheets for 100 Recipients)	
95913E	3-Part SET includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1, + DWMR (100)
95914E	4-Part SET includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/1, + DWMR (100)
95915E	5-Part SET includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/1, 2/1, + DWMR (100)
STANDARD SET w/ Self-Seal Envelopes (50 Sheets for 100 Recipients)	
95914ES	4-Part SET includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/1, + DWMRS (100)
MINI SETS (25 Sheets 50 Recipients)	
95918	4-Part SET includes: (25 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/1
MINI SETS w/ Envelopes (25 Sheets for 50 Recipients)	
95918E	4-Part SET includes: (25 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/1, + DWMR (50)
MINI SETS w/ Self-Seal Envelopes (25 Sheets for 50 Recipients)	
95918ES	4-Part SET includes: (25 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/1, + DWMRS (50)
VALUE SETS w/ Self-Seal Envelopes (10 Sheets for 20 Recipients)	
95904ES	4-Part SET includes: (10 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/1, + DWMRS (20)

Forms marked with this asterisk * have had significant changes that may require reprogramming

APEX 1099-NEC LASER PACKAGED SET*

STANDARD SETS (34 Sheets for 100 Recipients)	
NEC95913	3-Part SET includes: (34 Sheets EACH) 1099-NEC Copy A, B, 2/1
NEC95914	4-Part SET includes: (34 Sheets EACH) 1099-NEC Copy A, B, 2/1, 2/1
NEC95915	5-Part SET includes: (34 Sheets EACH) 1099-NEC Copy A, B, 2/1, 2/1, 2/1
STANDARD SETS w/ Envelopes (34 Sheets for 100 Recipients)	
NEC95913E	3-Part SET includes: (34 Sheets EACH) 1099-NEC Copy A, B, 2/1, + DW19W (100)
NEC95914E	4-Part SET includes: (34 Sheets EACH) 1099-NEC Copy A, B, 2/1, 2/1, + DW19W (100)
NEC95915E	5-Part SET includes: (34 Sheets EACH) 1099-NEC Copy A, B, 2/1, 2/1, 2/1, + DW19W (100)
STANDARD SET w/ Self-Seal Envelopes (34 Sheets for 100 Recipients)	
NEC95914ES	4-Part SET includes: (34 Sheets EACH) 1099-NEC Copy A, B, 2/1, 2/1, + DW19WS (100)
MINI SETS (17 Sheets for 50 Recipients)	
NEC95918	4-Part SET includes: (17 Sheets EACH) 1099-NEC Copy A, B, 2/1, 2/1
MINI SETS w/ Envelopes (17 Sheets for 50 Recipients)	
NEC95918E	4-Part SET includes: (17 Sheets EACH) 1099-NEC Copy A, B, 2/1, 2/1, + DW19W (50)
MINI SETS w/ Self-Seal Envelopes (17 Sheets for 50 Recipients)	
NEC95918ES	4-Part SET includes: (17 Sheets EACH) 1099-NEC Copy A, B, 2/1, 2/1, + DW19WS (50)
VALUE SETS w/ Self-Seal Envelopes (7 Sheets for 20 Recipients)	
NEC95903ES	3-Part SET includes: (7 Sheets EACH) 1099-NEC Copy A, B, 2/1, + DW19WS (20)
NEC95904ES	4-Part SET includes: (7 Sheets EACH) 1099-NEC Copy A, B, 2/1, 2/1, + DW19WS (20)

APEX 1099-INT LASER PACKAGED SET*

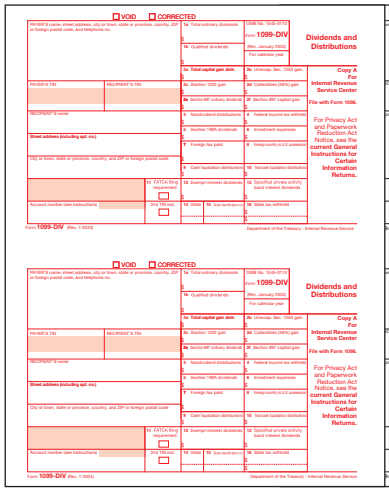
STANDARD SETS (50 Sheets for 100 Recipients)	
95924E	4-Part SET includes: (50 Sheets EACH) 1099-INT Copy A, B, 2/1, 2/1, + DWMR (100)
VALUE SETS w/ Self-Seal Envelopes (10 Sheets for 20 Recipients)	
95907ES	3-Part SET includes: (10 Sheets EACH) 1099-INT Copy A, B, 2/1, + DWMRS (20)

1099 PRE-PRINTED FORMS

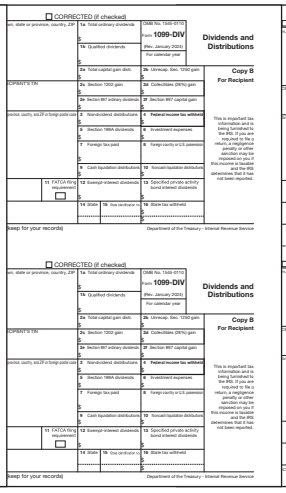
Apex 1099-DIV & 1099-R Packaged Sets

APEX 1099-DIV LASER PACKAGED SET

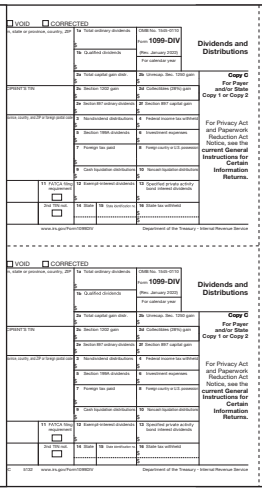
APEX LDA



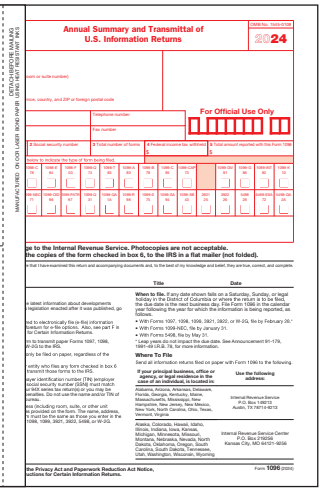
APEX LDB



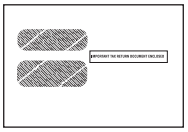
APEX LDC



APEX L1096

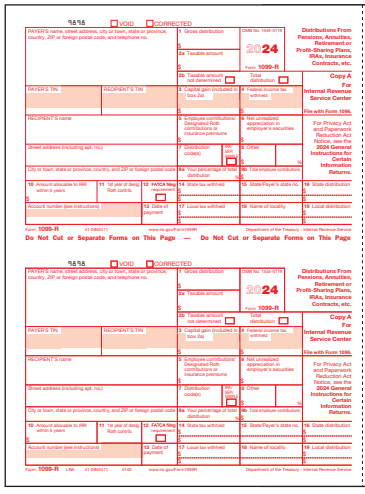


APEX DWMR or DWMRS

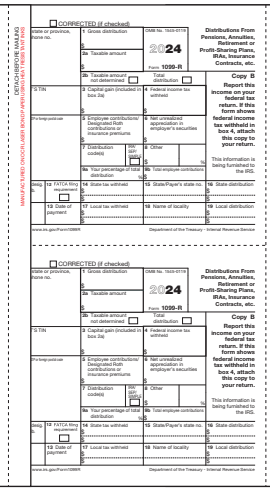


APEX 1099-R LASER PACKAGED SET

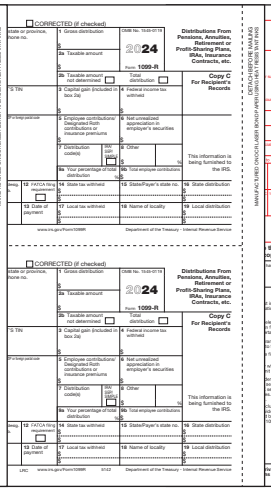
APEX LRA



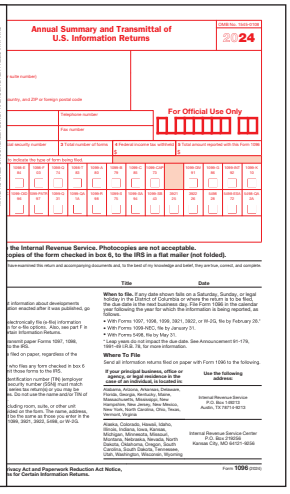
APEX LRB



APEX LRCLR2



APEX L1096



(3) Transmittal 1096 forms are included with each set

APEX 1099-DIV LASER PACKAGED SET

STANDARD SETS (50 Sheets for 100 Recipients)

95933	3-Part SET includes: (50 Sheets EACH) 1099-DIV Copy A, B, C
95934	4-Part SET includes: (50 Sheets EACH) 1099-DIV Copy A, B, C, C

VALUE SETS w/ Self-Seal Envelopes (10 Sheets for 20 Recipients)

95910ES	4-Part SET includes: (10 Sheets EACH) 1099-DIV Copy A, B, C, C, + DWMRS (20)

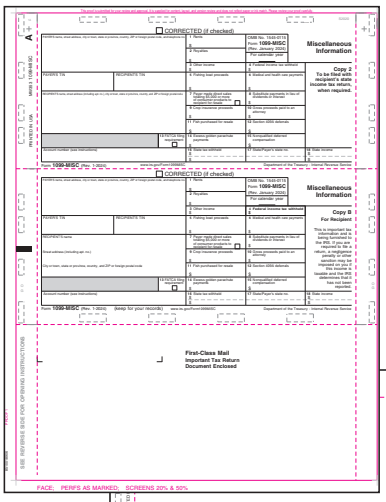
APEX 1099-R LASER PACKAGED SET

STANDARD SETS w/ Envelopes (50 Sheets for 100 Recipients)

95944E	4-Part SET includes: (50 Sheets EACH) 1099-R Copy A, B, C + DWMR (100)
95946E	6-Part set includes: (50 Sheets EACH) 1099-R Copy A, B, C, 1, 2, + DWMR (100)

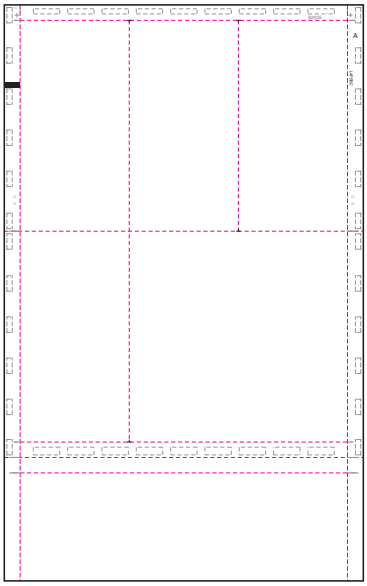
1099 PRE-PRINTED & BLANK FORMS

Pressure Seal 1099 | 1098 | 5498 Forms

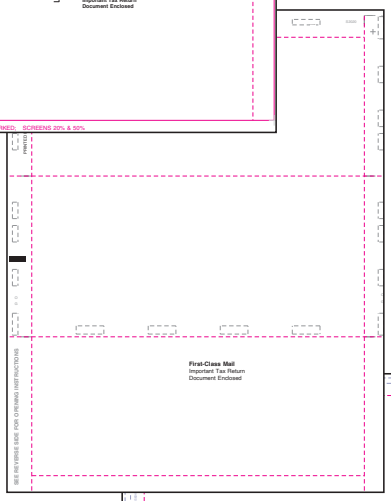


APEX PS353

TFP 5113



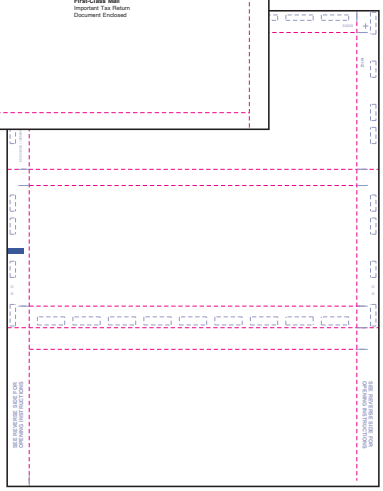
APEX PS80650



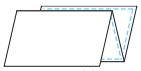
APEX PSBMISC

TFP 5501

Z – Fold



TFP 5229

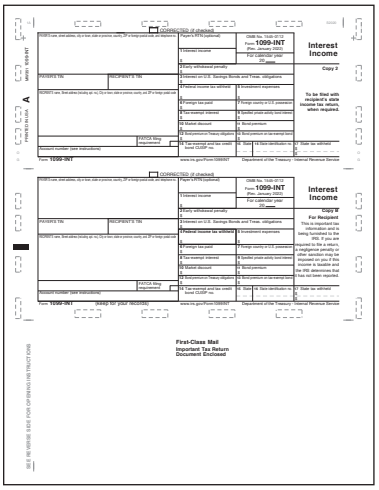


Z – Fold

APEX - Sheets per pack	TFP - Forms per pack	
500's	**500's**	**FORM DESCRIPTION**
PS353	5113	11" Printed 1099-MISC Copy B, 2 – Z-Fold Simplex – 1 Page Equals 1 Form*
N/A	5119	11" Blank 1099 3-Up Horizontal – Z-Fold – 1 Page Equals 1 Form
PSBMISC	5501	11" Blank 1099-MISC Copy B, 2 w/ Backer – Z-Fold – 1 Page Equals 1 Form
PSN11Z	5229	11" Blank 1099 2-Up – Z-Fold Simplex – 1 Page Equals 1 Form
PSB80650	N/A	14" Blank Universal – 1 Page Equals 1 Form
PSB99Z	N/A	11" Blank 1099 3-Up w/ Screened Back – 1 Page Equals 1 Form

1099 PRE-PRINTED & BLANK FORMS

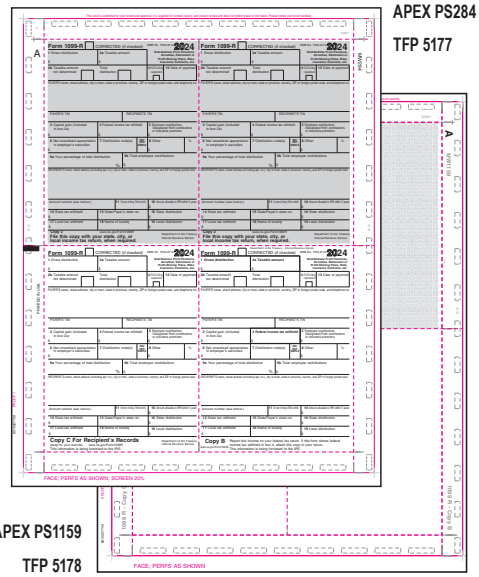
Pressure Seal 1099 | 1098 | 5498 Forms



APEX PS351

TFP 5115

Z – Fold



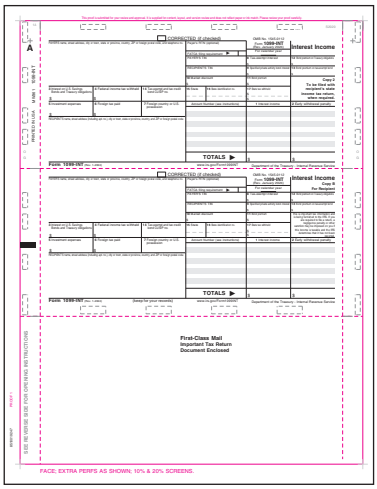
APEX PS284

TFP 5177

APEX PS1159

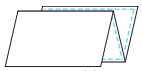
TFP 5178

V – Fold



APEX PS361

TFP 5502

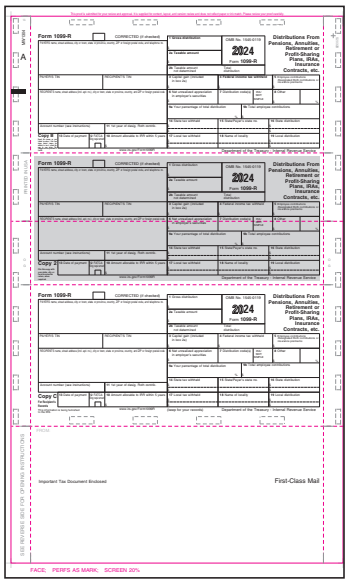


Z – Fold

APEX - Sheets per pack	TFP - Forms per pack	
500's	**500's**	**FORM DESCRIPTION**
PS351	5115	11" 1099-INT Copy B – Z-Fold Simplex – 1 Page Equals 1 Form*
PS361	5502	11" 1099-INT Multiple Account Copy B – Z-Fold Simplex – 1 Page Equals 1 Form
PS284	5177	11" 1099-R 4-Up Box Copy B, C, 2, 2 – V-Fold Duplex – 1 Page Equals 1 Form
PS1159	5178	11" 1099-R 4-Up Box Blank w/ Instructions – V-Fold Duplex – 1 Page Equals 1 Form

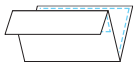
1099 PRE-PRINTED & BLANK FORMS

Pressure Seal 1099 | 1098 | 5498 Forms

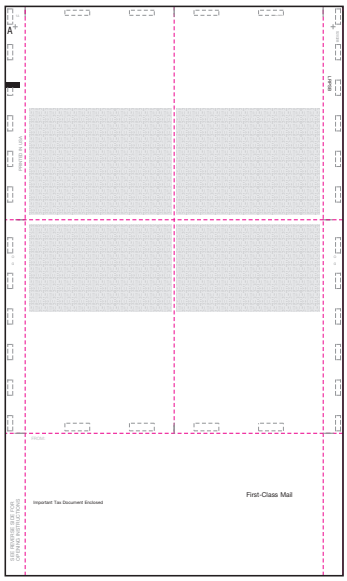


APEX PS1304

TFP 5503

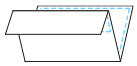


Eccentric
Z – Fold

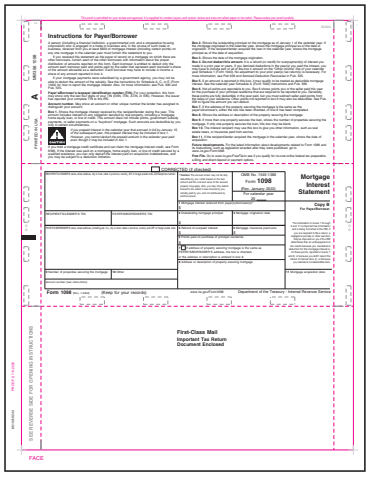


APEX PS814RB

TFP 5225R



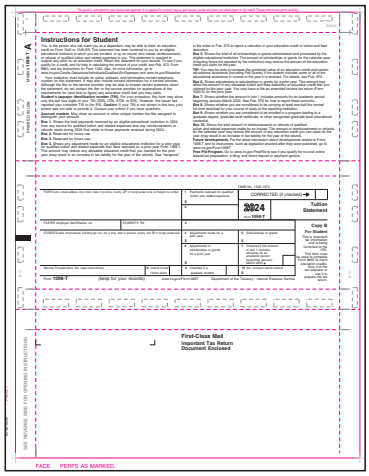
Eccentric
Z – Fold



APEX PS356

TFP 5116

Z – Fold



APEX PS359

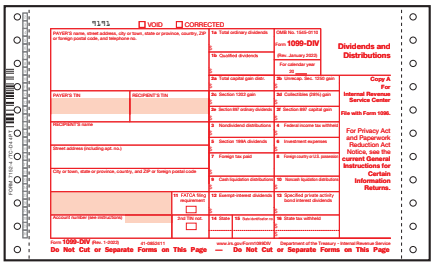
TFP 5117

APEX -Sheets per pack	TFP Forms per pack	
500's	**500's**	**FORM DESCRIPTION**
PS1304	5503	14" Printed 1099-R 3-Up Horizontal Copy B, C, 2 – EZ-Fold Simplex – 1 Page Equals 1 Form
PS814RB	5225R	14" Blank 1099-R 4-Up Box w/ Instructions – 1 Page Equals 1 Form
PS356	5116	11" Printed 1098 Copy B – Z-Fold Simplex – 1 Page Equals 1 Form*
PS359	5117	11" Printed 1098-T Copy B – Z-Fold Simplex – 1 Page Equals 1 Form
PS379	N/A	11" Blank 1098-T – Z-Fold Simplex – 1 Page Equals 1 Form

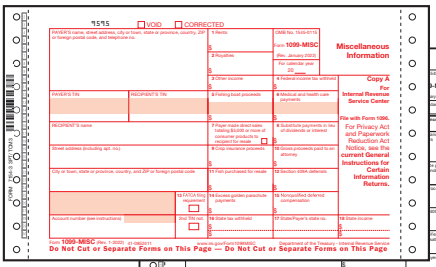
1099 PRE-PRINTED FORMS

1-Wide Continuous

1099-DIV COPY A

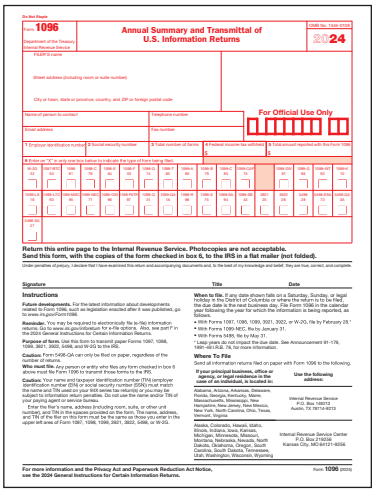


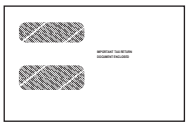
1099-MISC COPY A



1099-MISC COPY B

1096





Required Envelope:

APEX:DWMR or DWMRS

TFP: 77771 or 77772

For: 1099-B, 1099-DIV, 1099-INT, 1099-K, 1099-MISC, 1099-R

Required Envelope:

APEX and TFP: DW19W or DW19WS

For: 1099-A, 1099-C, 1099-G, 1099-PATR, 1099-S

APEX	TFP	FORM DESCRIPTION
TC-I4	71504	1099-INT 4-Part Carbonless Copy A, B, State/Local
TC-M4	71544	1099-MISC 4-Part Carbonless Copy A, State, B, State/Local
TC-R4	71594	1099-R 4-Part Carbonless Copy A, B, C, State/Local
TC-S4	71604	1099-S 4-Part Carbonless Copy A, State, B, C
TC18-3	71683	1098 3-Part Carbonless Copy A, B, C
1096	10962	1096 2-Part Carbonless Annual Summary & Transmittal Of U.S. Information Returns*

(5) 1096 Transmittal forms are included with each Federal Copy A (Red) form order

PARTS DESCRIPTION FOR 1099 & 1098 FORMS

1099-R

PAYER'S COPIES

Copy A For Internal Revenue Service
Copy 1 For State, City or Local Tax Dept.
Copy B For Recipient to file with IRS
Copy C For Recipient's Records
Copy 2 For Recipient to file with State, City or Local Tax Dept.

1099

PAYER'S COPIES

Copy A For Internal Revenue Service
State For State Copy
Copy C Filer, Payer, Creditor, Lender or File Copy

RECIPIENT'S COPIES

Copy B Transferor, Debtor, Recipient or Borrower
Copy 2 For Recipient to file with State

1098

PAYER'S COPIES

Copy A For Internal Revenue Service
State For State Copy
Copy C For Recipient/Lender's Records

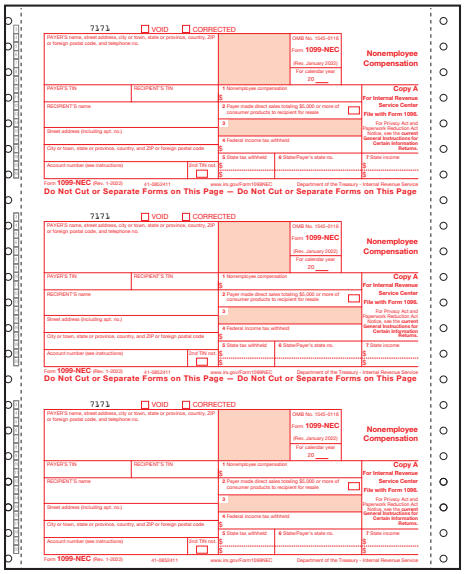
RECIPIENT'S COPY

Copy B For Payer/Borrower/Student

1099 PRE-PRINTED FORMS

1-Wide Continuous

APEX NECTC-M4 TFP NEC71544



Required Envelope:

APEX and TFP: DW19W or DW19WS

APEX	TFP	FORM DESCRIPTION
NECTC-M4	NEC71544	1099-NEC 4-Part Carbonless Copy A, B, State/Local, State/Local

1099 PRE-PRINTED ENVELOPES

Window Envelopes | Gummed & Self-Seal

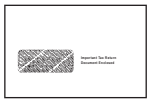
1099 2-UP DOUBLE WINDOW ENVELOPE

APEX DWMR – GUMMED
APEX DWMRS – SELF-SEAL
APEX DWMRD – GUM/DIAG. SEAM
TFP 77771 – GUMMED
TFP 77772 – SELF-SEAL

Overall Size:
5-5/8" x 9"
Top Window:
3-3/8" x 1-1/8"
Position:
1/2" from left
3-3/4" from bottom

Bottom Window:
3-3/8" x 1-7/16"
Position:
1/2" from left
1-1/2" from bottom

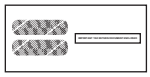
1099-MISC, R, DIV, Copy B SINGLE WINDOW



APEX SWMR – GUMMED

Overall Size:
5-5/8" x 9"
Window:
1-7/16" x 3-3/8"
Position:
1/4" from left
1-1/2" from bottom

1099 DOUBLE WINDOW ENVELOPE WIDE



APEX DW19W – GUMMED
APEX DW19WS – SELF-SEAL

Overall Size:
3-7/8" x 8-7/8"
Top Window:
7/8" x 3-3/8"
Position:
1/2" from left
2-1/4" from bottom

Bottom Window:
1-1/16" x 3-3/8"
Position:
1/2" from left
11/16" from bottom

1099 SINGLE WINDOW ENVELOPE

APEX SW19 – GUMMED
TFP 11111 – GUMMED

Overall Size:
3-7/8" x 8-1/4"
Window:
1-1/16" x 3-3/8"
Position:
7/16" from left
11/16" from bottom

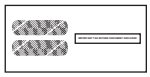
1099-MISC 3-UP HORIZONTAL ENVELOPE

APEX DWM3 – GUMMED
TFP 52521 – GUMMED

Overall Size:
3-7/8" x 8-7/8"
Top Window:
15/16" x 3-3/8"
Position:
7/16" from left
2-1/4" from bottom

Bottom Window:
13/16" x 3-3/8"
Position:
7/16" from left
3/4" from bottom

1099 BLANK MULTIPLE BACKERS

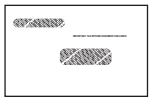


APEX DWJH – GUMMED
APEX DWJHS – SELF-SEAL
TFP 12121 – GUMMED
TFP 12122 – SELF-SEAL

Overall Size:
3-7/8" x 9"
Top Window:
3-5/8" x 7/8"
Position:
1/2" from left
2-3/8" from bottom

Bottom Window:
3-5/8" x 1-9/16"
Position:
1/2" from left
1/2" from bottom

1099-INT LASER MULTIPLE ACCOUNT BACKER



APEX DWU4

Overall Size:
5-7/8" x 9"
Top Window:
2-1/2" x 9/16"
Position:
7/8" from left
3-5/8" from bottom

Bottom Window:
2-1/2" x 9/16"
Position:
3" from left
1-7/16" from bottom

NOTE: *Envelopes accommodate our pre-printed forms, when using blank forms that populate data from software output, please request samples to make sure the software output fits the window position dimensions.*

APEX	TFP	ENVELOPE DESCRIPTION
DWMR	77771	1099 2-Up Double Window Envelope (Gummed) – For Forms: 1099-B, 1099-DIV, 1099-INT, 1099-K, 1099-MISC, 1099-R, 5498, 1098-MTG
DWMRS	77772	1099 2-Up Double Window Envelope (Self-Seal) – For Forms: 1099-B, 1099-DIV, 1099-INT, 1099-K, 1099-MISC, 1099-R, 5498, 1098-MTG
DWMRD	N/A	1099 2-Up Double Window Envelope (Gummed), Diagonal Seam – For Forms: L4UPW, LR4, 5216, 5175
SWMR	N/A	1099-MISC, R, DIV, Copy B, Single Window Envelope (Gummed)
DW19W	N/A	1099 Double Window Envelope Wide (Gummed)
DW19WS	N/A	1099 Double Window Envelope Wide (Self-Seal)
SW19	11111	1099 Single Window Envelope (Gummed)
DWM3	52521	1099-MISC 3-Up Horizontal Double Envelope (Gummed) – For Forms: LM3, LM3BL, 5114, 5173
DWJH	12121	1099 Blank Multiple Backers Double Window Envelope (Gummed) – For Forms: LJH1, LJH2, LJH3, 5104, 5105, 5106
DWJHS	12122	1099 Blank Multiple Backers Double Window Envelope (Self-Seal) – For Forms: LJH1, LJH2, LJH3, 5104, 5105, 5106
DWU4	N/A	Double Window Envelope – For Form: LU4

TaxRight by ComplyRight:

W-2 KITS

A Convenient Tax Form Solution for Small Businesses

ComplyRight offers a suite of convenient electronic solutions for customers to conduct seamless and swift transactions.

Everything Needed in One Kit

- ✓ All-in-one kit that includes W-2 forms, W-3 Transmittal forms, envelopes and optional software
- ✓ Compatible with today's leading payroll and accounting software
- ✓ Free tip sheet includes minimum requirements, penalties, common errors and employer do's and don'ts

W-2 Kits with TaxRight Software

Set No.	No. of Employees	No. of W-2 Forms	No. of Self-Seal Envelopes	No. of W-3 Transmittal Forms
C5650ES10	10	10 (6-Part)	10	3
C5645ES10	10	10 (4-Part)	10	3

Kits contain 1099 & W-2 Filing TaxRight Software and one ComplyRight Employer Tip Sheet.

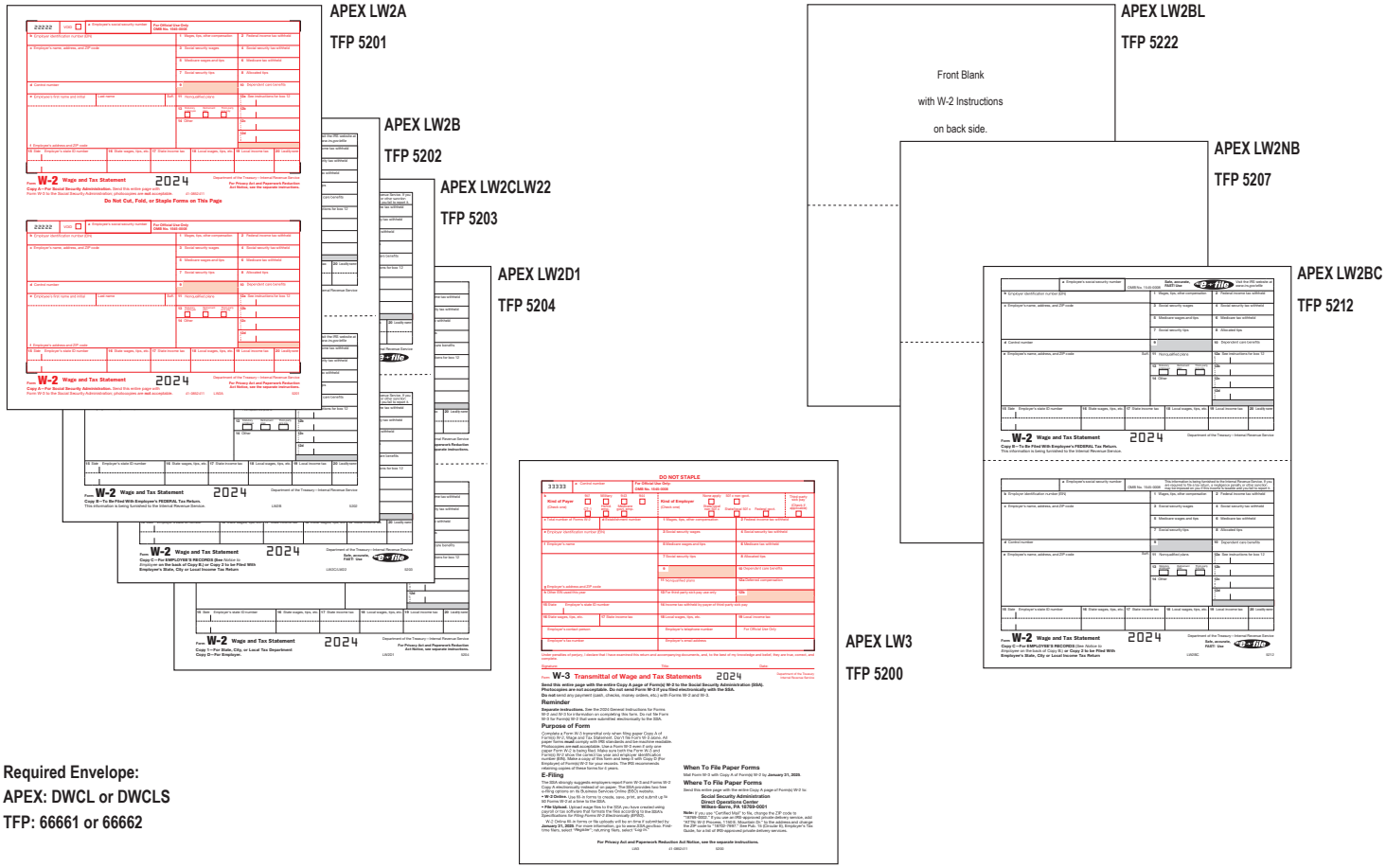
W-2 Kits Without Software

Set No.	No. of Employees	No. of W-2 Forms	No. of Self-Seal Envelopes	No. of W-3 Transmittal Forms
C5650E25	25	25 (6-Part)	25	3
C5645E	50	50 (4-Part)	50	3

Kits contain one ComplyRight Employer Tip Sheet.

W-2 PRE-PRINTED & BLANK FORMS

Individual 2-Up Laser Packs



Required Envelope:
APEX: DWCL or DWCLS
TFP: 66661 or 66662

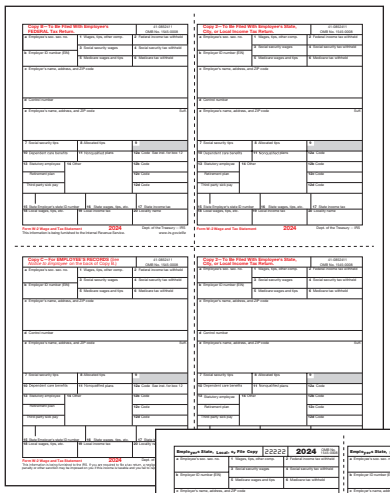
(5) W-3 Transmittal forms are included with each Federal Copy A (Red) Form order

APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**1000's**	**FORM DESCRIPTION**
LW3	LW3500	520010 or 520025	5200B (500 forms per package)	W-3 Transmittal Of Income And Tax Statement – 1 Page Equals 1 Form
LW2A	LW2A500	5201	5201B	W-2 IRS Federal Copy A – 1 Page Equals 2 Forms
LW2B	LW2B500	5202	5202B	W-2 Employee's IRS Federal Copy B – 1 Page Equals 2 Forms
LW2CLW22	LW2CW22500	5203	5203B	W-2 Employee's Copy C and/or State, City Or Local Copy 2 – 1 Page Equals 2 Forms
LW2D1	LW2D1500	5204	5204B	W-2 Employer's Copy D and/or State, City Or Local Copy 2 – 1 Page Equals 2 Forms
LW2BL	LW2BL500	5222	5222B	W-2 Blank Face, With W-2 Backer Instructions – 1 Page Equals 2 Forms
LW2NB	LW2NB500	5207	5207B	W-2 Blank Face, No Backer – 1 Page Equals 2 Forms
LW2BC	LW2BC500	5212	5212B	W-2 Employee's Copies B & C Combined – 1 Page Equals 1 Form
50's	**500's**	**100's**	**500's**	**FORM DESCRIPTION**
LW3C	N/A	5309	N/A	W-3C Transmittal of Corrected Income and Tax Statement – 1 Page Equals 1 Form
LW2CA	LW2CA500	5313	5313B	W-2C Corrected Income Fed Copy A – 1 Page Equals 1 Form
LW2CB	LW2CB500	5314	5314B	W-2C Corrected Income Employee's Fed Copy B – 1 Page Equals 1 Form
LW2CC	LW2CC500	5316	5316B	W-2C Corrected Income Employee's Copy C and/or State, City, Local Copy 2 – 1 Page Equals 1 Form
LW2C2	LW2C2500	5316	5316B	W-2C Corrected Income Employee's Copy C and/or State, City, Local Copy 2 – 1 Page Equals 1 Form
LW2CD1	LW2CD1500	5315	5315B	W-2C Corrected Income Employer's Copy D and/or State, City, local Copy 1 – 1 Page Equals 1 Form

WE OFFER W-2 CORRECTION FORMS IN SETS, SEE PAGE 35.

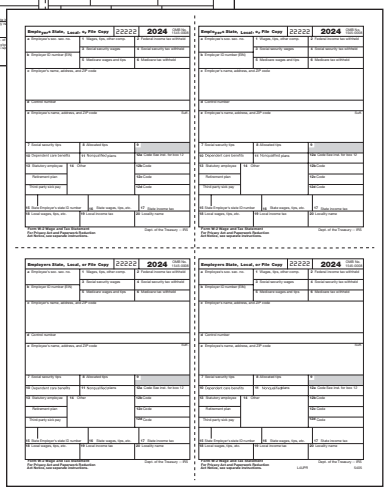
W-2 PRE-PRINTED FORMS

Combined 4-Up Laser



APEX L4UP

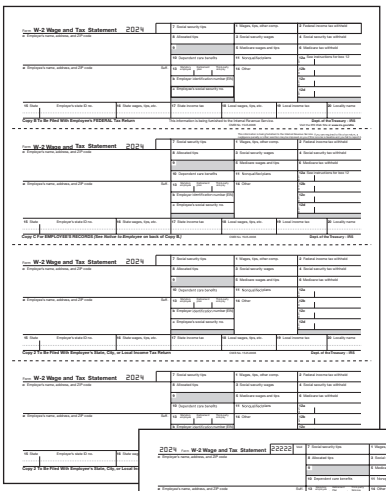
TFP 5205



APEX L4UPR

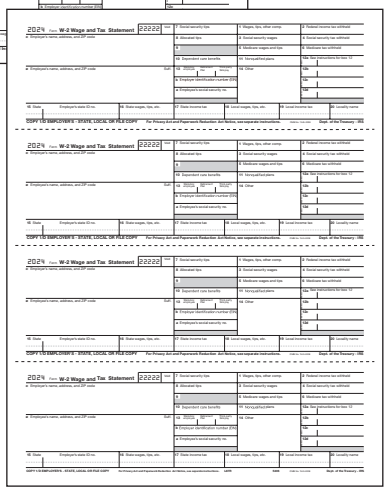
TFP 5405

Required Envelope:
APEX: DW4S or DW4SS
TFP: 99991 or 99992



APEX L87

TFP 5206



APEX L87R

TFP 5406

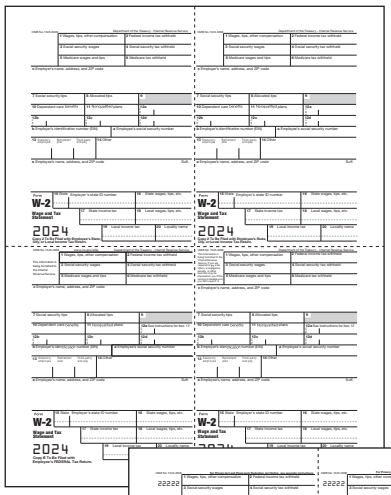
Required Envelope:
APEX: DW387 or DW387S
TFP: 44441 or 44442

A full PDF image library is available at complyrightdealer.com

APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**500's**	**FORM DESCRIPTION**
L4UP	L4UP500	5205	5205B	W-2 4-Up Box Employee's Copies B, C, 2 & 2 Combined – 1 Page Equals 1 Form
L4UPR	L4UPR500	5405	5405B	W-2 4-Up Box Employer's Copies 1/D, 1/D, 1/D, 1/D – 1 Page Equals 1 Form
N/A	L4UP24500	N/A	N/A	Available On 24# Paper Stock – 1 Page Equals 1 Form
L87	L87500	5206	5206B	W-2 4-Up Horizontal Employee's Copies B, C, 2 & 2 Combined – 1 Page Equals 1 Form
L87R	L87R500	5406	5406B	W-2 4-Up Horizontal Employer's Copies 1/D, 1/D, 1/D, 1/D Combined – 1 Page Equals 1 Form
N/A	L8724500	N/A	N/A	Available On 24# Paper Stock – 1 Page Equals 1 Form

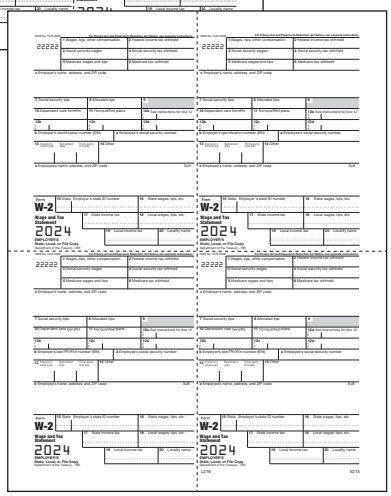
W-2 PRE-PRINTED FORMS

Alternate 4-Up Laser Combined Format



APEX L275

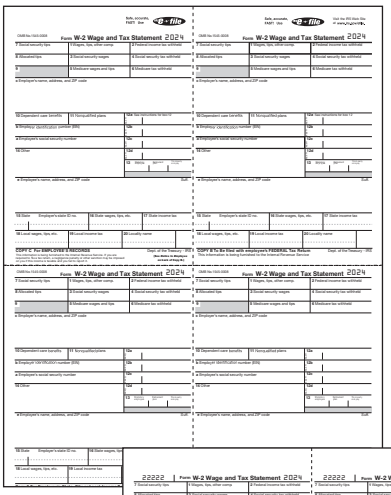
TFP 5214



APEX L276

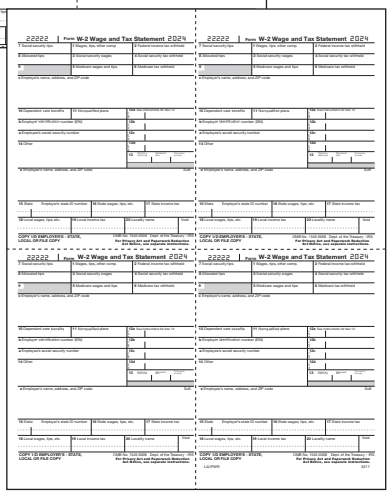
TFP 5215

Required Envelope:
APEX: DW298
TFP: 91911



APEX L4UPW

TFP 5216



APEX L4UPWR

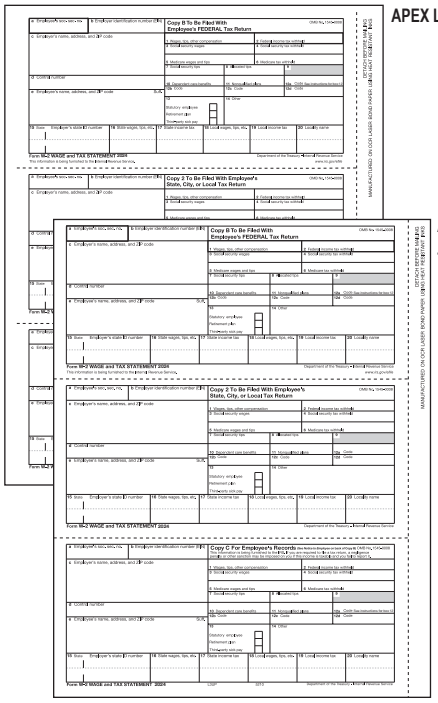
TFP 5217

Required Envelope:
APEX: DW4MW or DW4MWD or DW4MWS
TFP: 61611 or 61612

APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**500's**	**FORM DESCRIPTION**
N/A	N/A	5213	N/A	W-2 T-Style Alternate 4-Up Employee's Copies B, C, 2, 2 – 1 Page Equals 1 Form (Required Envelope: TFP 31311)
L275	L275500	5214	5214B	W-2 M-Style Alternate 4-Up Employee's Copies B, C, 2, 2 – 1 Page Equals 1 Form
L276	L276500	5215	5215B	W-2 M-Style Alternate 4-Up Employer's Copies 1/D, 1/D, 1/D, 1/D – 1 Page Equals 1 Form
L4UPW	L4UPW500	5216	5216B	W-2 W-Style Alternate 4-Up Employee's Copies B, C, 2, 2 – 1 Page Equals 1 Form
L4UPWR	L4UPWR500	5217	5217B	W-2 W-Style Alternate 4-Up Employer's Copies 1/D, 1/D, 1/D, 1/D – 1 Page Equals 1 Form

W-2 PRE-PRINTED FORMS

Alternate Laser Combined Format

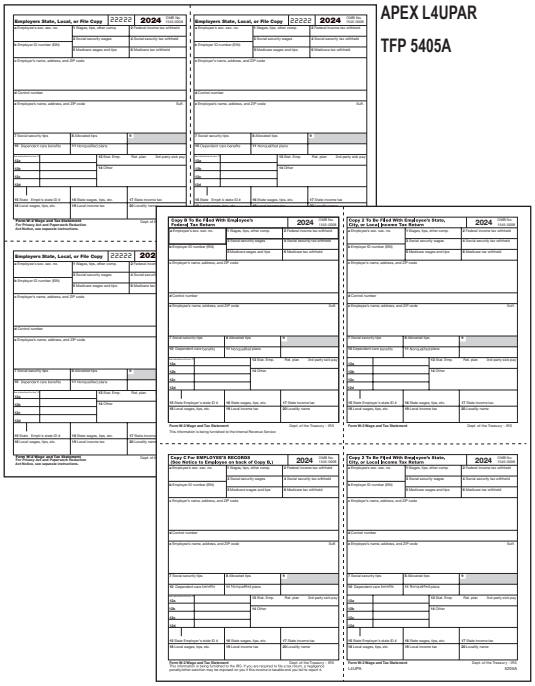


APEX L3UPR

APEX L3UP

TFP 5210

Required Envelope:
APEX: DW3 or DW3S
TFP: 33331 or 33332



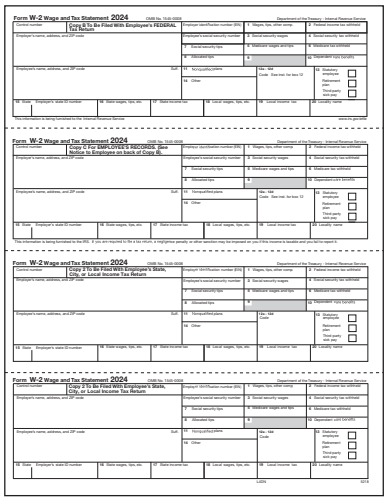
APEX L4UPAR

TFP 5405A

APEX L4UPA

TFP 5205A

Required Envelope:
APEX: DW4S or DW4SD or DW4SS
TFP: 99991 or 99992



APEX L4DN

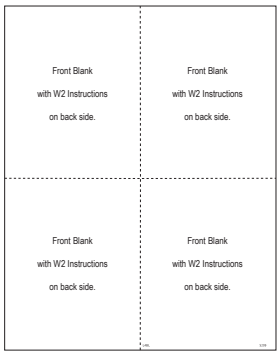
TFP 5218

Required Envelope:
APEX: DW4DN or DW4DNS or DW4DND
TFP: 51511 or 51512

APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**500's**	**FORM DESCRIPTION**
L3UP	L3UP500	5210	5210B	W-2 W-Style 3-Up Employee's Copies B, C & 2 Combined – 1 Page Equals 1 Form
L3UPR	L3UPR500	N/A	N/A	W-2 W-Style 3-Up Employer's Copies 1/D, 1/D, 1/D – 1 Page Equals 1 Form
L4UPA	L4UPA500	5205A	5205AB	W-2 P-Style 4-Up Employee's Copies B, C, 2, 2 Combined – 1 Page Equals 1 Form
L4UPAR	L4UPAR500	5405A	5405AB	W-2 P-Style 4-Up Employer's Copies 1/D, 1/D, 1/D, 1/D – 1 Page Equals 1 Form
L4DN	L4DN500	5218	5218B	W-2 N-Style 4-Up Employee's Copies B, C, 2, 2 Combined – 1 Page Equals 1 Form

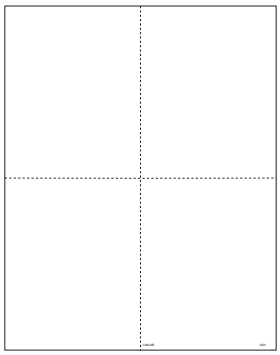
W-2 BLANK FORMS

Blank & Combined Laser Forms



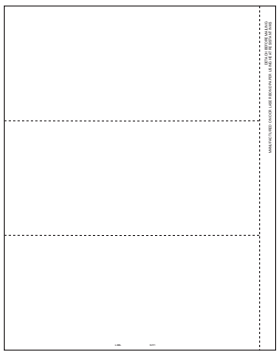
APEX L4BL

TFP 5209



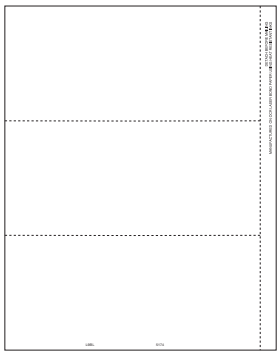
APEX L4BLNB

TFP 5221



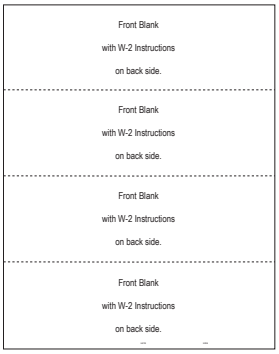
APEX L3BL

TFP 5211



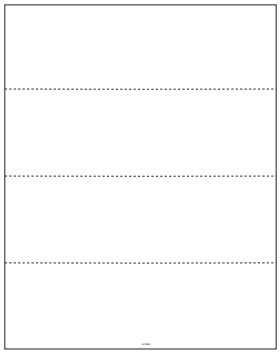
APEX L9BL

TFP 5174



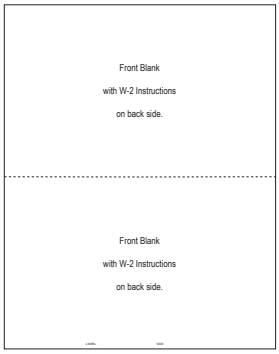
APEX L87B

TFP 5208



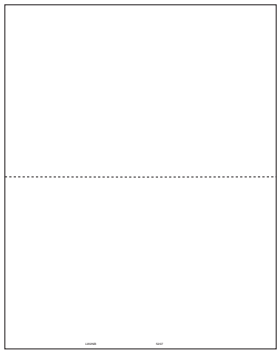
APEX L87BNB

TFP 5408



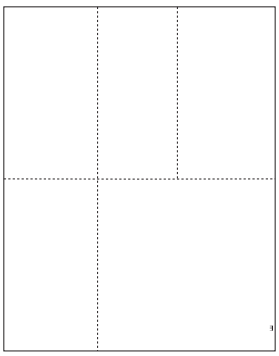
APEX LW2BL

TFP 5222



APEX LW2NB

TFP 5207



APEX LU4

APEX - Sheets per pack		TFP - Forms per pack		
50's	**500's**	**100's**	**500's**	**FORM DESCRIPTION**
L4BL	L4BL500	5209	5209B	W-2 4-Up With W2 Backer Instructions – 1 Page Equals 1 Form
N/A	L4BL24500	N/A	N/A	Available In 24# Paper Stock – 1 Page Equals 1 Form
L4BLNB	L4BLNB500	5221	5221B	W-2 4-Up Blank Face Without W2 Backer Instructions – 1 Page Equals 1 Form
L87B	L87B500	5208	5208B	W-2 4-Up Blank Face Horizontal With W2 Backer Instructions – 1 Page Equals 1 Form
N/A	L87B24500	N/A	N/A	Available In 24# Paper Stock – 1 Page Equals 1 Form
L87BNB	L87BNB500	5408	5408B	W-2 4-Up Blank Face Horizontal Without W2 Backer Instructions – 1 Page Equals 1 Form
L3BL	L3BL500	5211	5211B	W-2 3-Up Blank Face With W2 Backer Instructions WITH STUB – 1 Page Equals 1 Form
L9BL	L9BL500	5174	5174B	W-2 3-Up Blank Face Without W2 Backer Instructions – 1 Page Equals 3 Forms With Stub
LU4	LU4500	N/A	N/A	W-2/1099 Universal Blank Without Instructions – 1 Page Equals 1 Form
LW2BL	LW2BL500	5222	5222B **(1000 Forms)**	W-2 2-Up Blank Face With W2 Backer Instructions – 1 Page Equals 2 Forms
LW2NB	LW2NB500	5207	5207B **(1000 Forms)**	W-2 2-Up Blank Face Without W2 Backer Instructions – 1 Page Equals 2 Forms

The 4-Up blank forms have all the employees instructions printed on the back of all 4 quadrants. Also available without backer instructions.

The B & C combination forms has employee copies B & C on the same sheet and are designed to print all employee's copies on one sheet. These combined formats eliminate collating. Just fold and put in a matching window envelope.

Blank forms without backer instructions can be used to print W-2's or 1099's.

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

If printing the same format as L4UP/5205 use envelope DW4S/99991.

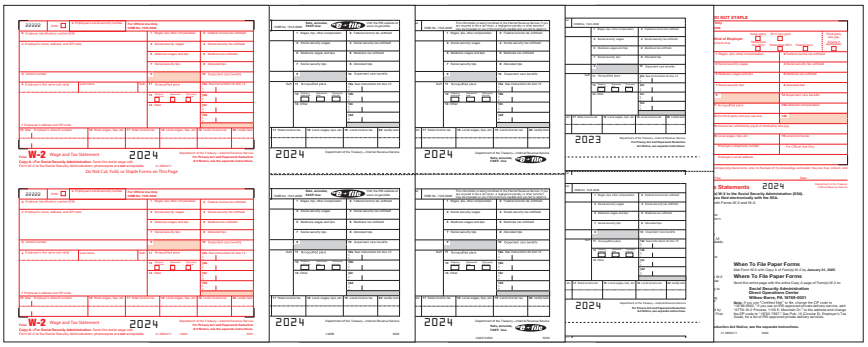
Blank forms are ideal for electronic filing because there is no need to purchase the IRS/SSA Copy A. You can e-file through your software. Simplify your customer's filing process and add software to your order!

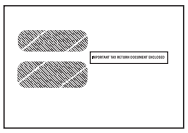
W-2 PRE-PRINTED & BLANK FORMS

TFP Packaged Laser Sets

TFP W-2 PACKAGED LASER SET

TFP 5201 TFP 5202 TFP 5203 TFP 5204 TFP 5200

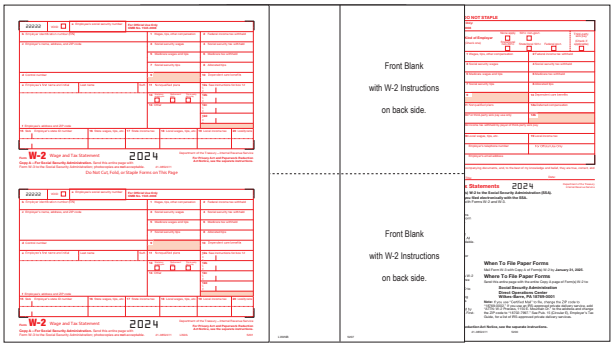




TFP: 66661 or 66662
Suggested envelopes for use with LaserLink or TaxRight 20.24 software. Envelopes ordered separately.

TFP W-2 PACKAGED BLANK LASER SET

TFP 5201 TFP 5207 TFP 5209 TFP 5200



(3) Transmittal W-3 forms are included with each set

TFP W-2 Packaged Laser Sets

FOR 50 EMPLOYEES	
5645	4-Part SET includes: 5201 (50), 5202 (50), 5203 (50), 5204 (50), 5200 W-3 (3)
5645E	4-Part SET includes: 5201 (50), 5202 (50), 5203 (50), 5204 (50), 5200 W-3 (3), 6666-2 Envelopes (50)
5650	6-Part SET includes: 5201 (50), 5202 (50), 5203 (25), 5204 (50), 5200 W-3 (3)
5650E	6-Part SET includes: 5201 (50), 5202 (50), 5203 (50), 5204 (50), 5200 W-3 (3), 6666-2 Envelopes (50)
5655	8-Part SET includes: 5201 (50), 5202 (50), 5203 (150), 5204 (150), 5200 W-3 (3)
5655E	8-Part SET includes: 5201 (50), 5202 (50), 5203 (150), 5204 (150), 5200 W-3 (3), 6666-2 Envelopes (50)
FOR 25 EMPLOYEES	
564525	4-Part SET includes: 5201 (25), 5202 (25), 5203 (25), 5204 (25), 5200 W-3 (3)
5645E25	4-Part SET includes: 5201 (25), 5202 (25), 5203 (25), 5204 (25), 5200 W-3 (3), 6666-2 Envelopes (25)
565025	6-Part SET includes: 5201 (25), 5202 (25), 5203 (25), 5204 (25), 5200 W-3 (3)
5650E25	6-Part SET includes: 5201 (25), 5202 (25), 5203 (25), 5204 (25), 5200 W-3 (3), 6666-2 Envelopes (25)
565525	8-Part SET includes: 5201 (25), 5202 (25), 5203 (75), 5204 (75), 5200 W-3 (3)
5655E25	8-Part SET includes: 5201 (25), 5202 (25), 5203 (75), 5204 (75), 5200 W-3 (3), 6666-2 Envelopes (25)

TFP W-2 Packaged Blank Laser Sets

FOR 50 EMPLOYEES	
5746	6-Part SET includes: 5201 (50), 5207 (100), 5209 (50), 5200 W-3 (3)
FOR 25 EMPLOYEES	
574625	6-Part SET includes: 5201 (25), 5207 (50), 5209 (25), 5200 W-3 (3)

TFP W-2 4-Up Packaged Laser Sets

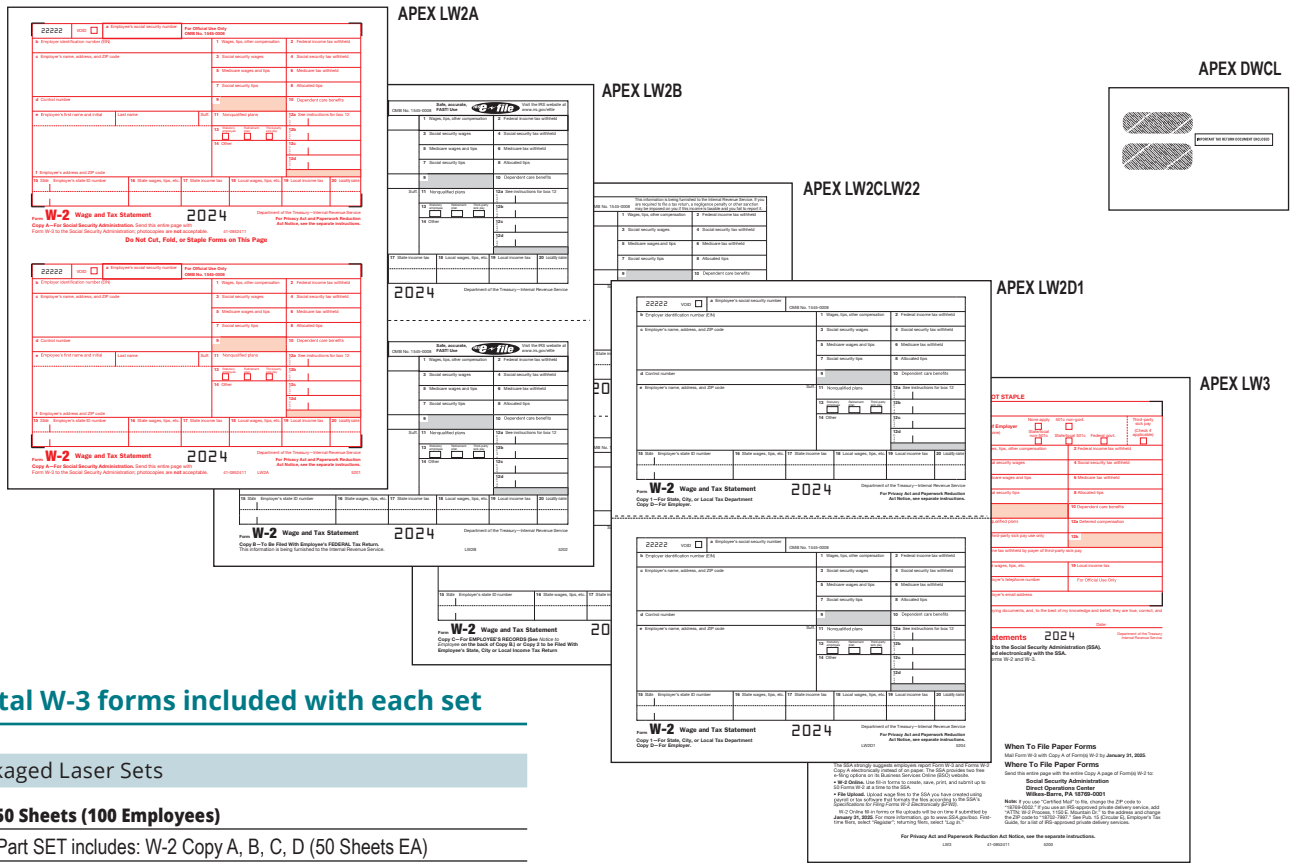
FOR 50 EMPLOYEES	
5844	4-Part SET includes: 5201 (50), 5204 (50), 5205 (50), 5200 (3)
5846	6-Part SET includes: 5201 (50), 5204 (100), 5205 (50), 5200 (3)
5848	8-Part SET includes: 5201 (50), 5204 (150), 5205 (150), 5200 (3)

TFP W-2 Packaged Laser Sets for Electronic Filing

FOR 50 EMPLOYEES	
5205E	4-Part SET includes: 5205 (50), Envelopes 99992 (50)
5207E50	PRE-PACKAGED CONVENIENCE SET includes: 5207 (100), Envelopes 66662 (50)
5207ES	PRE-PACKAGED CONVENIENCE SET includes: 5207 (50), Envelopes 66662 (50), Laser Link Software 12034 (1)
5209ES	PRE-PACKAGED CONVENIENCE SET includes: 5209 (50), Envelopes 99992 (50), Laser Link Software 12034 (1)
5221E	PRE-PACKAGED CONVENIENCE SET includes: 5221 (50), Envelopes 99992 (50)
5648ES	5-Part SET includes: 5202 (50), 5203 (100), 5204 (100), Envelopes 66662 (50), TaxRight Software
5648	5-Part SET includes: 5202 (50), 5203 (100), 5204 (100)
5648E	5-Part SET includes: 5202 (50), 5203 (100), 5204 (100), Envelopes 66662 (50)
5648ES	5-Part SET includes: 5202 (50), 5203 (100), 5204 (100), Envelopes 66662 (50), TaxRight Software
FOR 25 EMPLOYEES	
5647E25	3-Part SET includes: 5202 (25), 5203 (25), 5204 (25), Envelopes 66662 (25)
5205E25	4-Part SET includes: 5205 (25, Envelopes 99992 (25)

W-2 PRE-PRINTED FORMS

Apex Packaged Laser Sets



(3) Transmittal W-3 forms included with each set

APEX W-2 Packaged Laser Sets

STANDARD SETS 50 Sheets (100 Employees)	
95214	4-Part SET includes: W-2 Copy A, B, C, D (50 Sheets EA)
95216	6-Part SET includes: W-2 Copy A, B, C, D, 1, 2 (50 Sheets EA)
STANDARD SETS w/ Envelopes 50 Sheets (100 Employees)	
95214E	4-Part SET includes: W-2 Copy A, B, C, D (50 Sheets EA) + DWCL (100)
95216E	6-Part SET includes: W-2 Copy A, B, C, D, 1, 2 (50 Sheets EA) + DWCL (100)
95218E	8-Part SET includes: W-2 Copy A, B, C, D, 1, 1, 2, 2 (50 Sheets EA) + DWCL (100)
STANDARD SETS w/ Self-Seal Envelopes 50 Sheets (100 Employees)	
95214ES	4-Part SET includes: W-2 Copy A, B, C, D (50 Sheets EA) + DWCLS (100)
95216ES	6-Part SET includes: W-2 Copy A, B, C, D, 1, 2 (50 Sheets EA) + DWCLS (100)
95218ES	8-Part SET includes: W-2 Copy A, B, C, D, 1, 1, 2, 2 (50 Sheets EA) + DWCLS (100)
MINI SETS 25 Sheets (50 Employees)	
95211	4-Part SET includes: W-2 Copy A, B, C, D (25 Sheets EA)
95212	6-Part SET includes: W-2 Copy A, B, C, D, 1, 2 (25 Sheets EA)
95213	8-Part SET includes: W-2 Copy A, B, C, D, 1, 1, 2, 2 (25 Sheets EA)
MINI SETS w/ Envelopes 25 Sheets (50 Employees)	
95211E	4-Part SET includes: W-2 Copy A, B, C, D (25 Sheets EA) + DWCL (50)
95212E	6-Part SET includes: W-2 Copy A, B, C, D, 1, 2 (25 Sheets EA) + DWCL (50)
95213E	8-Part SET includes: W-2 Copy A, B, C, D, 1, 1, 2, 2 (25 Sheets EA) + DWCL (50)

APEX W-2 Packaged Laser Sets (continued)

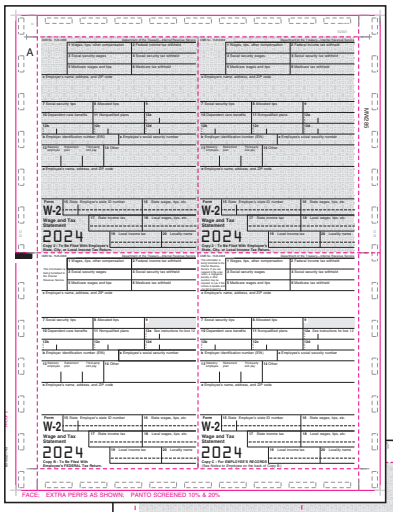
MINI SETS w/ Self-Seal Envelopes 25 Sheets (50 Employees)	
95211ES	4-Part SET includes: W-2 Copy A, B, C, D (25 Sheets EA) + DWCLS (50)
95212ES	6-Part SET includes: W-2 Copy A, B, C, D, 1, 2 (25 Sheets EA) + DWCLS (50)
95213ES	8-Part SET includes: W-2 Copy A, B, C, D, 1, 1, 2, 2 (25 Sheets EA) + DWCLS (50)
VALUE SETS w/ Self-Seal Envelopes 10 Sheets (20 Employees)	
95204ES	4-Part SET includes: W-2 Copy A, B, C, D (10 Sheets EA) + DWCLS (20)
95206ES	6-Part SET includes: W-2 Copy A, B, C, D, 1, 2 (10 Sheets EA) + DWCLS (20)
95208ES	8-Part SET includes: W-2 Copy A, B, C, D, 1, 1, 2, 2 (10 Sheets EA) + DWCLS (20)

APEX W-2C Corrected Income Set

STANDARD SET w/ Envelopes 50 Sheets (50 Employees)	
95219E	6-Part SET Includes: LW2CA (50), LW2CB (50), LW2CC (100), LW2D1 (100), LW3C (3) + DWW2C (50)

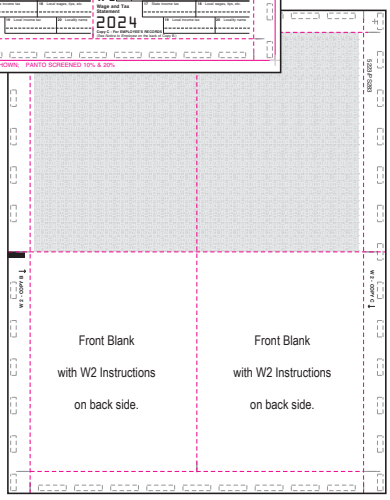
W-2 PRE-PRINTED & BLANK FORMS

Pressure Seal W-2 Forms



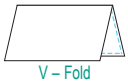
APEX PS285

TFP 5220

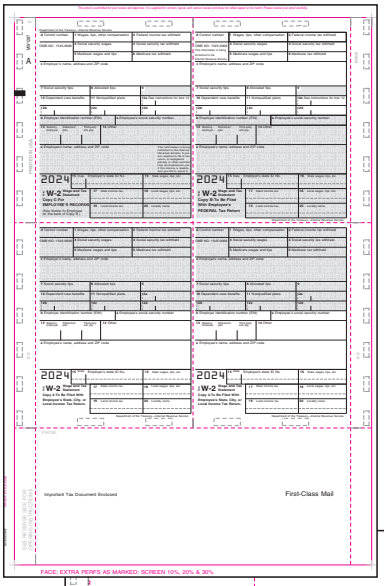


APEX PS283

TFP 5223

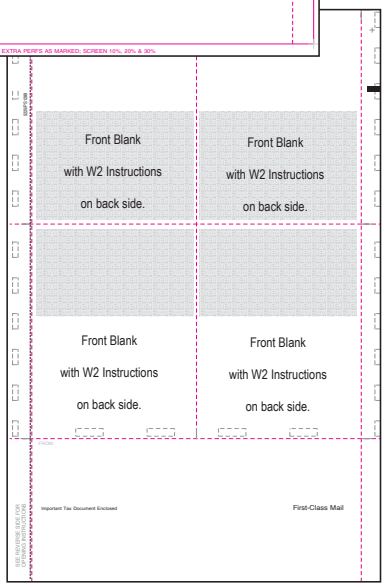


V – Fold



APEX PS1287

TFP 5224



APEX PS1289

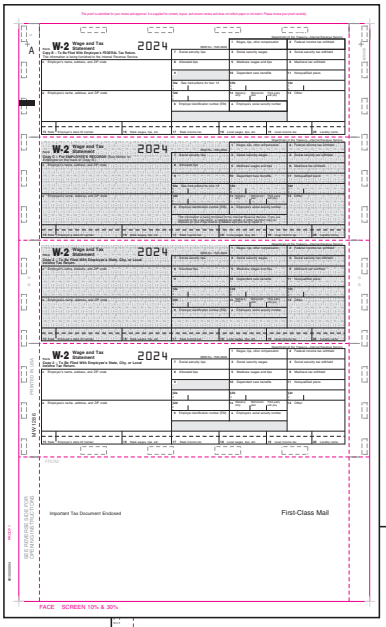
TFP 5225

Eccentric
Z – Fold

APEX - Sheets per pack	TFP - Forms per pack	
500's	**500's**	**FORM DESCRIPTION**
PS285	5220	11" W-2 4-Up Box Employee's Copy B, C, 2 And 2 or Extra Copy – V-Fold Duplex – 1 Page Equals 1 Form
PS283	5223	11" W-2 4-Up Box With Printed Backer Copy B – V-Fold Duplex – 1 Page Equals 1 Form
PS1287	5224	14" W-2 4-Up Box Employee's Copy B, C, 2 Or Extra Copy – EZ-Fold Simplex – 1 Page Equals 1 Form
PS1289	5225	14" W-2 4-Up Box With Printed Backer Copy B and C – EZ-Fold Simplex – 1 Page Equals 1 Form

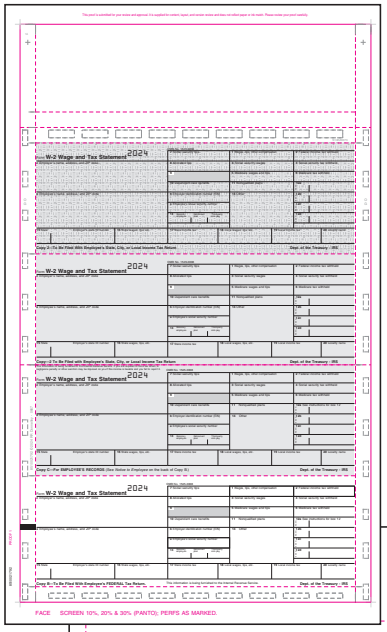
W-2 PRE-PRINTED & BLANK FORMS

Pressure Seal W-2 Forms

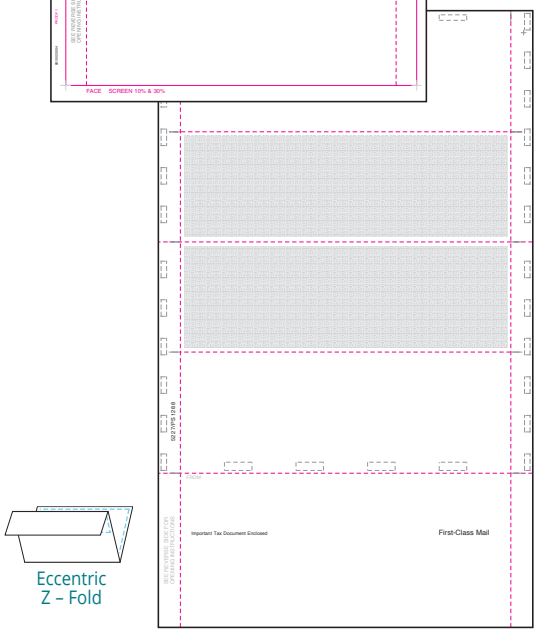


APEX PS1286

TFP 5228



APEX LW287PS

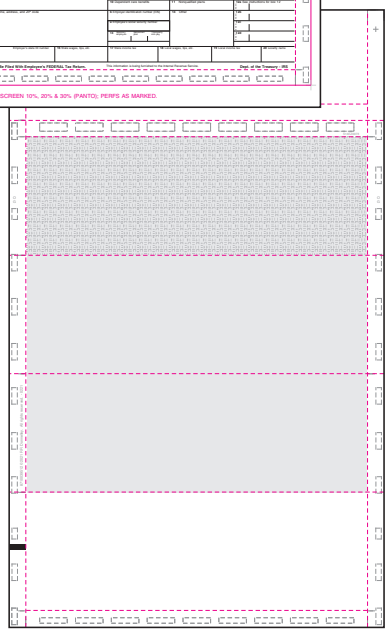


APEX PS1288

TFP 5227

Eccentric Z – Fold

Blank face with backer instructions



APEX LW287PSB

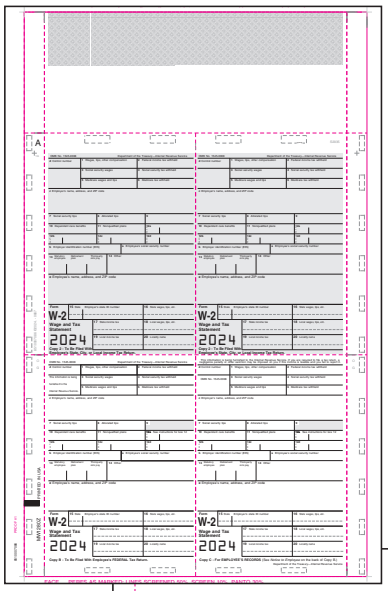
Eccentric Z – Fold

Blank face with backer instructions

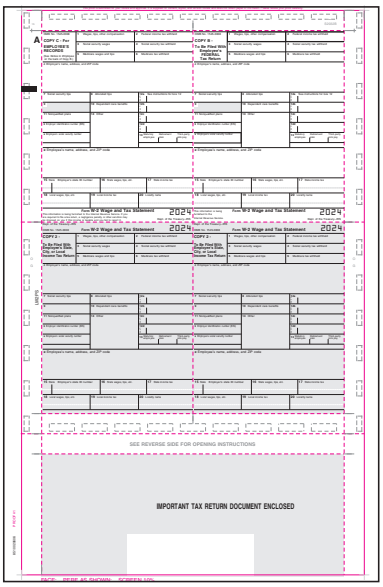
APEX - Sheets per pack	TFP- Forms per pack	
500's	**500's**	**FORM DESCRIPTION**
PS1288	5227	14" Blank W-2 Employee's 4-Up Horizontal – Blank with Backer Instructions B,C,2, 2 – EZ-Fold Simplex – 1 Page Equals 1 Form
PS1286	5228	14" W-2 Employee's 4-Up Horizontal – Copy B, C, 2, 2 – EZ-Fold Simplex – 1 Page Equals 1 Form
LW287PS	N/A	14" W-2 Employee's 4-Up Horizontal – Copy B, C, 2, 2 – EZ-Fold Simplex – 1 Page Equals 1 Form
LW287PSB	N/A	14" Blank W-2 Employee's 4-Up Horizontal With Backer Instructions – EZ-Fold Simplex – 1 Page Equals 1 Form

W-2 PRE-PRINTED & BLANK FORMS

Pressure Seal W-2 Forms

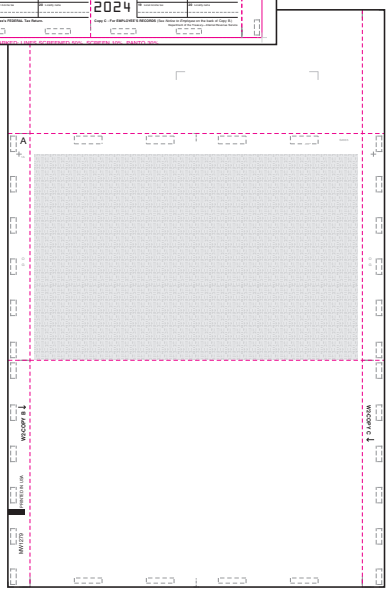


APEX PS1280Z



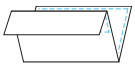
APEX LW2PS

Eccentric
Z – Fold



APEX PS1279

Blank face with backer instructions



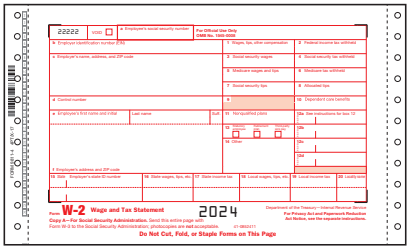
Eccentric
Z – Fold

APEX - Sheets per pack	TFP - Forms per pack	
500's	**500's**	**FORM DESCRIPTION**
PS1280Z	N/A	14" W-2 Employee's 4-Up Box – Copy B, C, 2, 2 – EZ-Fold Duplex – 1 Page Equals 1 Form
PS1279	N/A	14" Blank W-2 4-Up Box With Backer Instructions – EZ-Fold Duplex – 1 Page Equals 1 Form
LW2PS	N/A	14" W-2 Employee's 4-Up Box – Copy B, C, 2, 2 – EZ-Fold Duplex – 1 Page Equals 1 Form

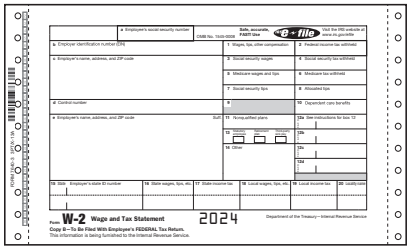
W-2 PRE-PRINTED FORMS

1-Wide Continuous

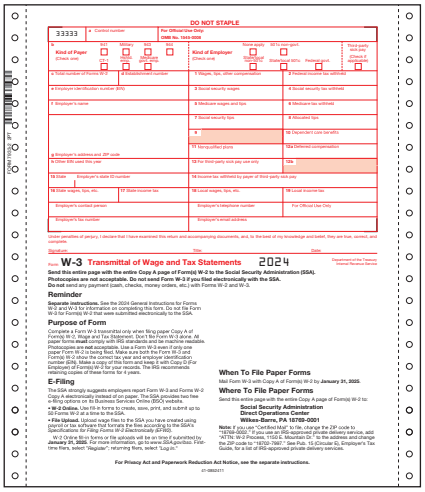
W-2 COPY A



W-2 COPY B



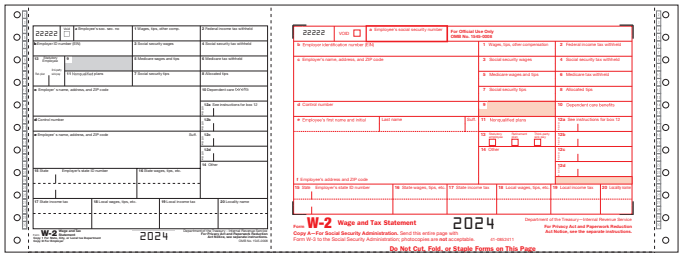
W-3

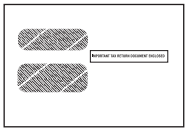


APEX	TFP	FORM DESCRIPTION
X17	98114	4-Part W-2 Carbonless Copy A, B, C, 1/D
X18	98116	6-Part W-2 Carbonless Copy A, 1/D, B, C, 2, 1/D
X13	76003	3-Part Twin Set W-2 Employer's Carbonless Copy A, 1/D, 1/D
X13A	76403	3-Part Twin Set W- 2 Employee's Carbonless Copy B, C, 2
W3	79332	2-Part W-3 Transmittal Of Income and Tax Statements

(5) W-3 Transmittal forms are included with each Federal Copy A (Red) form order

2-Wide Continuous





All non-mailers
on this page fit:

APEX: DWCL or DWCLS

TFP: 66661 or 66662

Double Window
Envelope

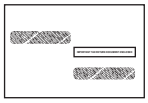
W-2 FORM PARTS DESCRIPTION

	EMPLOYER'S COPIES		EMPLOYEE'S COPIES
Copy A	For Social Security Administration	Copy B	To be filed with Employee's Federal Tax Return
Copy 1	For State, City, or Local Tax Department	Copy C	For Employee's Records
Copy D	For Employer's Records	Copy 2	To be filed with Employee's State, City or Local Income Tax Return

W-2 ENVELOPES

Window Envelopes | Gummed & Self-Seal

4-UP BOX LASER W-2 WINDOW ENVELOPE



TFP 31311 – GUMMED

Overall Size: 5-5/8" x 9"
Top Window: 3-1/2" x 3/4"
Position: 7/32" from left
3-1/16" from bottom

Bottom Window: 4" x 3/4"
Position: 4-9/16" from left
1-1/8" from bottom

W-2 WINDOW ENVELOPE

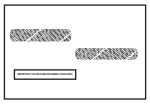
APEX DWCL – GUMMED
APEX DWCLS – SELF-SEAL

TFP 66661 – GUMMED
TFP 66662 – SELF-SEAL

Overall Size:
5-5/8" x 9-1/4"
Top Window: 4" x 15/16"
Position: 5/8" from left
3-3/8" from bottom

Bottom Window:
4" x 1-5/16"
Position: 5/8" from left
1-5/8" from bottom

4-UP BOX LASER W-2 WINDOW ENVELOPE



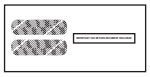
APEX DW4S – GUMMED
APEX DW4SS – SELF-SEAL
APEX DW4SD – GUM/DIAG. SEAM

TFP 99991 – GUMMED
TFP 99992 – SELF-SEAL

Overall Size: 5-5/8" x 9"
Top Window: 3-7/8" x 5/8"
Position: 5/16" from left
3-9/16" from bottom

Bottom Window:
3-7/8" x 3/4"
Position: 4-1/2" from left
2-1/2" from bottom

3-UP HORIZ. LASER W-2 WINDOW ENVELOPE



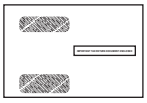
APEX DW3 – GUMMED
APEX DW3S – SELF-SEAL

TFP 33331 – GUMMED
TFP 33332 – SELF-SEAL

Overall Size: 3-7/8" x 8-1/2"
Top Window: 3-1/4" x 7/8"
Position: 3/8" from left
2-7/32" from bottom

Bottom Window:
3-1/4" x 13/16"
Position: 3/8" from left
1" from bottom

4-UP HORIZ. LASER W-2 WINDOW ENVELOPE



APEX DW4DN – GUMMED
APEX DW4DNS – SELF-SEAL
APEX DW4DND – GUM/DIAG. SEAM

TFP 51511 – GUMMED
TFP 51512 – SELF-SEAL

Overall Size: 5-5/8" x 9"
Top Window: 3-3/4" x 3/4"
Position: 5/16" from left
4-3/16" from bottom

Bottom Window:
3-3/4" x 3/4"
Position: 5/16" from left
11/16" from bottom

4-UP HORIZ. LASER W-2 WINDOW ENVELOPE

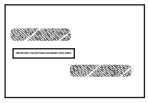
APEX DW387 – GUMMED
APEX DW387S – SELF-SEAL
APEX DW387D – GUM/DIAG. SEAM

TFP 44441 – GUMMED
TFP 44442 – SELF-SEAL

Overall Size: 5-5/8" x 9"
Top Window: 3-3/8" x 3/4"
Position: 3/8" from left
4-1/4" from bottom

Bottom Window:
3-3/8" x 7/8"
Position: 3/8" from left
5/8" from bottom

4-UP BOX LASER W-2 & BOX LASER 1099-R



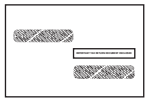
APEX DW4MW – GUMMED
APEX DW4MWS – SELF-SEAL
APEX DW4MWD – GUM/DIAG. SEAM

TFP 61611 – GUMMED
TFP 61612 – SELF-SEAL

Overall Size: 5-5/8" x 9"
Top Window: 3-7/8" x 5/8"
Position: 5/8" from left
3-1/4" from bottom

Bottom Window:
3-7/8" x 11/16"
Position: 4-3/8" from left
1-1/8" from bottom

4-UP BOX LASER W-2 WINDOW ENVELOPE



APEX DW298 – GUMMED

TFP 91911 – GUMMED

Overall Size: 5-5/8" x 9"
Top Window: 3-5/8" x 5/8"
Position: 5/8" from left
3-9/16" from bottom

Bottom Window:
3-5/8" x 11/16"
Position: 4-3/8" from left
1-5/16" from bottom

1042-S SINGLE WINDOW ENVELOPE

APEX SW42 – GUMMED

TFP 21211 – GUMMED

Overall Size: 3-7/8" x 9"
Window: 15/16" x 3-9/16"
Position: 1/2" from left
3/16" from bottom

W-2G DOUBLE WINDOW ENVELOPE

APEX DWW2G – GUMMED

Overall Size: 3-7/8" x 8-7/8"
Top Window: 3-3/8" x 1-1/8"
Position: 1/2" from left
3-3/4" from bottom

Bottom Window:
3-3/8" x 1-5/8"
Position: 1/2" from left
1-11/16" from bottom

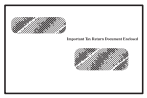
LU4 LASER UNIV. BLANK WINDOW ENVELOPE

APEX DWU4 – GUMMED

Overall Size: 5-7/8" x 9"
Top Window: 2-1/2" x 9/16"
Position: 7/8" from left
3-5/8" from bottom

Bottom Window: 2-1/2" x 9/16"
Position: 3" from left
1-7/16" from bottom

W-2C DOUBLE WINDOW ENVELOPE



APEX DWW2C – GUMMED

Overall Size: 5-5/8" x 9"
Top Window: 1-5/16" x 3-3/4"
Position: 1/2" from left
2-3/4" from bottom

Bottom Window:
7/8" x 3-11/16"
Position: 4-1/4" from left
1-7/16" from bottom

NOTE: Envelopes accommodate our pre-printed forms, when using blank forms that populate data from software output, please request samples to make sure the software output fits the window position dimensions.

APEX	TFP	ENVELOPE DESCRIPTION
N/A	31311	4-Up Box Laser W-2 Window Envelope (Gummed) – For Form: TFP (5213)
DWCL	66661	W-2 Window Envelope (Gummed) – For Standard IRS Format W-2 Continuous & Laser Forms
DWCLS	66662	W-2 Window Envelope (Self-Seal) – For Standard IRS Format W-2 Continuous & Laser Forms
DW4S	99991	4-Up Box Laser W-2 Window Envelope (Gummed) – For Forms: TFP (5205, 5205A, 5405, 5405A) & APEX (L4UP, L4UPA, L4UPAR)
DW4SS	99992	4-Up Box Laser W-2 Window Envelope (Self-Seal) – For Forms: TFP (5205, 5205A, 5405, 5405A) & APEX (L4UP, L4UPA, L4UPAR)
DW4SD	N/A	4-Up Box Laser W-2 Window Envelope (Gummed), Diagonal Seam
DW3	33331	3-Up Horizontal Laser W-2 Window Envelope (Gummed) – For Forms: TFP (5210) & APEX (L3UP)
DW3S	33332	3-Up Horizontal Laser W-2 Window Envelope (Self-Seal) – For Forms: TFP (5210) & APEX (L3UP)
DW4DN	51511	4-Up Horizontal Laser W-2 Window Envelope (Gummed) – For Forms: TFP (5218) & APEX (L4DN)
DW4DNS	51512	4-Up Horizontal Laser W-2 Window Envelope (Self-Seal) – For Forms: TFP (5218) & APEX (L4DN)
DW4DND	N/A	4-Up Horizontal Laser W-2 Window Envelope (Gummed), Diagonal Seam
DW387	44441	4-Up Horizontal Laser W-2 Window Envelope (Gummed) – For Forms: TFP (5206) & APEX (L87)
DW387S	44442	4-Up Horizontal Laser W-2 Window Envelope (Self-Seal) – For Forms: TFP (5206) & APEX (L87)
DW387D	N/A	4-Up Horizontal Laser W-2 Window Envelope (Gummed), Diagonal Seam
DW4MW	61611	4-Up Box Laser W-2 & Box Laser 1099-R Window Envelope (Gummed) – For Forms: TFP (5175, 5216) & APEX (LR4, L4UPW)
DW4MWS	61612	4-Up Box Laser W-2 & Box Laser 1099-R Window Envelope (Self-Seal) – For Forms: TFP (5175, 5216) & APEX (LR4, L4UPW)
DW4MWD	N/A	4-Up Box Laser W-2 & Box Laser 1099-R Window Envelope (Gummed), Diagonal Seam
DW298	91911	4-Up Box Laser W-2 Window Envelope (Gummed) – For Forms: TFP (5214) & APEX (L275)
SW42	21211	1042-S Single Window Envelope (Gummed)
DWW2G	N/A	W-2G Double Window Envelope (Gummed)
DWU4	N/A	Double Window Envelope For Laser Universal Blank 4-Up W-2/1099 (Gummed) – For Forms: APEX (LU4)
DWW2C	N/A	W-2C Double Window Envelope (Gummed)

ACA FORMS

Ordering ACA Forms

WHAT ARE THE AFFORDABLE CARE ACT (ACA) FORMS?

Form	What's Reported?	Who Issues?	Submit to IRS?	Recipient Copies?
1095-B Health Coverage	Which months the insured and his or her family was covered under the plan	**Insurance carrier** for employers with employer-sponsored group health plans	Insurance carrier submits: Feb. 28 paper; March 31 electronic	Yes, by March 2 Insurance carrier sends to recipients
1095-B Health Coverage	The months the insured and their family were covered under the plan	**Self-insured employers** with fewer than 50 full-time employees who provide health plans	Feb. 28 paper; March 31 electronic	Yes, by March 2
1094-B Transmittal of Health Coverage Information Returns	Summary transmittal record of 1095-Bs	Accompanies 1095-B forms when mailed to IRS	Feb. 28 paper; March 31 electronic	N/A
1095-C Employer-Provided Health Insurance Offer and Coverage	Whether or not the employer offered health coverage to employees	**Employers with 50 or more full-time employees** (Applicable Large Employers) Both insured and self-insured issue 1095-C	Feb. 28 paper; March 31 electronic	Yes, by March 2
1094-C Transmittal of Employer Provided Health Insurance Offer and Coverage Information Returns	Summary transmittal record of 1095-Cs	Accompanies 1095-Cs when mailed to IRS	Feb. 28 paper; March 31 electronic	N/A
1095-CIRSC Employer-Provided Health Insurance Offer and Coverage (Continuation Form)	Additional covered individuals	**Employers with 50 or more full-time employees** (Applicable Large Employers) Both insured and self-insured issue 1095-C	Feb. 28 paper; March 31 electronic	Yes, by March 2

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

IRS REPORTING

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

EMPLOYER FILE COPY AND REPORTING

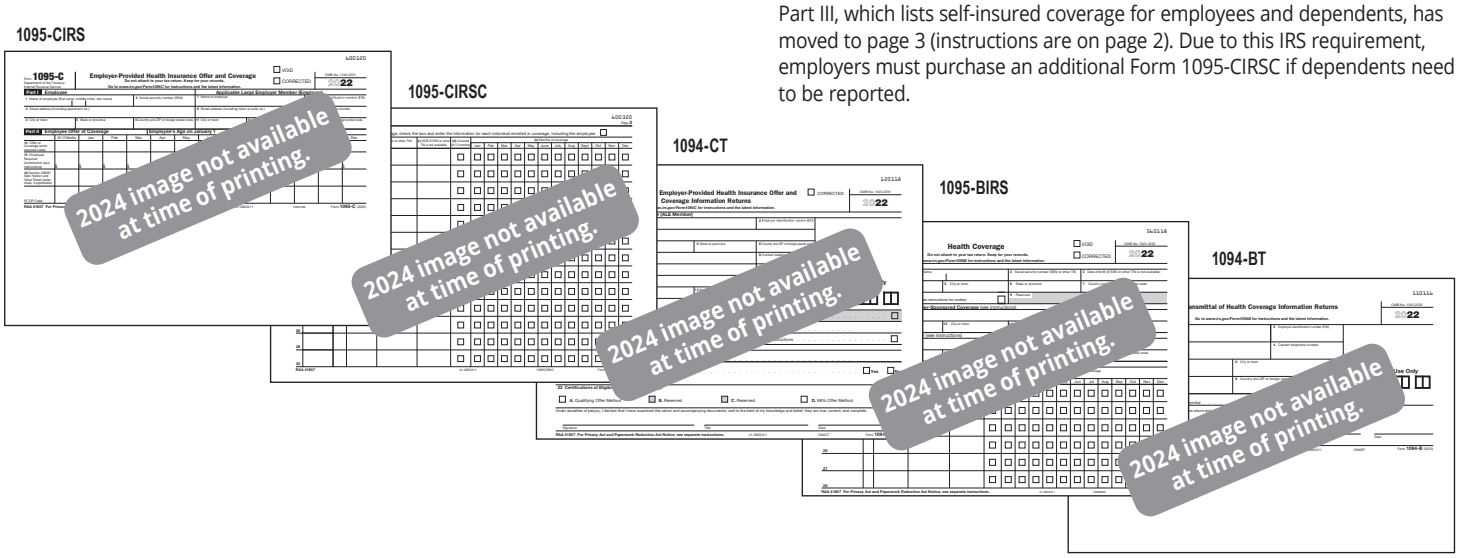
Employers must file with the IRS using the landscape format only. They are also required to keep a copy on file and provide a copy to the recipient for their records.

RECIPIENT REPORTING

Employers provide the employee/recipient the approved portrait format. These are available in pre-printed or blank form version designed to accommodate envelope 77771 or DWMR. We recommend you review software compatibility.

IRS LANDSCAPE FORMAT IS NOW TWO PAGES

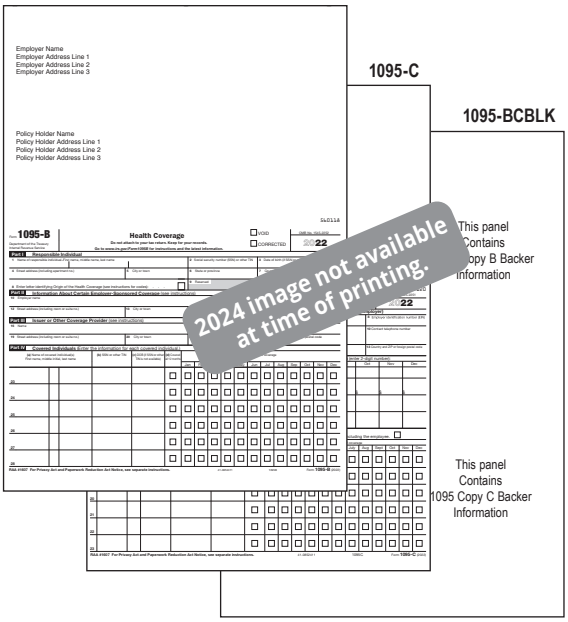
Please note that Form 1095-C (IRS landscape format) is now two pages. Part III, which lists self-insured coverage for employees and dependents, has moved to page 3 (instructions are on page 2). Due to this IRS requirement, employers must purchase an additional Form 1095-CIRSC if dependents need to be reported.



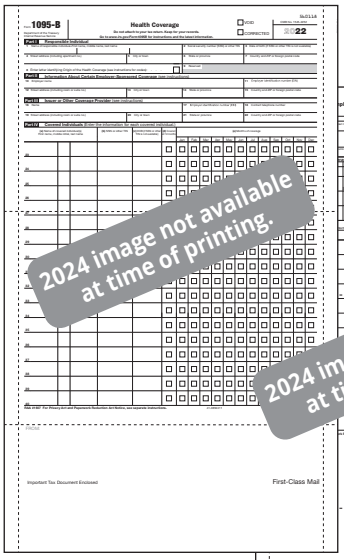
ACA PRE-PRINTED FORMS

Laser & Pressure Seal

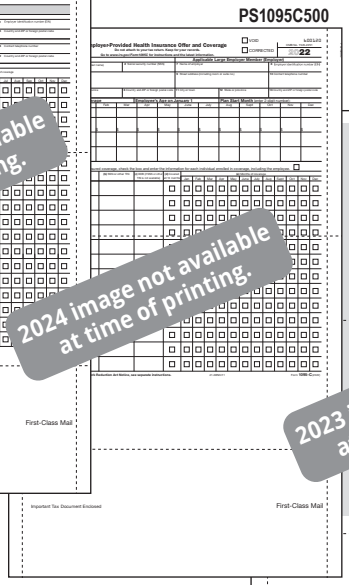
1095-B



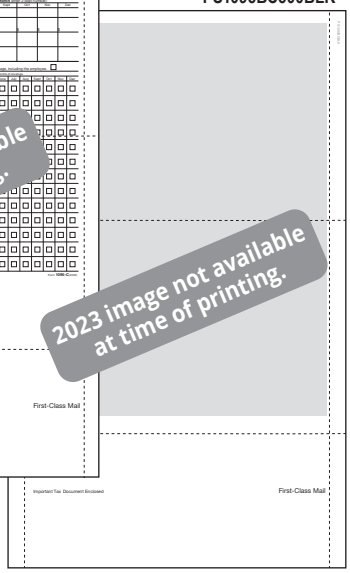
PS1095B500



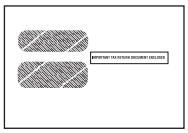
PS1095C500



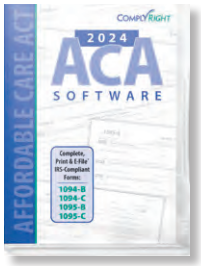
PS1095BC500BLK

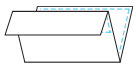


TFP 77771 or 77772



14035





Eccentric Z – Fold

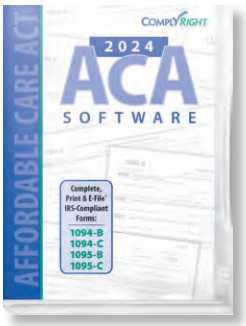
APEX - Sheets per pack		TFP - Forms per pack		
50s	**500s**	**100s**	**500s**	**FORM DESCRIPTION**
1095-B HEALTH COVERAGE				
1095B50	1095B500	1095B	1095B500	1095-B “Employee/Employer” Copy Health Coverage
N1095B50	N1095B500	N1095B	N1095B500	1095-B Health Coverage Laser Cut Sheet - Alternate Format
1095BIRS50	1095BIRS500	1095BIRS	1095BIRS500	1095-B “IRS” Copy Health Coverage
1094BT50	1094BT500	1094BT	1094BT500	1094-B Transmittal Of Health Coverage Information Returns Transmittal For Form 1095-B
N/A	PS1095B500	N/A	PS1095B500	14" Pressure Seal EZ-Fold 1095-B Employee’s Copy Health Coverage Bulk Pack
N/A	N/A	PSN1095B	N/A	Pressure Seal 1095-B Health Coverage Pressure Seal - Alternate Format
1095-B CONTINUATION				
1095BC50	#N/A	1095BC	#N/A	1095-B Continuation “Employee/Employer” Copy Health Coverage
1095BIRSC50	#N/A	1095BIRSC	#N/A	1095-B “IRS” Continuation Copy Health Coverage
1095-C EMPLOYER PROVIDED HEALTH INSURANCE OFFER & COVERAGE				
1095C50	1095C500	N/A	1095C500	1095-C “Employee/Employer” Copy Employer-Provided Health Insurance Offer And Coverage
N1095C50	N1095C500	N1095C	N1095C500	1095-C Employer-Provided Health Insurance Offer and Coverage Laser Cut Sheet - Alternate Format
1095CIRS50	N/A	N/A	1095CIRS500	1095-C “IRS” Copy Employer-Provided Health Insurance Offer And Coverage
1094CT50	1094CT500	1094CT	1094CT500	1094-C Transmittal Of Employer-Provided Health Insurance Offer And Coverage Information Returns For Form 1095C-3 Page Form
N/A	PS1095C500	#N/A	PS1095C500	14" Pressure Seal EZ-Fold 1095-C Employee’s Copy Employer Health Insurance Offer And Coverage Bulk Pack
1095-C CONTINUATION				
1095CC50	N/A	1095CC	#N/A	Form 1095-C Continuation “Employee/Employer” Copy Employer-Provided Health Insurance Offer And Coverage
1095CIRSC50	N/A	1095CIRSC	#N/A	Form 1095-C “IRS” Continuation Copy Employer-Provided Health Insurance Offer And Coverage
N/A	N/A	PSN1095C	#NA	Pressure Seal 1095-C Employer-Provided Health Insurance Offer and Coverage - Alternate Format
1095-B OR C BLANK				
1095BCBLK50	1095BCBLK500	#N/A	1095BCBLK500	1095-B And/Or 1095-C Blank W/Printed Backer Instructions
N/A	PS1095BC500BLK	#N/A	PS1095BC500BLK	14" Pressure Seal EZ-Fold 1095-B and/or 1095-C Blank w/Printed Backer Instructions Bulk Pack
SOFTWARE & CD				
14035	2024 ACA Software Includes ACA Forms & Transmittals; Can Create, Print And E-File Forms Through the Software. Allows You To Output Data On The Pre-Printed Vertical Format Forms.			

TAX REPORTING SOFTWARE

TaxRight, LaserLink & ACA

Title: **TaxRight 20.24**
Description: **Windows CD-ROM**
Item Number: **11014**

Title: **LASERLINK 20.24**
Description: **Windows CD-ROM**
Item Number: **12034**



Title: **ACA 20.24**
Description: **Windows CD-ROM**
Item Number: **14035**

ComplyRight's tax software assists businesses of all sizes in complying with IRS form regulations. Our Windows-based software is reliable and user-friendly, guiding you step-by-step through the filing process. With e-file capabilities, filing with the IRS and SSA is quicker and easier than ever.

- TaxRight offers the 11 most commonly filed forms (1099-MISC, DIV, INT, B, C, R, S, 1098, 1098-T, W-2) plus the 1096 and W-3 transmittals.
- ACA software offers the 1095-B, 1095-C, 1094-B and 1094-C. Transmittals filing available for an additional fee.

System Requirements: Windows 10 and up. 2GHz processor or higher, 4GB RAM or higher (8GB for e-filing), 250MB of disk space, CD-ROM Drive, Display optimized for 1920x1080 screen resolution or higher. Internet access for updates and e-filing process. Works with most Windows compatible printers (laser printers are recommended). Admin rights required.

COMPATIBLE FORMS

FORM	PRE-PRINTED	BLANK FORMS
1094-B	1094BT	
1094-C	1094CT	
1095-B	1095BIRS, 1095B, 1095BC	1095BCBLK
1095-C	1095CIRS, 1095C, 1095CC	1095BCBLK
*1096	5100	
*1098	5150, 5151, 5152	5174
1098-E	5185, 5186	5174
*1098-T	5180, 5181	5174
1099-A	5146, 5147, 5148	5174
*1099-B	5153, 5154, 5155	5144, 5174
*1099-C	5137, 5138, 5139	5174
*1099-DIV	5130, 5131, 5132	5144, 5174
1099-G	5156, 5157, 5158	5174
*1099-INT	5120, 5121, 5122	5174
*1099-MISC	5110, 5111, 5112	5144, 5174
1099-NEC	NEC5110, NEC5111, NEC5112	NEC5108, NEC5159, NEC5173
1099-PATR	5166, 5167, 5168	5174
*1099-R	5140, 5141, 5142, 5143	5144
*1099-S	5160, 5161, 5162	5174
5498	5170, 5171, 5172	5144
*W-2	5201, 5202, 5203, 5204, 5205, 5210, 5218	5207, 5208 5209, 5222
W-2C	5313, 5314, 5315, 5316	
W-2G	5230, 5231, 5232, 5233	5144
*W-3	5200	
W-3C	5309	5211
BONUS LASER SETS WITH ENVELOPES		
W-2	5645E, 5650E, 5655E	
1099-MISC	6102E, 6103E	
1099-NEC	NEC6102E, NEC6103E	
CONVENIENCE LASER SETS		
W-2	5645, 5650, 5655	5746
W-2C	5317, 5318	
1099-MISC	6103, 6105	6174
1099-NEC	NEC6102, NEC6103, NEC6105	NEC6174
1099-INT	6104, 6106	
1099-DIV	6107	
1099-R	5644, 5646	

* Forms available in TaxRight 20.24, LaserLink 20.24

E-filing for the following forms is available through the software for an additional fee per form.

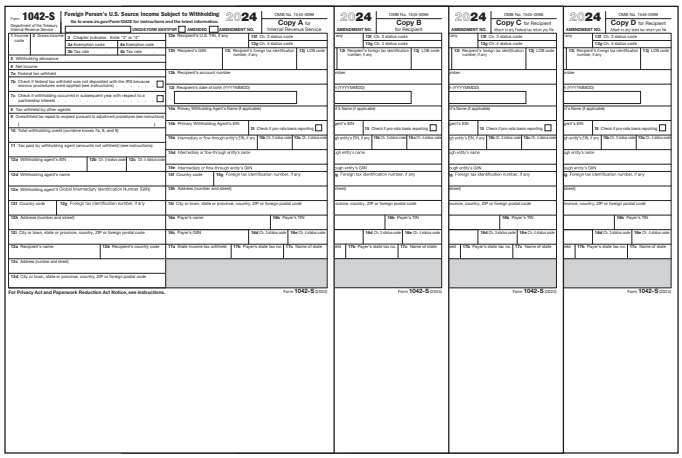
1099-MISC	1099-NEC	W-2	1099-DIV	1099-INT
1099-B	1099-C	1098	1098-T	1099-R
1099-S	1095-B	1095-C		

MISCELLANEOUS FORMS

1042-S, W-2G & I-9

1042-S LASER

APEX L42A24 – TFP 532024



1042-S

Used to report all income and/or tax withheld for non-resident aliens and foreign corporations with United States income. (However, resident aliens are treated the same as U.S. citizens; thus a regular W-2 Form may be used for reporting. If in doubt whether employee qualifies as a resident or non-resident, check with local IRS offices.)

Only available in Laser format.

Required Envelope: APEX: SW42 TFP: 21211

Order by year: 2024 = 24 2025 = 25

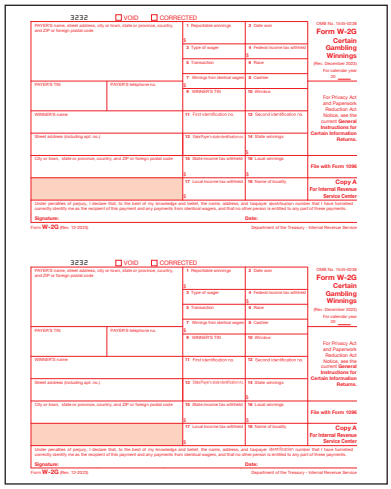
To IRS/SSA and to Recipient Paper Filing due date: March 15

1042-S FOREIGN PERSON'S U.S. SOURCE INCOME SUBJECT TO WITHHOLDING

APEX		TFP		
LASER FORMS				
2024	**2025**	**2024**	**2025**	
L42A24	L42A25	532024	532025	Laser 1042-S Copy A
L42B24	L42B25	532124	532125	Laser 1042-S Copy B
L42C24	L42C25	532224	532225	Laser 1042-S Copy C
L42D24	L42D25	532324	532325	Laser 1042-S Copy D

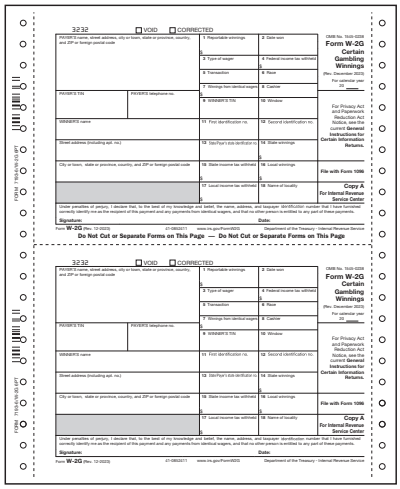
W-2G LASER

APEX LW2GA – TFP 5230



W-2G CONTINUOUS – DATELESS

TFP 71936



W-2G

Used to report gambling winnings and any Federal income tax withheld on those winnings. The requirements for reporting and withholding depend on the type of gambling, the amount of the gambling winnings and the ratio of the winnings to the wager. The types of gambling are grouped as follows: 1. Horse racing, dog racing, jai alai and Other Wagering Transactions, 2. Sweepstakes, Wagering Pools and Lotteries, 3. Bingo, keno and slot machines. Due to recent IRS changes, we only offer dateless forms, available in both laser and continuous formats.

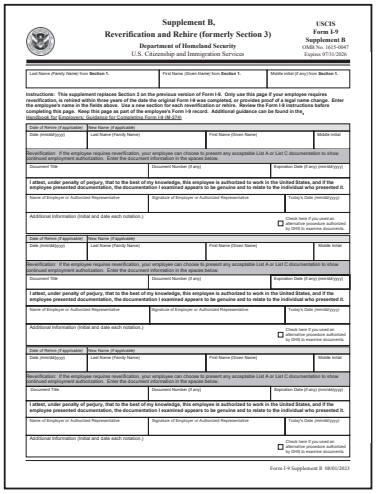
Required Envelope: DWW2G

W-2G CERTAIN GAMBLING WINNINGS

APEX	TFP	
LASER FORMS		
LW2GA	5230	Laser W2-G Copy A
LW2GB	5231	Laser W2-G Copy B
LW2GC	5232	Laser W2-G Copy 2 and/or C
LW2GD	5233	Laser W2-G Copy D
CONTINUOUS FORMS		
N/A	71936	W2-G 6-Part 1-Wide Continuous Dateless

I-9

APEX I-9 – TFP 10251



MISCELLANEOUS FORMS

APEX	TFP	DESCRIPTION
I-9	10251	I-9 – 1 Page Equals 1 Form (20 SHEETS PER FORM/50 PER PACK)

I-9 EMPLOYMENT ELIGIBILITY VERIFICATION

The Department of Homeland Security requires employers to use this form to verify that every new employee (both citizens and non-citizens) hired after November 6, 1986, is authorized to work in the United States. The form must be completed by both the employer and the employee at the time of hire, which is the actual start of employment.

SOFTWARE-COMPATIBLE ENVELOPES AND FOLDERS

A

B

C

D

E

F

NEW: IMPRINTED OPTIONS AVAILABLE!

For Use with Ultra Tax by Creative Solutions®, ATX, 1040™ and Max®

- Windows align with software cover sheets
- Envelopes are 9½" x 12" and open on 9½" side
- Folders are 8¾" x 11¼", 80# paper with a 7/16" score and include pocket on right with business card slots

A. Offset Window First Class Mail Envelope

Moisture Seal	#PRK37
Peel & Seal	#PEQ43

B. Landscape Envelope for Ultra Tax Only

Available in single and double window

Double Window, Moisture Seal	#PEY51
Double Window, Peel & Seal	#PER44

C. Single-Window First Class Mail Envelope

Moisture Seal	#PEL38

D. First Class Mail

Moisture Seal	#PET46
Peel & Seal	#PEO41

E. Standard Window Folder

Midnight Blue

Blank	#FMB32
Imprinted	#FMB32I

Burgundy

Blank	#FBU11
Imprinted	#FBU11I

Emerald Green

Blank	#FG04
Imprinted	#FG04I

F. Offset Window Folder

Offset window positions

Midnight Blue

Blank	#FMB03
Imprinted	#FMB03I

SOFTWARE-COMPATIBLE ENVELOPES AND FOLDERS

For Use with CCH® ProSystem® fx

- Windows align with software cover sheets
- Envelopes include Peel & Seal that open on the short side
- Folders are 8½" x 11¼" premium 88# paper with a ⅛" score and include pocket on right with business card slots

A. Offset Window Folder

Blue

Blank	#FB01
Imprinted	#FB01I

B. First Class Envelope 9⅝" x 1⅛"

Peel & Seal	#PEV48

A

B

GreatTax™, Drake® TaxWise® and TaxWorks™

- Envelopes open on the short side
- Windows align with software cover sheets

C. Tax Return Envelope 9½" x 11½"
Confidential (Landscape)

Moisture Seal	#PEM13
Peel & Seal	#PEV22

D. Tax Return Envelope 9½" x 11½"

Portrait Moisture Seal	#PEZ52

C

D

Envelopes for Lacerte and ProSeries® by Intuit®

Software-Compatible Envelopes

- Windows align with software cover sheets
- Envelopes are 9½" x 11½" and open on the short side

A. Portrait Double Window

Moisture Seal	#PEL12
Peel & Seal	#PEU21

B. Landscape Small Double Window

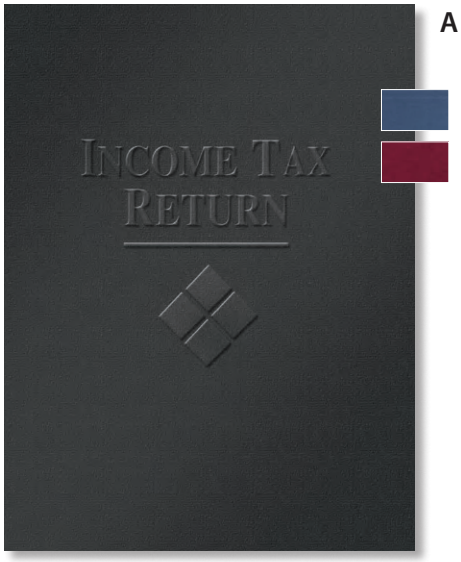
Moisture Seal	#PEP16

A

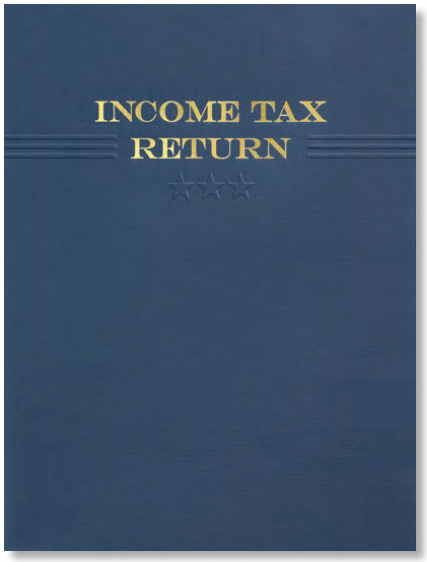
B

NEW: IMPRINTED OPTIONS AVAILABLE!

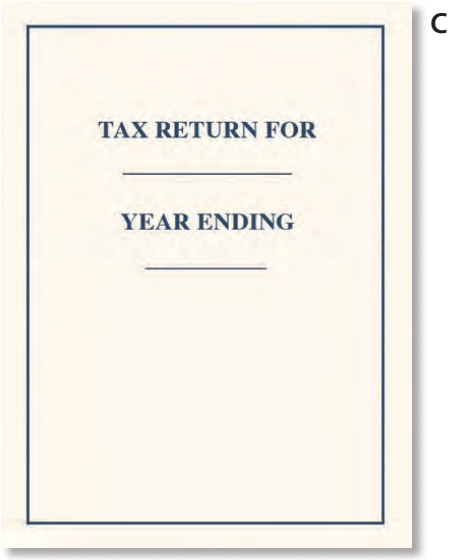
STANDARD TAX RETURN FOLDERS



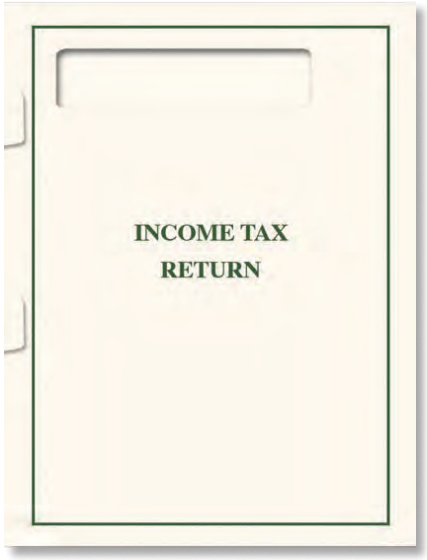
A



B



C



D

Simple Folders Available with Pockets, Side-Staple Tabs, Top-Staple Tabs or as Plain Folders with No Pockets or Tabs

Embossed Tax Return Folders

- 4" pockets on both sides
- 80# linen finish
- Right-side pocket has slots for your business card

A. 9" x 12" Embossed Folder with Expanding Pocket

Folder has pocket on right that expands to hold returns up to 3/8" thick. Left pocket has slots for your business card.

Midnight Blue

Blank	#FMB44
Imprinted	#FMB44I

Black

Blank	#FBK05
Imprinted	#FBK05I

Burgundy

Blank	#FBU55
Imprinted	#FBU55I

B. Three Star Income Tax Return Folder

Navy

Blank	#EFS10NV
Imprinted	#EFS10NVI

C. Two-Pocket Tax Return Folders

9" x 12" folder with two 4" pockets.
Business card slots on right pocket

Smooth cream with blue print	#FC07

D. 1040 Window Folder

Window shows client name and address when used with the official or preparer 1040 forms. 8¾" x 11¼" folder on 80# Ivory cover stock with green print. Features side-staple tabs and 4" right pocket with business card slots.

Official Window

Blank	#SFOFW
No Window	#SFS03

DESIGNER TAX RETURN FOLDERS

Impress with Premium Pocket Folders

- Folders are 9" x 12" with two 4" pockets
- Includes business card slots

A. Gold Standard Income Tax Return Folder

	#GSF10

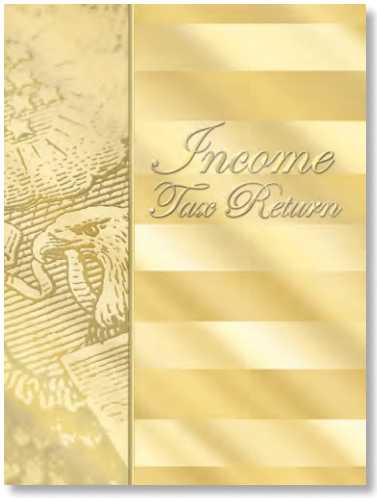
B. Premier Pocket Folder

Blue	#FFB19
Burgundy	#FFBU29
Green	#FFL09

ALSO Available!

Expandable Pocket Green	#FEG02

A



B

ALSO Available!

Expandable Pocket Green

TAX ENVELOPES

Simple Envelope Lists Year, Client and Preparer

- 9" x 12" envelope
- Opens at top
- Order as few as 50 envelopes

Tax Record Envelope

Moisture Seal	#PEI09

TAX REPORT FOLDERS

Make a Statement with Report Folders

- 8¾" x 11¼" folders
- Printed on 80# linen stock
- Sized to fit in files with no pockets
- Order as few as 50 folders

A. Single-Window Folder

Light Blue #CLB22

B. Client Copy Tax Return Folders

Classic design is available in two formats: a no-pocket folder with side-staple and a no-pocket folder with no staple tabs.

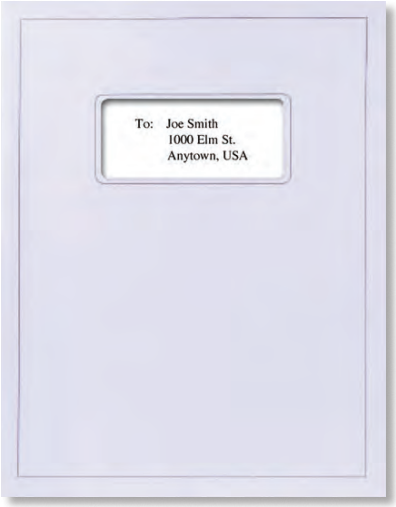
Client Copy Folder with Side-Staple Tabs

No pockets – 8⅝" x 11¼", Double ¼" score
White #SCW01

Client Copy Folder with No Staple Tabs

No pockets –
8¾" x 11¼"
White #SW06

A



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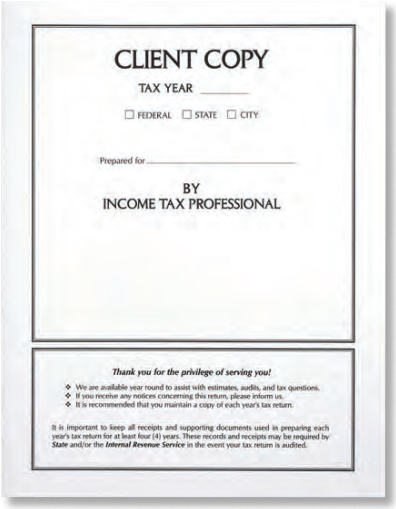


FIRST CLASS MAIL ENVELOPES

Our Collection of First Class Mail Envelopes Offers a Wide Variety of Options for Mailing to Your Clients

- Moisture seal and peel & seal styles
- Landscape and portrait formats in various sizes
- Double and single window formats

A. Portrait-Style Double Window

Moisture seal opens on top

9½" x 11½"	#PEO15

B. Double Window 10" x 13"

Moisture Seal	#PEA01
Peel & Seal	#PEB02

C. First Class Mail Envelope

Moisture Seal

9½" x 12"	#PES45

TAX RETURN AND GENERAL PURPOSE ENVELOPES

Multifunctional Envelopes for Tax Returns or Any Report

- Window displays the taxpayer name and address from the 1040, 1040-A and 1040-EZ
- Envelopes are 9½" x 11½" and are available as moisture seal or peel & seal and open on the top
- Security tint and cellophane window keep information confidential

A. Income Tax Return Envelope

Peel & Seal	#PEA27

B. Priority Envelope

Peel & Seal	#PES19

C. Stars and Bars Envelope

Moisture Seal	#PEX24

D. Flag and Capitol Envelope

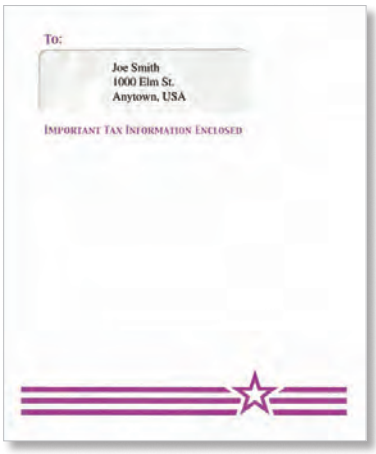
Moisture Seal	#PEB28

E. First Class Envelope

Peel & Seal	#PEC29

A

B



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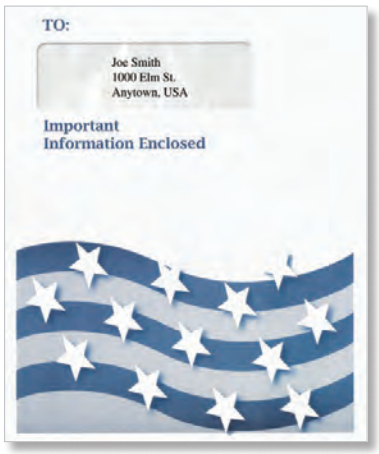

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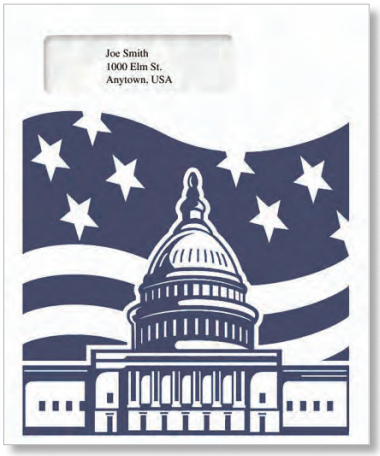
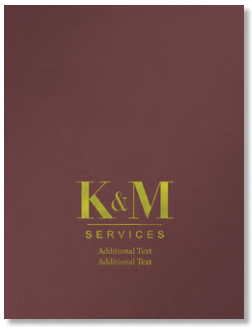


E

SPECIALTY AND REPORT COVER PRESENTATION FOLDERS

A



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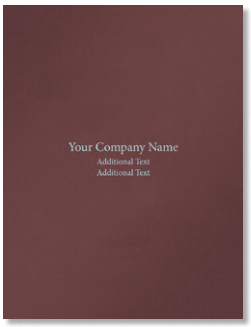
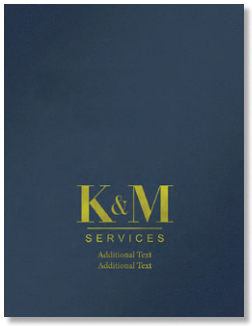


C

D

E



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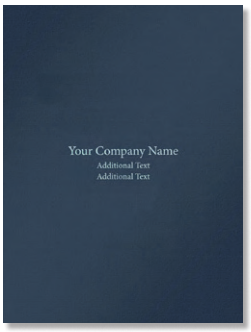
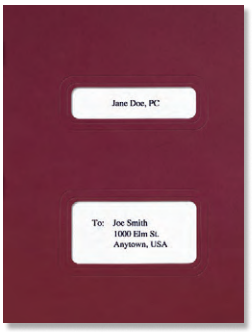


G

H

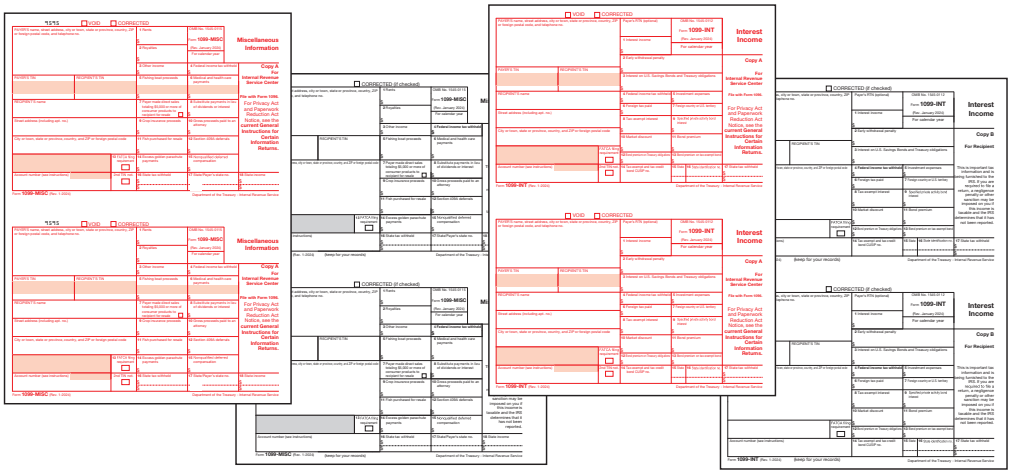
I



J

A. 80# Burgundy Linen LH Pocket Specialty Folder with FL Tab Folder Presentation Folder	Blank Imprinted	#PBF24 #PBF24I
B. 80# Burgundy Linen Two-Piece Report Cover Folder Presentation Folder	Blank Imprinted	#PBR24 #PBR24I
C. 80# Burgundy Linen Two-Piece Report Cover with Window Folder Presentation Folder	Blank Imprinted	#PBW24 #PBW24I
D. 80# Burgundy Linen Side-Staples Tabs Report Cover Folder Presentation Folder	Blank Imprinted	#PBSS24 #PBSS24I
E. 80# Navy Linen LH Pocket Specialty Folder with FL Tab Folder Presentation Folder	Blank Imprinted	#PNBF8 #PNBF8I
F. 80# Navy Linen Two-Piece Report Cover Folder Presentation Folder	Blank Imprinted	#PNR22 #PNR22I
G. 80# Navy Linen Two-Piece Report Cover with Window Folder Presentation Folder	Blank Imprinted	#PNW22 #PNW22I
H. 80# Navy Linen Side-Staples Tabs Report Cover Folder Presentation Folder	Blank Imprinted	#PNSS2 #PNSS2I
I. Burgundy Side-Staple Folder with pocket, Double Window	Blank Imprinted	#SFBU06 #SFBU06I
J. Midnight Blue Side-Staple Folder with pocket, Double Window	Blank Imprinted	#SFMB02 #SFMB02I

INFORMATION FOR ORDERING 1099 FORMS



OUR BASIC 1099-MISC FORMAT

Form 1099-MISC is one of the most common variants of Form 1099, used to report miscellaneous income. There are three parts to the 1099-MISC: Federal Copy A, Recipient Copy B and Payer Copy C and/or State Copy. All copies (A, B and C) are printed separately and must be collated. Each sheet of our basic 1099-MISC form contains information for two recipients. Forms are available in packages of 50 (8-1/2" x 11") sheets, yielding 100 individual 1099 forms. Bulk packages of 500 sheets, yielding 1,000 forms, are also available.

1099-MISC BLANK FORMS FOR YOUR SOFTWARE

Blank forms are available with or without Copy B backer information pre-printed. Blank forms are also available with multiple backers and can be used for various 1099 forms (i.e. 1099-DIV, 1099-INT, 1099-R). You can choose from a 2-Up format with or without stub.

PACKAGED SETS

Our packaged sets offer everything you need in one convenient package for 25 to 50 recipients or 20 to 100 recipients. These sets contain all the forms required to process information as mandated by your reporting agency. The type of laser form needed depends on your software. If your software only prints the variable data on the forms, you will need pre-printed forms. If your software includes laser form files that print complete 1099 form copies, you will need blank perforated paper. Forms are available in packages of 50 (8-1/2" x 11") sheets, yielding 100 individual 1099 forms. Bulk packages of 500 sheets, yielding 1,000 forms, are also available.

PARTS DESCRIPTION 1099 & 1098 FORMS

1099-R

	PAYER'S COPIES
Copy A	For Internal Revenue Service
Copy 1	For State, City or Local Tax Dept.
Copy B	For Recipient to file with IRS
Copy C	For Recipient's Records
Copy 2	For Recipient to file with State, City or Local Tax Dept.

1098

	PAYER'S COPIES
Copy A	For Internal Revenue Service
State/Copy 1	For State Copy
Copy C	For Recipient/Lender's Records
	RECIPIENT'S COPY
Copy B	For Payer/Borrower/Student

1099

	PAYER'S COPIES
Copy A	For Internal Revenue Service
State/Copy 1	For State Copy
	RECIPIENT'S COPIES
Copy B	Transferor, Debtor, Recipient or Borrower
Copy 2	For Recipient to file with State

5498

	PAYER'S COPIES
Copy A	For Internal Revenue Service
Copy C	For Trustee or Issuer
	PARTICIPANT'S COPY
Copy B	For Participant

INFORMATION FOR ORDERING 1099 FORMS

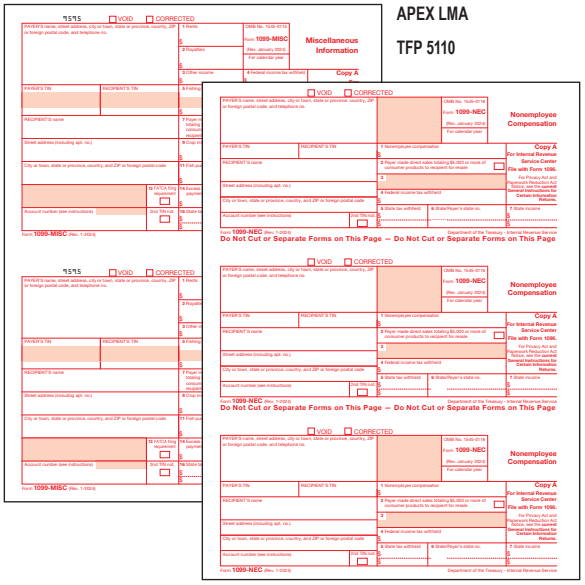
How Many Forms Do I Need?

THE FOLLOWING IS ONE EXAMPLE OF HOW TO PURCHASE
2-UP 1099 LASER FORMS

IF YOU REQUIRE THE EQUIVALENT OF 100 – 4-Part 1099-MISC forms, you would order:

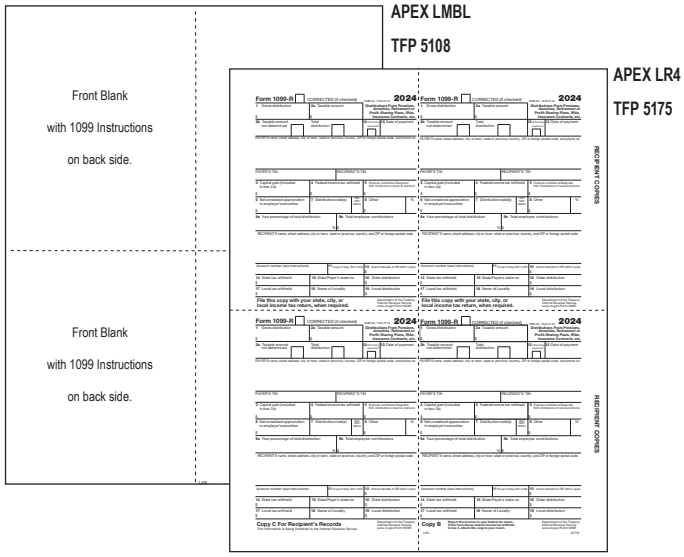
100 – 5110/ LMA (Federal Copy A)
100 – 5111/ LMB (Recipient Copy B)
200 – 5112 (State and/or File Copy)

WHAT FORMATS ARE AVAILABLE?



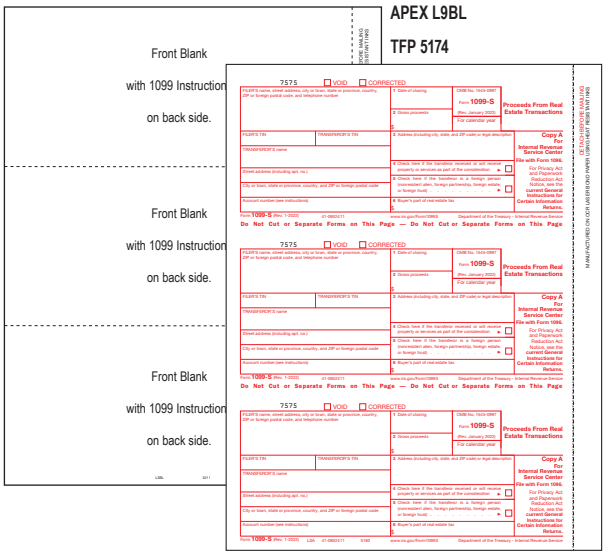
APEX LMA
TFP 5110

APEX NECLMA
TFP NEC5110



APEX LMBL
TFP 5108

APEX LR4
TFP 5175



APEX L9BL
TFP 5174

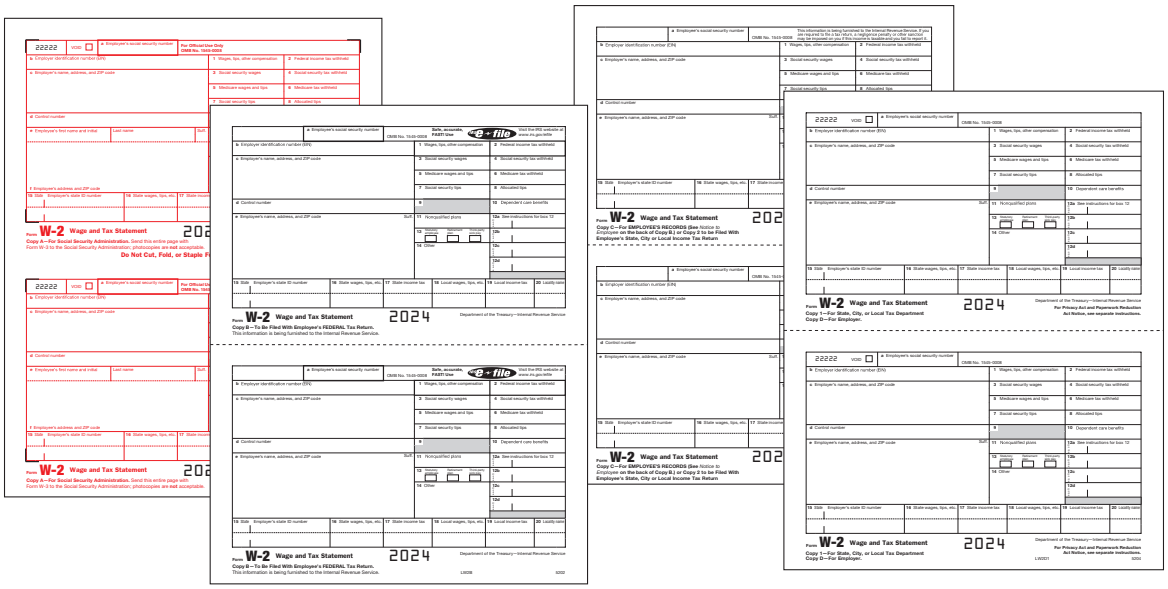
APEX LSA
TFP 5160

2-UP
Each sheet contains information for two recipients. All copies are printed separately and the employee copies must be collated for envelope insertion. Forms are sold in packages of 50 (8-1/2" x 11") sheets yielding 100 individual 1099 forms. Bulk packages of 500 sheets yielding 1,000 forms are available.

4-UP BOX
4-Up forms are available for Recipient and State/File copies in pre-printed and blank formats. Pre-printed forms are grouped by the required envelope they use.

3-UP HORIZONTAL
Available as a pre-printed form or as a blank form with perforations and backer copy. Provides Employee Copy B, 2 and 1 with one employee per page. 100 forms per package. Also available in bulk packages of 500 forms.

INFORMATION FOR ORDERING W-2 FORMS



PARTS DESCRIPTION
W-2 FORM

EMPLOYER'S COPIES

Copy A For Social Security Administration

Copy 1 For State, City or Local Tax Department

Copy D For Employer's Records

EMPLOYEE'S COPIES

Copy B To be filed with Employee's Federal Tax Return

Copy C For Employee's Records

Copy 2 To be filed with Employee's State, City or Local Income Tax Return

GUIDE TO W-2 INFORMATION RETURNS

				Due Date	
Form	**Title**	**What to Report**	**Amounts to Report**	**To IRS/SSA**	**To Recipient** (unless indicated otherwise)
W-2	Wages 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	Jan. 31 for paper and e-filing	Jan. 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 for paper and Mar. 31 for e-filing	Jan. 31

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

INFORMATION FOR ORDERING W-2 FORMS

ALL FORMS HAVE BEEN OFFICIALLY APPROVED

We collaborate closely with government agencies to provide the most comprehensive and compliant range of forms in the industry today. All our forms adhere to stringent IRS and SSA printing standards to meet their OCR (Optical Character Recognition) requirements. We regularly update our forms and incorporate any necessary changes, ensuring compliance with federal, state and city tax agencies' standards.

OUR BASIC W-2 FORM IRS FORMAT

Each sheet contains information for two employees. All copies are printed separately, and the employee copies must be collated for envelope insertion. Forms are sold as packages of 50 (8-1/2" x 11") sheets yielding 100 individual W-2 forms. Bulk packages of 500 sheets yielding 1,000 forms are available.

W-2 BLANK FORMS FOR YOUR SOFTWARE

Blank forms are available for use with software and feature perforations depending on how your software outputs the data. Blank forms are available with or without Copy B, Copy C and Copy 2 backer information.

PACKAGED SET & KITS

Our packaged sets provide everything you need for 25 to 50 employees or 20 to 100 employees, including self-seal envelopes for added convenience. Available in laser forms, they're compatible with your software specifications. If your software only prints variable data, opt for pre-printed forms. If it prints complete forms, choose blank perforated forms. Remember: Federal Copy A of all W-2 and 1099 forms must be completed on pre-printed forms with scannable red ink.

LASER FORMS

Our laser forms, available in 8.5" x 11" sheets, come in pre-printed or blank formats to suit most software programs. Compliant with IRS specifications, these 20# white bond papers are offered in standard and bulk packages as detailed in our catalog. They are compatible with both traditional laser and inkjet printers commonly found in business and home offices.

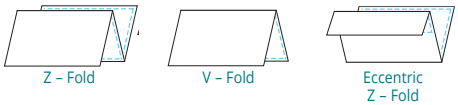
PRESSURE-SEAL TAX FORMS

Self-mailing forms are increasingly popular for their one-piece mailing convenience and built-in security with a sealed form. Printed on 28# white ledger bond paper with heat-resistant inks, these forms feature adhesive around the edges. When run through a sealing machine, minuscule glue capsules burst, creating a secure bond, thus forming the self-mailer. Each package contains 500 forms.

PRESSURE-SEAL FORMS: HOW ARE THEY USED?

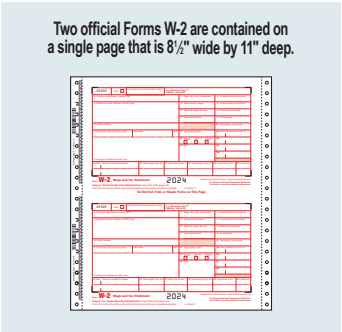
Pressure-seal forms provide enhanced security and are favored by a diverse range of customers. These forms feature adhesive strips that, when pressed together, create a self-mailer, eliminating the need for separate envelopes. While specialized sealing equipment is required, the efficiency gained often justifies the investment. We offer a comprehensive range of stock pressure-seal tax forms and can provide quotes for custom jobs..

We offer these in a Z-Fold, V-Fold and Eccentric Z-Fold



CONTINUOUS FORMS

Continuous forms are compatible with traditional pin-feed printers, also known as high impact, dot matrixand pin feed printers. We offer various constructions to ensure clearer print quality. Twin sets include two 3-Part or 4-Part sets collated to separate the employer's and employee's forms. Our forms adhere to the official



IRS format, ensuring compatibility with the majority of software programs. If unsure, request samples. Note that electronic submission is mandatory for filing 10 or more forms. Employers electronically filing wage information to the SSA only require forms for employees and possibly their State and/or File copies. We offer various combinations in 1-wide, carbonless non-mailer format. Simply order the required number of forms.

E-FILE AND SECURE PRINT AND MAIL CENTER

With the IRS mandating electronic filing for organizations submitting 10 or more tax information returns annually, the market for paper tax forms is diminishing. For this reason, businesses are increasingly choosing to outsource the processing of 1099, W-2 and ACA forms. This is an opportune time to take advantage of our dedicated print, mail and e-file services for high-volume filing.

INFORMATION FOR ORDERING W-2 FORMS

How Many Forms Do I Need?

THE FOLLOWING IS ONE EXAMPLE OF HOW TO PURCHASE
2-UP W-2 LASER FORMS

IF YOU REQUIRE THE EQUIVALENT OF 100 – 6-part W-2 forms, you would order:

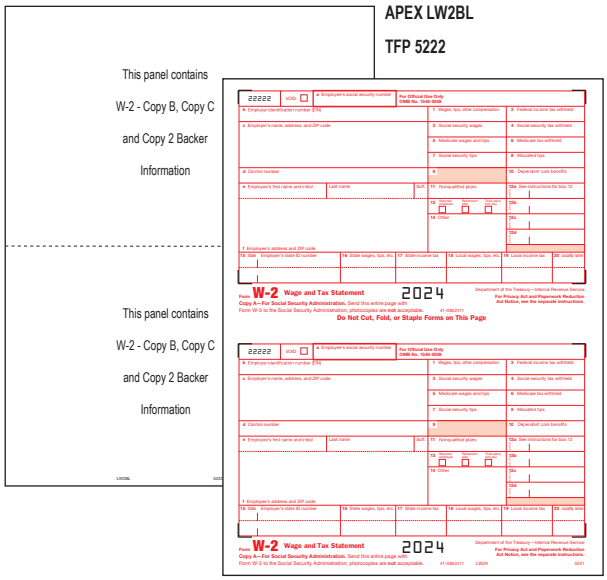
100 – 5201/ LW2A (Copy A)
100 – 5202/ LW2B (Copy B)
200 – 5203/ LW2CLW22 (Copy 2 and/or Copy C)
200 – 5204/ LW2D1 (Copy D and/or Copy 1)

THE FOLLOWING IS ONE EXAMPLE OF HOW TO PURCHASE
4-UP W-2 LASER FORMS

IF YOU REQUIRE THE EQUIVALENT OF 100 – 6-part W-2 forms, you would order:

100 – 5201/ LW2A (Copy A)
100 – 5205/ L4UP (Copy B, C, 2 or Extra Copy)
200 – 5204/ LW2D1 (Copy D and/or Copy 1)

WHAT FORMATS ARE AVAILABLE?

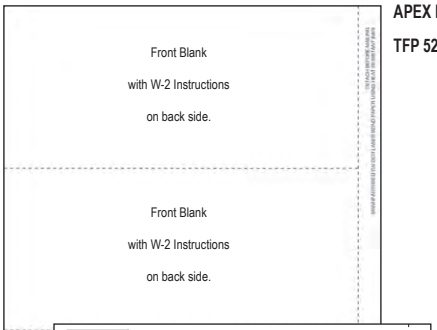


APEX LW2BL
TFP 5222

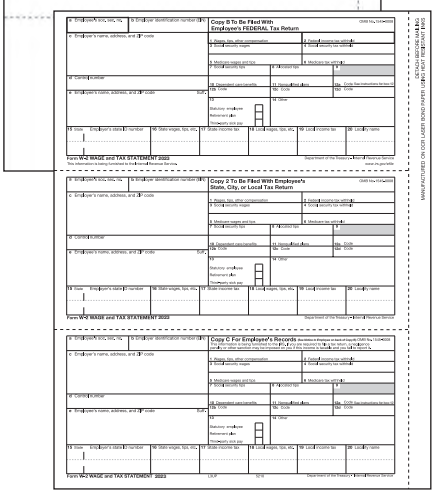
APEX LW2A
TFP 5201

2-UP

Each sheet contains information for two employees. All copies are printed separately, and the employee copies must be collated for envelope insertion. Forms are sold as packages of 50 (8-1/2" x 11") sheets yielding 100 individual W-2 Form. Bulk packages of 500 sheets yielding 1,000 forms are available.



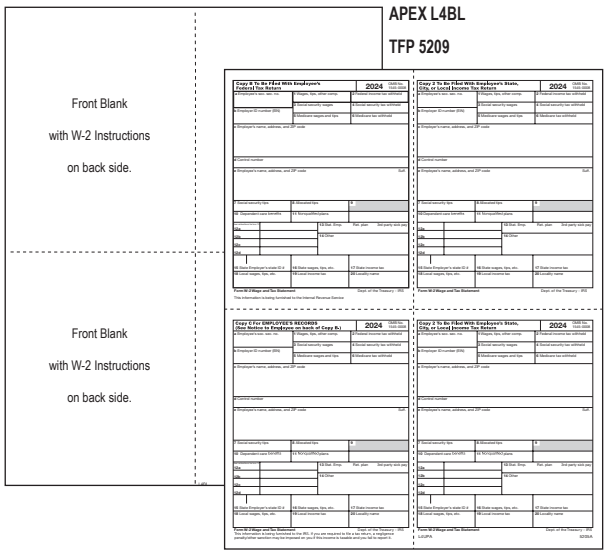
APEX L3BL
TFP 5211



APEX L3UP
TFP 5210

3-UP HORIZONTAL

Available as a pre-printed form or as a blank form with perforations and backer copy. Provides employee Copy B, 2 and C with one employee per page. 100 forms per package. Also available in bulk packages of 500 forms.



APEX L4BL
TFP 5209

APEX L4UP
TFP 5205

4-UP BOX

4-Up forms are available for employee copies (one employee per page) and employer copies in pre-printed and blank formats. Pre-printed forms are grouped by required envelope they use.

STATE FILING REQUIREMENTS

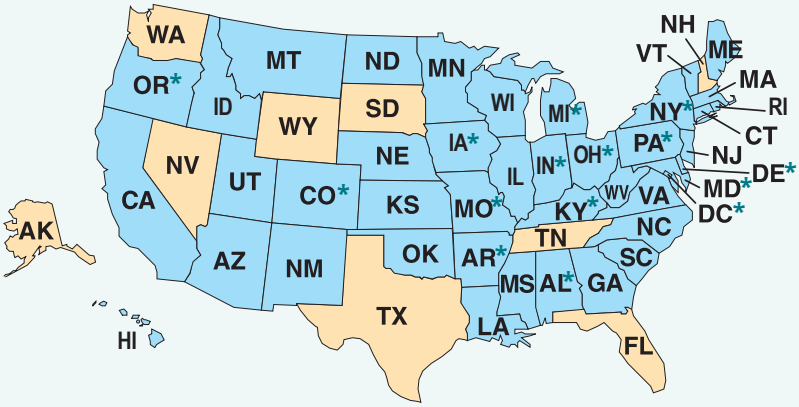
1099 & W-2 Forms

State W-2 Part Requirements:

6-Part States*

*May need to add additional parts for city withholding tax

4-Part States



W-2 AND 1099 PART REQUIREMENTS

	W-2	1099		W-2	1099		W-2	1099		W-2	1099		W-2	1099		W-2	1099		W-2	1099
Alabama*	6	4	Dist. of Columbia*	6	4	Kansas*	6	4	Mississippi	6	4	New York*	6	4	Rhode Island	6	3	Washington	4	3
Alaska	4	3	Florida	4	3	Kentucky*	6	3	Missouri*	6	4	New York City	6	4	South Carolina	6	4	West Virginia	6	3
Arizona	6	4	Georgia	6	4	Louisiana	6	4	Montana	6	4	North Carolina	6	4	South Dakota	4	3	Wisconsin	6	4
Arkansas	6	4	Hawaii	6	4	Maine	6	3	Nebraska	6	3	North Dakota	6	4	Tennessee	4	3	Wyoming	4	3
California	6	4	Idaho	6	4	Maryland*	6	3	Nevada	4	3	Ohio*	6	3	Texas	4	3			
Colorado*	6	3	Illinois	6	3	Massachusetts	6	4	New Hampshire	4	3	Oklahoma	6	4	Utah	6	4			
Connecticut	6	4	Indiana*	6	4	Michigan*	6	3	New Jersey	6	3	Oregon*	6	4	Vermont	6	3			
Delaware*	6	4	Iowa*	6	4	Minnesota	6	4	New Mexico	6	3	Pennsylvania*	6	4	Virginia	6	4			

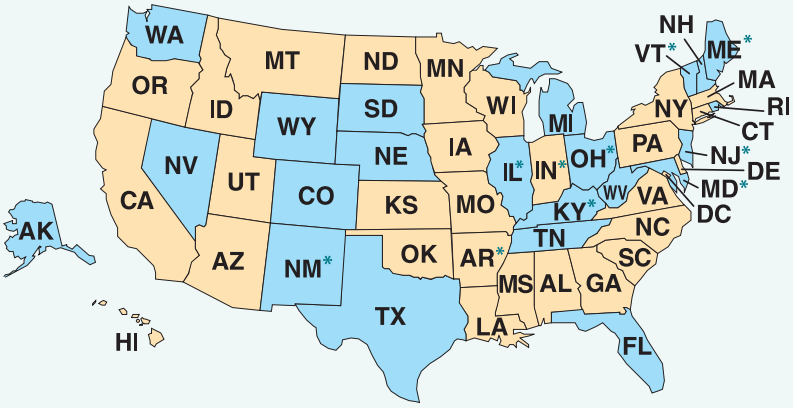
*Certain cities in Alabama, Colorado, D.C., Delaware, Indiana, Iowa, Kansas, Kentucky, Maryland, Michigan, Missouri, New York, Ohio, Oregon and Pennsylvania will require our 8-part all-purpose form.

State 1099 Part Requirements:

3-Part States

4-Part States

*4 parts required if state tax withheld; only 3 parts if not.



CUSTOMER SERVICE INFORMATION

For new account setup, product inquiries or any other assistance, our friendly and knowledgeable customer service representatives are here to help.

Your account number, prefixed with an "A" or "T," can be found on your purchase orders (Example: A123456 or T1234).

If you're unsure of your account number, please contact us via phone or email.

Call Us:
800-482-9367

Email Us:
info@complyright.com

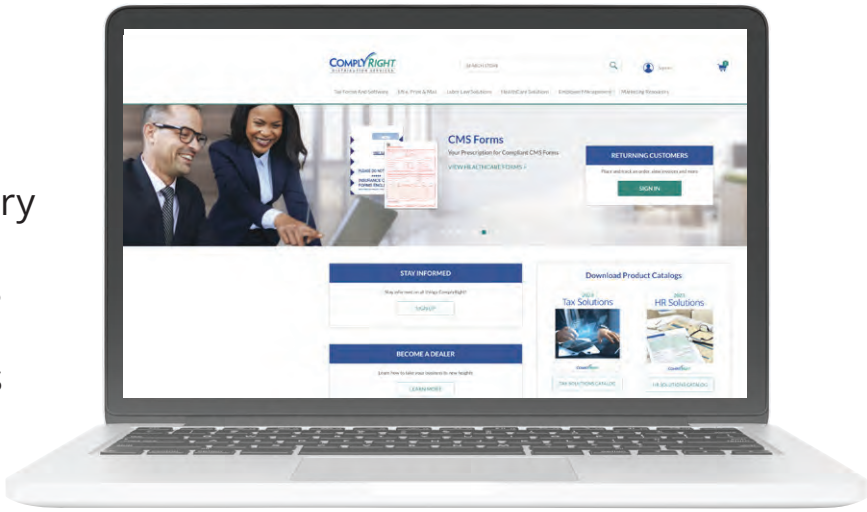
(For inquiries only - Do not send purchase orders to this email)

For questions about payments, resale certificates and accounting, please email: **Credits@complyright.com**

READY TO ORDER?

For the fastest and most efficient way to order, visit us at **www.complyrightdealer.com**

- ✓ Immediate Account Access Upon Login
- ✓ Review Price List & Order History
- ✓ Inventory and Shipment Status
- ✓ Marketing and Sales Resources



Email orders to:
orders@complyright.com

Fax orders to:
800-526-1040

GENERAL INFORMATION

1. **MULTI-STATE RESALE CERTIFICATE:** We require a valid Sales & Use Tax Certificate to comply with tax laws. If ComplyRight drop ships products to multiple states on your behalf, we need applicable certificates for each state.
2. **MINIMUMS:** $25.00 minimum-net per shipment and per location, plus shipping (excluding rush charges).
3. **RUSH SERVICE:** All rush orders received by 7:00 A.M. (EST)/ 10:00 A.M. (PST) will be shipped same day. In addition to shipping cost, a **$30.00 Premium Service Rush Charge** will be billed for stock forms per shipping address.
4. **RETURNS:** Unauthorized returns are not accepted. Authorized returns incur a 25% restocking fee (excluding shipping) and must be made within 30 days of the invoice date through Dec. 31, 2024. Returns require prior approval and a return goods (RG) number. No returns are accepted after Dec. 31, 2024.
5. **UNDELIVERABLE RETURNS:** Freight charges apply to undeliverable shipments or those refused by the consignee. Charges equal original freight costs.
6. **ADDRESS CORRECTIONS:** Incomplete or inaccurate addresses incur a $21.00 per carton fee for address corrections. Additional fees apply for rerouted shipments.
7. **RESHIPMENTS:** Reshipments will ship same method as original order. Our liability is limited to the replacement of forms only. We will not issue credits on duplicated orders. All claims must be made within 30 days. NO credit will be issued on reorders due to freight delays (i.e., weather, acts of God, etc.).
8. **CANCELLATIONS:** No cancellations accepted after shipment. A $10.00 fee applies for cancellations after 24 hours if the order hasn't shipped.
9. **TERMS:** Our terms are net 30 days from date of invoice.
10. **NEW ACCOUNTS:** All orders will be shipped Cash In Advance (Check, M/C, Discover, VISA, American Express accepted) until a line of credit is established. Credit checks begin after receipt of application.
11. **SHIPPING:** All shipments F.O.B. from our nearest warehouse with stock available. **WE ARE NOT RESPONSIBLE FOR SHIPPING DELAYS ONCE THE FREIGHT HAS LEFT OUR WAREHOUSE.** Allow 1–2 business days on stock orders; 7–10 working days on imprinted form orders and additional time for larger quantities.
12. All Orders received on Saturday will be processed as though received on Monday.
13. **FORMATS:** It's important that your customer indicates their required format. Samples for test runs are available at no charge. For samples, order early to allow time for transit as these are shipping from MN warehouse only!

2024 FILING REQUIREMENTS

1099 GUIDE TO INFORMATION RETURNS				Paper Filing Due Date	
FORM	**TITLE**	**WHAT TO REPORT**	**AMOUNTS TO REPORT**	**TO IRS**	**TO RECIPIENT** (unless indicated otherwise)
1042S	Foreign Person's U.S. Source Income Subject to Withholding	Income such as interest, dividends, royalties, pensions and annuities, etc., and amounts withheld under Chapter 3. Also, distributions of effectively connected income by publicly traded partnerships or nominees.	See form Instructions	March 15	March 15
1094B	Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns	Summary transmittal record of 1095-Bs.	TBD	Feb 28 Paper, March 31 e-file	N/A
1094C	Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns	Summary transmittal record of 1095-Cs.	TBD	Feb 28 Paper, March 31 e-file	N/A
1095B	Health Coverage	Certain information to the IRS and to taxpayers about individuals who are covered by minimum essential coverage and therefore are not liable for the individual shared responsibility payment.	TBD	Insurance Carrier submits Feb 28 Paper, March 31 e-file	March 2
1095C	Employer-Provided Health Insurance Offer and Coverage	Information required under sections 6055 and 6056 about offers of health coverage and enrollment in health coverage for employees	TBD	January 31	March 2
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	Last day of February*	(To Payer/Borrower) January 31
1098C	Contributions of Motor Vehicles, Boats, and Airplanes	Information regarding a donated motor vehicle, boat or airplane.	Gross proceeds of more than $500	Last day of February*	(To Donor) 30 days from day of sale or contribution
1098E	Student Loan Interest Statement	Student loan interest received in the course of your trade or business.	$600 or more	Last day of February*	January 31
1098T	Tuition Statement	Qualified tuition and related expenses, reimbursements or refunds and scholarships or grants (optional)	See Instructions	Last day of February*	January 31
1099A	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	Last day of February*	(To Borrower) January 31
1099B	Proceeds From Broker and Barter Exchange Transactions	Sales or redemptions of securities, futures transactions, commodities and barter exchange transactions.	All amounts	Last day of February*	February 15**
1099C	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	Last day of February*	January 31
1099CAP	Changes in Corporate Control and Capital Structure	Information about cash, stock or other property from an acquisition of control or the substantial change in capital structure of a corporation.	Over $1000	Last day of February*	(To Shareholders) January 31 (To Clearing Organization) January 5
1099DIV	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	Last day of February*	January 31**
1099G	Certain Government Payments	Unemployment compensation, state and local income tax refunds, agricultural payments and taxable grants.	$10 or more for refunds and unemployment	Last day of February*	January 31
1099INT	Interest Income	Interest income. Tax-exempt interest and U.S. Savings Bonds and Treasury obligations interest are also reported on this form.	$10 or more ($600 or more in some cases)	Last day of February*	January 31**
1099K	Payment Card and Third Party Network Transactions	• Payment card transactions.	All amounts	February 28*	January 31
		• Third-party network transactions.	$600 or more		
1099LTC	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	Last day of February*	January 31
1099MISC	Miscellaneous Income	• Rent or royalty payments; prizes and awards that are not for services, such as winnings on TV or radio shows.	$600 or more, except $10 or more for royalties	February 28*	January 31**
		• Payments to crew members by owners or operators of fishing boats including payments of proceeds from 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		
		• 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		February 15**
		• Gross proceeds paid to attorneys.	$600 or more		February 15**
		• A U.S. account for chapter 4 purposes to which you made no payments during the year that are reportable on any applicable Form 1099 (or a U.S. account to which you made payments during the year that do not reach the applicable reporting threshold for any applicable form 1099) reported pursuant to an election described in Regulations section 1.1471-4(d)(5) (i)(A).	All amounts (including $0)		January 31**
		• Aggregated direct sales of consumer goods for resale.	$5,000 or more		January 31**
1099NEC	Nonemployee Compensation	• Payments for services performed for a trade or business by people not treated as its employees. Examples: fees to subcontractors or directors and golden parachute payments.	$600 or more	January 31	January 31
		• Aggregated direct sales of consumer goods for resale.	$5,000 or more		
1099OID	Original Issue Discount	OID on U.S. Treasury obligations and tax-exempt OID are also reported on this form. Stated interest (other than stated interest that is OID) may be reported on this form.	$10 or more	Last day of February*	January 31**
1099PATR	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	Last day of February*	January 31
1099Q	Payments from Qualified Education Programs (Under Sections 529 and 530)	Earnings from qualified tuition programs and Coverdell ESAs.	All amounts	Last day of February*	January 31
1099R	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	Last day of February*	January 31
1099S	Proceeds From Real Estate Transactions	Gross proceeds from the sale or exchange of real estate and certain royalty payments.	Generally, $600 or more	Last day of February*	February 15
1099SA	Distributions from an HSA, Archer MSA or Medicare Advantage MSA	Distributions from an HSA, Archer MSA or Medicare Advantage MSA.	All amounts	Last day of February*	January 31
3921	Exercise of an Incentive Stock Option Under Section 422(b)	Transfer of stock pursuant to the exercise of an incentive stock option under section 422(b).	All amounts	Last day of February*	January 31
3922	Transfer of Stock Acquired Through an Employee Stock Purchase Plan Under Section 423(c)	Transfer of stock acquired through an employee stock purchase plan under section 423(c).	All amounts	Last day of February*	January 31
5498	IRA Contribution Information	Contributions (including rollover contributions) to any individual retirement arrangement (IRA) including a SEP, SIMPLE and Roth IRA; Roth conversions; IRA recharacterizations; and the fair market value (FMV) of the account (including information on hard-to-value assets).	All amounts	May 31	(To Participant) For FMV/RMD/ SIMPLE IRA contributions, January 31; For all other contributions, May 31
5498ESA	Coverdell ESA Contribution Information	Contributions (including rollover contributions) to a Coverdell ESA.	All amounts	May 31	April 30
5498SA	HSA, Archer MSA or Medicare Advantage MSA Information	Contributions to an HSA (including transfers and rollovers) or Archer MSA and the FMV of an HSA, Archer MSA or Medicare Advantage MSA.	All amounts	May 31	(To Participant) May 31

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

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

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Now Is the Time to Embrace Digital Tax Solutions

ComplyRight offers a suite of convenient electronic solutions for customers to conduct seamless and swift digital transactions.

COMPLYRIGHT SERVICE BUREAU

See **page 4** for details.

NEW EFILE4BIZ™ AFFILIATE PROGRAM

FORMSTAX efile4biz™

See **page 5** for details.

TAXRIGHT SOFTWARE KITS

See **page 6 & 28** for details.