

Job Cost, Inc.

208 N WASHINGTON STREET NAPERVILLE IL 60540-4514 (630)355-8188 Fax (630)355-8675

W-2 and 1099 forms for your Visual ContrAcct® software are now available. We recommend you order these laser forms from Job Cost, Inc. to ensure they work properly with the software.

We offer the following types of W-2 forms along with a companion envelope and transmittal forms:

W-2 LASER FORM (Product #TF5650) (6 copies) - This is for those customers with a Hewlett-Packard laser printer or Visual ContrAcct® (Windows version). These forms are not collated and require you to print the W-2's six times, once for each copy.

W-2 LASER FORM (Product #TF5645) (4 copies) - This is for those customers with a Hewlett-Packard laser printer or Visual ContrAcct® (Windows version). These forms are not collated and require you to print the W-2's four times, once for each copy. These are for those states where there is **no State or Local Income Tax**.

W-2 LASER BUNDLES (Product #TF5650E) (6 copies) - This is for those customers who are ordering the same amount of laser forms (**TF5650**) and companion envelopes (**TF66661**). Ordering this product will give you a better price than ordering the forms and envelopes separately.

W-2 LASER BUNDLES (Product #TF5645E) (4 copies) - This is for those customers who are ordering the same amount of laser forms (**TF5645**) and companion envelopes (**TF66661**). Ordering this product will give you a better price than ordering the forms and envelopes separately.

DUAL WINDOW ENVELOPES (Product #TF66661 or TF66662) - This is used for all W-2 forms. (**Product TF66662** is a self-seal version of this product).

W-3 TRANSMITTAL FORM (Product TF5200) - This for laser printers. **You should receive a minimum of one copy of this form with each packet of W-2 forms that you order.** Should you need additional copies, you can order these directly from Job Cost, Inc. and they will be mailed out separately.

For 1099's, the following tax forms, envelopes and transmittal forms are available:

1099 LASER MISC INCOME FORM (Product #TF6103) - This is available for those customers with a Hewlett Packard laser printer.

1099 LASER BUNDLES (Product #TF6103E) - This is for those customers who are ordering the same amount of laser forms (**TF6103**) and companion envelopes (**TF77771**). Ordering this product will give you a better price than ordering the forms and envelopes separately.

DUAL WINDOW 1099 ENVELOPES (Product #TF77771 or TF77772) - This is for all 1099 forms. (**Product TF77772** is a self-seal version of this product).

1096 TRANSMITTAL FORM (Product #TF5100) – This is for laser printers. **You should receive a minimum of one copy of this form with each packet of 1099 forms that you order.** Should you need additional copies, you can order them directly from Job Cost, Inc. and they will be mailed out separately.

When determining the number of W-2 forms to order, please estimate the number of employees for the year and add 20% to the number of forms you will actually need. The additional 20% may be used if you have difficulty printing your forms. Use a similar procedure for determining the number of 1099's needed.

To order your tax forms, please complete the attached order form and return it to us by mail or fax. **If you need quantities not listed on the order form, please give Lura a call for pricing.** Lura will address any other questions you may have as well.

Our letter detailing year end procedures will be coming out at a later date. Be sure to check your email or faxes for other important news items.

2011 JOB COST, INC. TAX FORMS

Please Indicate Product and Quantity Desired Below:

PRODUCT	DESCRIPTION	25	50	100	200	300	400	500	1000
TF5650	6 part Laser (W-2)	43.00	51.00	72.00	112.00	153.00	197.00	241.00	457.00
TF5645	4 part Laser (W-2)	31.00	38.00	51.00	78.00	104.00	136.00	166.00	319.00
TF66661	Envelope (W-2)	16.00	20.00	26.00	36.00	46.00	53.00	62.00	102.00
TF66662	Envelope (W-2) Self-Seal	24.00	27.00	35.00	49.00	64.00	75.00	86.00	143.00
TF5650E	6 part Laser (W-2) With Envelopes	50.00	70.00	95.00	143.00	194.00	239.00	285.00	522.00
TF5645E	4 part Laser (W-2) With Envelopes	49.00	65.00	88.00	130.00	171.00	214.00	253.00	424.00
TF6103	1099 Misc Laser Form	30.00	37.00	50.00	78.00	104.00	136.00	167.00	323.00
TF77771	Envelope (1099)	18.00	24.00	31.00	45.00	59.00	67.00	76.00	124.00
TF77772	Envelope (1099) Self-Seal	26.00	33.00	43.00	63.00	81.00	94.00	106.00	173.00
TF6103E	1099 Misc Laser With Envelopes	49.00	61.00	82.00	122.00	163.00	203.00	237.00	425.00
TF5200 (W-3) Transmittal form (laser) - \$5.00 EA.					TF5100 (1096) Transmittal form (laser) - \$5.00 EA.				

Please Note: If you need quantities not found on this form, please call Lura for pricing.
 You should automatically receive a minimum of one transmittal form with each packet of forms that you order. Above pricing of transmittal forms is for any additional forms that you may need.

PLEASE MAIL OR FAX BACK TO LURA : FAX # (630) 355-8675

YOUR COMPANY INFORMATION		
YOUR NAME:		
COMPANY NAME:		
ADDRESS:		
CITY	STATE	ZIP

ORDERING INFORMATION			
Quantity	Product #	Product Description	Cost
Subtotal			
7.25% Tax (IL only)			
Shipping			
Total			