

2025 W-2 Order Form

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

Name: _____

Org: _____

Address (no PO Boxes): _____

City, State, Zip: _____

Phone: _____

Email: _____

Return Order Form
AS SOON AS POSSIBLE

Fax to (920) 685-3069

Email sales@webpbs.com

Or reorder with last year's reorder form

Rush Orders \$45

2. How many employees do you have? _____

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

		How are you sending W-2's? (Delivery Method)	
		Via US Mail*	Electronically
Who are you sending W-2s to? (i.e. the jurisdiction)	*Mailing to all jurisdictions and using 2up Traditional Preprinted W-2 Kit (6-Part) Kits include 3 Transmittal W-3 forms	2up Traditional Preprinted W-2 Kit <u>6-Part</u> with self-sealing envelopes. • Federal Copy A Forms, • Employee Copy B (Federal) Forms • Employee Record Copy C Forms • Employer Record Copy D Forms • Employer State, City, Local Copy 1 & 2 Forms • 2up Double Window Envelopes- Self-Seal ☐ Pack of 10 sheets (20 W2's & 66662) = \$ 28.20 (Office Use 95206ES) Number of Packs _____ ☐ Pack of 25 sheets (50 W2's) = \$ 54.95 (Office Use: 5650E) Number of Packs _____ ☐ Pack of 50 sheets (100 W2's) = \$ 81.72 (Office Use: 5650E100) Number of Packs _____	X
	Options: Regular Seal Envelopes or No Envelopes	Packs are available with regular sealing envelopes. 95212E 6 PT 50 REG ENV \$27.00 _____ 95216E 6 PT 100 REG ENV \$105.95 _____ Packs are also available without envelopes. 5650 6 PT 50 EMP NO ENV \$39.00 _____ 95216 6 PT 100 EMP NO ENV \$92.00 _____	X

Professional
Business
Systems

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

		How are you sending W-2s? (Delivery Method)	
		Via US Mail*	Electronically
	2 Up 4 Part Kits with Self-sealing Envelopes Kits include 3 Transmittal W-3 forms	2 Up Preprinted W-2 Kit <u>4-Part</u> with Envelopes W2 Copies A, B, C, D and Self-Sealing Envelopes ☐ Pack of 13 sheets – 25 W2s and 25 66662 envelopes (5645E25) \$ 21.00 # of Packs _____ ☐ Pack of 25 sheets – 50 W2s and 50 66662 envelopes (5645E) \$40.80 # of Packs _____ ☐ Pack of 50 sheets – 100 W2s & 100 66662 envelopes (5645E100) \$62.90 # of Packs _____	No forms needed; Move down to “To the IRS” below
	2 Up 4 Part Kits with Regular Seal Envelopes Kits include 3 Transmittal W-3 forms.	2 Up Preprinted W-2 Kit <u>4-Part</u> with regular seal envelopes. W2 Copies A, B, C, D and Regular seal Envelopes ☐ Pack of 25 sheets – 50 W2s and 50 66661 envelopes (95211E) \$48.25 # of Packs _____ ☐ Pack of 50 sheets – 100 W2s & 100 66661 envelopes (95214E) \$90.10 # of Packs _____	
	NO ENVELOPE OPTIONS	564525 – Pack of 13 sheets-26 W2s \$20.15 _____ 5645 – Pack of 25 sheets-50 W2s \$26.00 _____ 95214 – Pack of 50 sheets-100 W2s \$37.65 _____	
	TRANSMITTALS FORMERLY LW3	520010 – 10 Transmittal sheets \$4.60 _____ 520025 – 25 Transmittal sheets \$7.00 _____ 520050 – 50 Transmittal sheets \$9.25 _____ 5200B – 500 Transmittal sheets \$74.35 _____	

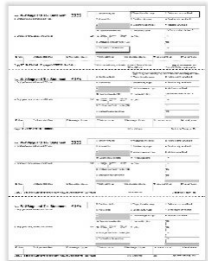
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		How are you sending W-2s? (Delivery Method)	
		Via US Mail*	Electronically
Who are you sending W-2s to? (i.e. the jurisdiction)	To your Employee Available pre-printed or blank with backer or blank without backer. Four square format. Order Envelopes Separately –	4up W-2 Kit 4-Part Forms - Square Copies B, C, 2, & 2 (No Federal Copy or envelopes) 25 Sheets \$7.00 / 50 Sheets \$9.25 / 500 Sheets \$74.35 ☐ 520525 – Pre-printed pack of 25 - # packs _____ ☐ 520550 – Pre-printed pack of 50 - # packs _____ ☐ 5205B – Pre-printed Pack of 500 - # of packs _____ ☐ 520925– 25 BLANK with printed backer # packs _____ ☐ 520950– 50 BLANK with printed backer # packs _____ ☐ 5209B – 500 BLANK with backer # of packs _____ ☐ 522125 25 pack - No Backers # packs _____ ☐ 522150 50 pack - No Backers # packs _____ ☐ 5221B – 500 pack - no backers # packs _____	 Four Square
	To the IRS – 2 UP format	Need Copy A ☐ Pack of 25 sheets (50 W2's) = \$7.00 # of Packs _____ (520125) ☐ Pack of 50 sheets (100 W2's) = \$9.25 # of Packs _____ (520150) ☐ Pack of 500 sheets (1000 W2's) = \$74.35 # of Packs _____ (5201B)	No forms needed; Move down to "To the State (1)" below
	Individual Copy B, Copy C/2, or Copy 1/D 2 UP Format	Copy B - ____ 25 Sheets ____ 50 Sheets ____ 500 Sheets Copy C/2 - ____ 25 Sheets ____ 50 Sheets ____ 500 Sheets Copy 1/D - NA ____ 50 Sheets ____ 500 Sheets	No forms needed; Move down to "To the State (2)" below
	W3's Formerly LW3 Laser cut sheets	520010 10 Sheets \$4.60 _____ 520025 25 Sheets \$7.00 _____ 520050 50 Sheets \$9.25 _____ 5200B 500 Sheets \$74.35 _____	
	Envelopes	Envelopes are ordered separately on the following page. For 4 UP envelopes – Self Seal 99991 and regular seal 99991. For 2 UP envelopes – Self Seal 66662 and regular seal 66661.	

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		How are you sending W-2s? (Delivery Method)	
		Via US Mail*	Electronically
Who are you sending W-2s to? (i.e. the jurisdiction)	To your Employee Available pre-printed or blank with backer or blank without backer. Horizontal format. Order Envelopes Separately –	4up W-2 Kit 4-Part Forms - Horizontal Copies B, C, 2, & 2 (No Federal Copy or envelopes) 25 Sheets \$7.00 / 50 Sheets \$9.25 / 500 Sheets \$74.35 ☐ 520625 – Pre-printed pack of 25 - # packs _____ ☐ 520650 – Pre-printed pack of 50 - # packs _____ ☐ 5206B – Pre-printed Pack of 500 - # of packs _____ ☐ 520825– 25 BLANK with printed backer # packs _____ ☐ 520850– 50 BLANK with printed backer # packs _____ ☐ 5208B – 500 BLANK with backer # of packs _____ ☐ 540850 50 pack - No Backers # packs _____ ☐ 5408B – 500 pack - no backers # packs _____	 Horizontal
	To the IRS – 2 UP format	Need Copy A ☐ Pack of 25 sheets (50 W2's) = \$7.00 # of Packs _____ (520125) ☐ Pack of 50 sheets (100 W2's) = \$9.25 # of Packs _____ (520150) ☐ Pack of 500 sheets (1000 W2's) = \$74.35 # of Packs _____ (5201B)	No forms needed; Move down to "To the State (1)" below
	Individual Copy B, Copy C/2, or Copy 1/D 2 UP Format	Copy B - ____ 25 Sheets ____ 50 Sheets ____ 500 Sheets Copy C/2 - ____ 25 Sheets ____ 50 Sheets ____ 500 Sheets Copy 1/D - ____ 50 Sheets ____ 500 Sheets	No forms needed; Move down to "To the State (2)" below
	W3's Formerly LW3 Laser cut sheets	520010 10 Sheets \$4.60 _____ 520025 25 Sheets \$7.00 _____ 520050 50 Sheets \$9.25 _____ 5200B 500 Sheets \$74.35 _____	
	Envelopes	Envelopes are ordered separately on the following page. For 4 UP envelopes – Self Seal 44442 and regular seal 44441.	

2025 W-2 Order Form

W2 Envelope Order Form*

Envelopes are available in multiples of 500 or 1000 or in multiples of 25 or 50.

Product Code	Seal Type	Used For	Price	Order Quantity
9999125	Regular Seal	Pack of 25	\$4.60	
9999150	Regular Seal	Pack of 50	\$9.25	
99991	Regular Seal	4 Up W2	\$181.60 / M	500 / 1000
9999225	Self-Seal	Pack of 25	\$6.60	
9999250	Self-Seal	Pack of 50	\$13.15	
99992	Self-Seal	4 Up W2	\$263.40 / M	500 / 1000
6666125	Reg Seal	Pack of 25	\$4.60	
6666150	Reg Seal	Pack of 50	\$9.25	
66661	Regular Seal	2 Up W2	\$181.60 / M	500 / 1000
6666225	Self-Seal	Pack of 25	\$6.60	
6666250	Self-Seal	Pack of 50	\$13.15	
66662	Self-Seal	2 Up W2	\$263.40 / M	500 / 1000
4444125	Regular Seal	Pack of 25	\$4.60	
4444150	Regular Seal	Pack of 50	\$9.25	
44441	Regular Seal	HORIZ W2	\$181.60/M	500 / 1000
4444225	Self-Seal	Pack of 25	\$6.60	
4444250	Self-Seal	Pack of 50	\$13.15	
44442	Self-Seal	HORIZ W2	\$263.40/m	500 / 1000

*** Only order envelopes here if you need additional envelopes not included in a kit.
Please order your envelopes for 4 Up W2 forms here.**

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Please list any additional forms you wish to order in the table below. Please make a note if you'd like me to contact you with pricing.

[illegible]