## 2012 W2/1099

# Ordering Information



5100 Reagan Dr., Suite 2 Charlotte, NC 28206 www.CheapTaxForms.com 704-849-0400 800-849-0001



<u>5% Discount</u> if Order is Received by September 1, 2012! Pre-pay with a Check and Receive an Extra 5% off!

## Thank You for your Interest in Cheap Tax Forms!

Last year we sold over *one million* W2 and 1099 forms. Because of our purchasing power, we can offer you the best forms at the best price, *guaranteed*.

### Why Cheap Tax Forms?

- Price increases held to a minimum for 2012! We guarantee to offer the best published prices
  available on forms.
- **Guaranteed compatibility with Pro Systems Software**. We guarantee that forms purchased from us will work with our software (see the Software Information Handout).
- We sell **top quality forms**. All forms are 100% guaranteed against defects. Our vendor has 40 years of tax form service and expertise.
- Early Order Discount If we receive your order on or before September 1, 2012, you will receive an additional 5% discount. If ordering online, please use coupon code "5percent".
- Prepayment Discount If you send full payment with your order via check, you will receive an
   additional 5% discount. Credit Card payments <u>do not</u> qualify for this discount. (Hardware, Software
   and Supplies are excluded from this discount.)
- Minor W2 / 1099 Governmental form changes for 2012. Because of the recent form changes by the government, software reprogramming may be necessary.
- We NOW OFFER eFile solutions for Businesses! With our online tax reporting service, you can file your 1042-S, 1098, 1099, 5498, and W-2 tax forms online and in minutes. Your online filings are electronically sent to the IRS/SSA for fast, efficient and simple filing.
- Free samples are available on all forms. If you are not sure if our forms will work correctly with your software, just call our toll-free number (800-849-0001) or visit our web site (www.cheaptaxforms.com) and request samples of any of the forms we offer.
- New Updated Online Tool to help you find the correct tax forms: www.taxformwizard.com. You may use this tool in conjunction with this handout and our website for online ordering.

For more information, our full "TAX FORMS 2012" catalog is included with this handout. In this catalog, you will find information about changes for 2012, how to select the proper forms, magnetic media requirements and information on all tax forms.

<u>Prices are not shown in the catalog.</u> To determine what your special discounted prices are, refer to the "2012 W2/1099 PRICE LIST" located in this handout.

## WE GUARANTEE TO BEAT ANY PUBLISHED PRICE ON W2/1099 FORMS!

To place your order, be sure to use the enclosed order form or visit our website (www.cheaptaxforms.com). Please refer to the "Important Ordering Information" in the back of this handout as you complete your order.

## LASER FORMS - PACKAGES

Forms for laser printers come in packages for normal use and cartons for higher volume.

Category Page	Form #	Description	Price per Package		
	W2/1099	for Laser Printers (Package of 100 Forms = 50 Pages, 2 Forms per Page)			
4	5201 W2, Laser Employer Federal (Copy A)				
4	, , , , , , , , , , , , , , , , , , , ,				
4	5203	W2, Laser Employee File/State/City/Local (Copy 2 or C)	\$11.35		
4	5204	W2, Laser Employer/State/City/Local (Copy 1 or D)	\$11.35		
7	5140	1099-R, Laser Federal (Copy A)	\$11.35		
6	5110	1099-MISC, Laser Federal (Copy A)	\$9.60		
6	5111	1099-MISC, Laser Recipient (Copy B)	\$9.60		
6	5112	1099-MISC, Laser Payer File/State (Copy C)	\$9.60		
6	5130	DIVIDEND, Laser Federal (Copy A)	\$9.50		
6	5131	DIVIDEND, Laser Recipient (Copy B)	\$9.50		
6			\$9.50		
7	5153	B, Laser Federal (Copy A)	\$9.60		
	1099/1098	for Laser Printers (Package of 100 Forms = 34 Pages, 3 Forms per Page)			
6	5120	INTEREST, Laser Federal (Copy A)	\$9.50		
6	5121	INTEREST, Laser Recipient (Copy B)	\$9.50		
6	5122	INTEREST, Laser Payer File/State (Copy C)	\$9.50		
7	5160	S, Laser Federal (Copy A)	\$9.50		
*	5150	1098, Laser Federal (Copy A)	\$9.50		
7	5166	PATR, Laser Federal (Copy A)	\$8.45		
	<u>W3/1096</u>	for Laser Printers (Package of 25 Forms = 25 Pages, 1 Form per Page)			
*	5200	LASER W3	\$12.20		
*	5100	LASER 1096	\$12.20		
Blank Laser Tax Form Stock					
4	5207	W2, 2-Up, Two per Page, Package of 100 Forms=50 Pages	\$8.60		
5	5209 W2, 4-Up, Four per Page, Package of 100 Forms=100 Pages		\$14.50		
7	5174 1099, 3-Up, Three per Page, Package of 100 Forms=34 Pages		\$7.00		
7	7 5144 1099-MISC/DIV/B/R, 2-Up, Two per Page, Package of 100 Forms=50 Pages				
		, , , , , , , , , , , , , , , , , , , ,	\$8.45		

## LASER FORMS - CARTONS

Category Page	Form #	Description	Price per Package			
	<u>W2/109</u>	99 for Laser Printers (Carton of 1000 Forms = 500 Pages, 2 Forms per Page)				
4	5201B	W2, Laser Employer Federal (Copy A)	\$98.00			
4	5202B	W2, Laser Employer Federal (Copy B)	\$98.00			
4	5203B	W2, Laser Employee File/State/City/Local (Copy 2 or C)	\$98.00			
4	5204B	W2, Laser Employer/State/City/Local (Copy 1 or D)	\$98.00			
7	5140B	1099-R, Laser Federal (Copy A)	\$98.00			
6	5110B	1099-MISC, Laser Federal (Copy A)	\$76.50			
6	5111B	1099-MISC, Laser Recipient (Copy B)	\$76.50			
6	5112B	1099-MISC, Laser Payer File/State (Copy C)	\$76.50			
6	5130B	DIVIDEND, Laser Federal (Copy A)	\$76.50			
6	5131B	DIVIDEND, Laser Recipient (Copy B)	\$76.50			
6	5132B	DIVIDEND, Laser Payer File/State (Copy C)	\$76.50			
1099/1098 for Laser Printers (Carton of 1500 Forms = 500 Pages, 3 Forms per Page)						
6	5120B	INTEREST, Laser Federal (Copy A)	\$90.00			
6	5121B	INTEREST, Laser Recipient (Copy B)	\$90.00			
6	5122B	INTEREST, Laser Payer File/State (Copy C)	\$90.00			
7	5160B	S, Laser Federal (Copy A)	\$90.00			
Blank Laser Tax Form Stock						
4	5207B	W2, 2-Up, Two per Page, Carton of 1000 Forms=500 Pages	\$64.00			
5	5209B	W2, 4-Up, Four per Page, Carton of 500 Forms=500 Pages	\$64.00			
7	5174B	1099, 3-Up, Three per Page, Carton of 1500 Forms=500 Pages	\$54.50			
7	5144B	1099-MISC/DIV/B/R, 2-Up, Two per Page, Carton of 1000 Forms=500 Pages	\$64.00			

## CONTINUOUS FORMS

<u>Please Note:</u> Continuous Forms can also be purchased in minimum quantities of 100.

Category Page	Form #	Description	Price per 100	Price per 1000				
	W2 Forms							
12	9811-4	1-Wide, NCR, 4-Part	\$24.00	\$240.00				
12	9811-6	1-Wide, NCR, 6-Part	\$27.40	\$274.00				
12	7600-3	1-Wide, NCR, 3-Part, Employer "Twin Sets"	\$18.40	\$184.00				
12	7640-3	1-Wide, NCR, 3-Part, Employee "Twin Sets"	\$18.40	\$184.00				
12	7600-4	1-Wide, NCR, 4-Part, Employer "Twin Sets"	\$23.60	\$236.00				
12	7640-4	1-Wide, NCR, 4-Part, Employee "Twin Sets"	\$23.60	\$236.00				
13	8888-3	2-Wide, NCR, 3-Part	\$33.80	\$338.00				
12	7144-6	1-Wide, Carbon, 6-Part, Mailer	\$42.00	\$420.00				
13	7521-4	1-Wide, NCR, 4-Part, Magnetic Media	\$23.90	\$239.00				
	1099/1098 for Laser Printers (Carton of 1500 Forms = 500 Pages, 3 Forms per Page)							
15		INTEREST, NCR, 3-Part	\$17.55	\$175.50				
15		INTEREST, NCR, 4-Part	\$14.80	\$148.00				
14		MISC, NCR, 3-Part	\$17.00	\$170.00				
14		MISC, NCR, 4-Part	\$18.20	\$182.00				
14		MISC, NCR, 5-Part	\$22.00	\$220.00				
15		PATR, NCR, 4-Part	\$14.75	\$147.50				
15		S, NCR, 3-Part	\$14.00	\$140.00				
15		S, NCR, 4-Part	\$14.80	\$148.00				
14 14		DIVIDEND, NCR, 3-Part DIVIDEND, NCR, 4-Part	\$17.00 \$18.40	\$170.00 \$184.00				
15		R, 1-Wide, NCR, 4-Part	\$18.40	\$184.00				
15		R, 1-Wide, NCR, 6-Part	\$26.70	\$267.00				
13	71370	in, i wide, nen, o i die	\$20.70	\$207.00				
<u>Miscellaneous Form Stock</u>								
*	7933-2	W3, 1-wide, 2-part	\$17.20	\$172.00				
*	7168-3	1098, NCR, 3-part	\$12.60	\$126.00				
*	1096-1	1096, 1-wide, 1-part	\$11.30	\$113.00				

## **ENVELOPES**

Category Page	Form # Description			Price per 1000		
Envelopes  Legend on all envelopes has: "IMPORTANT TAX RETURN INFORMATION ENCLOSED"						
10	2222-1	1099-Double Window with Legend (Not for 1099-MISC/DIV/B/R)	\$8.90	\$89.00		
10	2222-2	1099-Double Window with Legend, "Self-Seal" (Not for 1099-MISC/DIV/B/R)	\$10.50	\$105.00		
10	6666-1	W2-Double Window with Legend (Also for 2-Wide W2)	\$17.00	\$170.00		
10	6666-2	W2-Double Window with Legend, "Self Seal" (Also for 2-Wide W2)	\$18.20	\$182.00		
10	7777-1	1099-MISC/DIV/B/R - Double Window with Legend	\$13.50	\$135.00		
10	7777-2	1099-MISC/DIV/B/R - Double Window with Legend, "Self-Seal"	\$21.25	\$212.50		
10	9999-1	W2 4-Up Laser Double Window with Legend	\$18.00	\$180.00		
10	9999-2	W2 4-Up Laser Double Window with Legend, "Self-Seal"	\$27.50	\$275.00		
Other Items						
11	1101-4	TFP 20.9 Windows-Print W2/1099 MISC & INT - Pre-Printed Forms, CD		\$60.00		
11	1203-4	LaserLink 20.9 for Laser Creation of Forms - Windows, CD		\$68.00		
*	7011	How To Prepare W2 & 1099 Forms Booklet		\$5.00		

### **NOTES:**

- Forms Listed with an \* as the Catalog Page Number are not detailed in the Tax Forms 2012 Catalog. More information about these forms can be found on our website (www.cheaptaxforms.com) and if additional information is required, please contact us at 1-800-849-0001.
- Certain items found in our "Tax Forms 2012 Catalog" are not listed on this price list. We have included main forms that we recommend.
- To insure that the mailer type forms will work properly with your software, we have only listed mailers that use the same print format as regular forms.
- If you plan to order over 2,000 of the same form number, please call us to receive an additional discount.

#### Cheap Tax Forms

## <u>Software Information - Form Compatibility</u>

#### Pro Systems Client Write-Up / AP / Payroll System for Windows

Our Client Write-Up / AP/ Payroll System for Windows WILL NOT PRINT ON CONTINUOUS FORMS.

The Client Write-Up /AP / Payroll System for Windows WILL ONLY PRINT ON THE FOLLOWING FORMS.

#### LASER PREPRINTED FORMS

Preprinted cut sheet laser forms for the SSA and IRS. Order the following forms:

#### Will Print 2 Employees per Page:

#### Will Print 3 Employees per Page:

#### Will Print 1 Company per Page:

W2, Copy A for SSA (5201) 1099-MISC, Copy A for IRS (5110) 1099-DIV, Copy A for IRS (5130) 1099-B, Copy A for IRS (5153) 1099-INT, Copy A for IRS (5120) 1099-S, Copy A for IRS (5160) W3 (5200) 1096 (5100)

#### LASER GENERATED FORMS

All other forms will be generated by the program on blank paper or blank perforated forms:

#### W2 - Print on BLANK paper or 2-Up Perforated Forms (5207) - Will Print 2 Employees per Page:

W2, Copy A for SSA (Now available on blank paper! To maintain the highest level of client satisfaction and to have the least amount of problems with the SSA, we still recommend printing Copy A on preprinted forms (5201).)

W2, Copy 1 for State/City/Local

W2, Copy 2 for Employee's Return

W2, Copy B & C

W2, Copy D for Employer or File

W2, Employee Instructions

#### W2 - Print on BLANK paper or 4-Up Perforated Forms (5209) - Will Print 1 Employee per Page:

W2, Employee Copies B, C & 2

#### 1099-MISC/DIV/B - Print on BLANK paper or 2-Up Perforated Forms (5144) - Will Print 3 Employees per Page:

1099-MISC/DIV/B, Copy B with Instructions - Recipient

1099-MISC/DIV/B, Copy B - Recipient

1099-MISC/DIV/B, Copy C - Payer/State

1099-MISC/DIV/B, State/File/Extra Copy

1099-MISC/DIV/B, Recipient Instruction

#### 1099 INT/S - Print on BLANK paper or 2-Up Perforated Forms (5144) - Will Print 3 Employees per Page:

1099-INT/S, Copy B with Instructions - Recipient

1099-INT/S, Copy B - Recipient

1099- INT/S, Copy C - Payer/State

1099- INT/S, State/File/Extra Copy

1099- INT/S, Recipient Instruction

#### OTHER INFORMATION

When ordering envelopes for the special 4-Up Laser Generated W2 Forms (5205,5205A,5209), be sure to order DW4SD.

#### OTHER SOFTWARE

TFP & LASERLINK - Please refer to our Tax Forms Catalog for more information.



## **Important Ordering Information**

- **Early Order Discount** If we receive your order on or before September 1, 2012, you will receive an **additional 5% discount**. If ordering online, please use coupon code "5percent".
- Prepayment Discount If you send full payment with your order via check, you will receive an
  additional 5% discount. Credit Card payments <u>do not</u> qualify for this discount. (Hardware, Software
  and Supplies are excluded from this discount)
- Please check your software's requirements <u>before</u> placing an order. Free samples are available on all forms. If you are not sure if our forms will work correctly with your software, just call our toll-free number (800-849-0001) or visit our web site (www.cheaptaxforms.com) and request samples of any of the forms we offer.
- Shipping & Handling charges apply to all orders. Refer to the chart on the Order Form and calculate after discounts. All orders are typically mailed via UPS Ground.
- NC & SC Customers please add the correct sales tax for your location.
- If you do not have established credit with Pro Systems, orders must be prepaid by check or credit card. No additional credit for customers with an overdue A/R balance.
- Remember to order extra forms for alignment, totals, errors and new clients.
- Forms will be shipped from the warehouse within 7-10 business days from our receipt of your order.
- <u>Inspect your forms as soon as you receive them.</u> Make sure that you received what you ordered (check form #s and quantities). If there are any problems with your order, please call us at 1-800-849-0001 as soon as possible. <u>Forms may only be returned only if approved by a Customer Service Representative.</u> No credit will be issued for returns received after December 1, 2012.

## Cheap Tax Forms - 2012 W2/1099 Order Form

	Name:					
Order Form	Address:					
	City:			Zip:		
)rd¢	Phone:					
J	Email:					
	<u>ltem Description</u>	Form Number	Quantity	Price per 100/1000/ Package/Carton	<u>Total</u>	<u>Price</u>
	Need More Room? Fill out the	forms you need to	order on the	e back of this page.		
Sul	o-Total for Forms & Envelopes (Be sure to in-	clude any other forms	you may have	put on the back)	\$	
Less Discounts on Forms & Envelopes  Prepayment Discount (cash/check) - 5% Early Order Discount (by 9/1/12) - 5%					\$(	)
Plu	s Sales Tax (NC/SC Only - add sales based on	your location)			\$	
Shipping & Handling Charge - See Chart Below  Add to all orders Calculate AFTER discounts					\$	
Fin	al Total (To receive the 5% Early Order Discount,	we must receive yo	our order on o	or before 9/1/12)	\$	
Cre	MasterCard		ring on Ca	rd:		
	thorized Signature:		F	xp. Date		
	I am interested in receiving ca	talog/pricing for		•		
	Shipping & \$49.99 or less         Handling Chart       \$100.00 - \$199.99         \$200.00 - \$299.99	\$12.50 \$15.50	\$400.00 - \$49 \$500.00 - \$74	99\$29.00 99.99\$29.50 49.99\$37.50 oreFREE		
	Send Co	ompleted Orde	r to:			

Make checks payable to: Pro Systems, Inc. 5100 Reagan Dr., Suite 2 Charlotte, NC 28206

Fax: 704-596-7792 Or to order by phone, call 1-800-849-0001

You can also place your order on the internet by going to www.cheaptaxforms.com

## Additional Forms/Envelopes to Order

<u>Item Description</u>	Form Number	Quantity	Price per 100/1000/ Package/Carton	<u>Total Price</u>
Sub-Total for Forms & Envelopes				

Be sure to add this sub-total to the sub-total on the front of this page.