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

**To determine what product(s) to order, review whether you file electronically or mail a printed form.**

For W-2s, we offer the following tax forms, envelopes, and transmittal forms:

- Copy A Employer's for Social Security Administration
- Copy B Employee's FEDERAL Tax Return
- Copy C Employee's Records (Copy 1)
- Copy C Employee's State, City or Local Income Tax Return (Copy 2)
- Copy D Employer's State, or Local Tax Department (Copy 1)
- Copy D Employer's Records (Copy 2)

Each copy above is printed separately.

**W-2 FORM (Product #TF5650) (6 part)** - These forms may apply when there is **no State or Local Income Tax**. These forms include Copy A, Copy B, Copy C (Copy 1), Copy C (Copy 2), Copy D (Copy 1), Copy D (Copy 2)

**W-2 FORM (Product #TF5645) (4 part)** - These forms may apply when there is **no State or Local Income Tax**. These forms include Copy A, Copy B, Copy C (Copy 1), Copy D (Copy 2)

**W-2 BUNDLES (Product #TF5650E) (6 part)** - These are for customers ordering the same number of W-2 forms and envelopes. Ordering W-2 Bundles gives you a better price than ordering the W-2 forms and envelopes separately.

**W-2 BUNDLES (Product #TF5645E) (4 part)** - These are for customers ordering the same number of W-2 forms and envelopes. Ordering W-2 Bundles gives you a better price than ordering the W-2 forms and envelopes separately.

**DUAL WINDOW ENVELOPES (Product #TF66661 or TF66662 Self-Seal)** (for all W-2 forms)

**W-3 TRANSMITTAL FORM (Product #TF5200** (for laser printers) - **You will receive one W-3 transmittal form with each 50-pack of W-3 forms you order.** You can order additional W-3 transmittal forms directly from Job Cost, Inc. They are mailed out separately at \$5.00 per form.

For 1099s, we offer the following tax forms, envelopes, and transmittal forms:

**1099 MISC INCOME FORM (Product #TF6103) (4 part)** (for laser printers)

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

**DUAL WINDOW 1099 ENVELOPES (Product #TF77771 or TF77772 Self Seal)** (for all 1099 Misc Income forms)

**1096 TRANSMITTAL FORM (Product #TF5100)** (for laser printers) - **You will receive one 1096 transmittal form in each 50-pack of 1099 forms you order.** You can order additional 1096 transmittal forms directly from Job Cost, Inc. They are mailed out separately at \$5.00 per form.

To determine the number of W-2 forms to order, estimate the number of employees for the year, then multiply by 1.2. This will give you 20% more forms than you need. You can use the extra forms when you have difficulty printing. You can also use this procedure to determine the number of 1099's you need.

To request a quantity not listed on the order form and ask other questions, please email Felicia at [ffragoso@jobcost.com](mailto:ffragoso@jobcost.com) or call 630-355-8188 on Monday, Wednesday, or Friday.

**To order your tax forms, complete the attached order form and email to Felicia Fragoso [ffragoso@jobcost.com](mailto:ffragoso@jobcost.com).**