

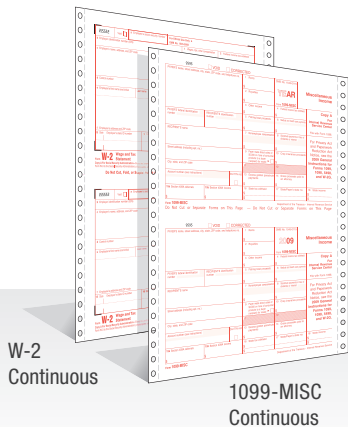


# 2012 Tax Forms

# Available Formats

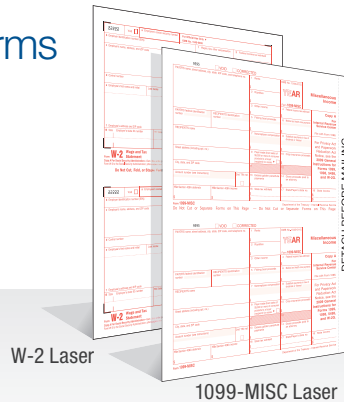
## Continuous Forms

Are used in most pin-fed printers and typewriters or can be handwritten.



## Inkjet Laser Forms

Provide individual sheets for each reporting entity, with two forms per sheet. Inkjet Laser Kits provide all the parts necessary to complete 50 sets and are printed on a special 20 lb. bond paper that prints smoothly without jamming.



# Types of Forms

## 1099 Forms

Used to report information regarding funds from a wide variety of transactions. Choose from continuous and inkjet laser formats.

## 1099-MISC

This 4- or 5-part carbonless form is used to report rents, royalties, prizes and awards, fishing boat proceeds, fees, commissions paid to non-employees, receipts of medical and health care payments, and substitute payments in lieu of dividends or interest. Choose from continuous and inkjet laser formats.

## 1099-INT

This 4-part carbonless form is used for reporting interest income from savings and loan associations, credit unions, bank deposits, mutual savings deposits, insurance companies interest, deposits with stockbrokers and securities, corporate bonds and debentures, redemption of bonds and bearer certificates of deposit.

## 1099-DIV

This 4-part carbonless form is used to report gross dividends and other distributions on stock, investment expenses, capital gain dividends, non-taxable distributions and liquidation distribution.

## 1096 Transmittal

This form summarizes and transmits 1099s, 1098, 5498 and W-2G forms. A separate 1096 form must be filed for each different type of form.

## W2

Every employer with more than one employee must report employee wages, tips, Federal Income and Social Security Tax withheld to the Federal Government via the W-2 form. Choose from continuous and inkjet laser formats.

## W3 Transmittal of Income

This form summarizes total compensation and taxes paid out by the employer. This form must accompany W-2 forms filed to the Social Security Administration by the employer.

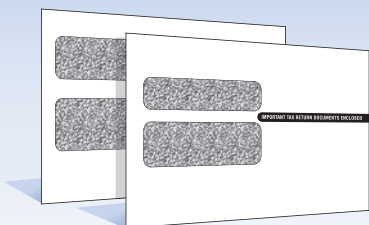
## Envelopes

All TOPS® tax form envelopes are 24 lb. white wove paper, tinted for 100% security and are double-windowed to display both employer and employee addresses. Choose from envelopes that fit W-2 or 1099 tax forms.

*Available in gummed or self-seal closure styles.*

### We offer:

- **W-2 Envelopes** for Continuous Forms
- **W-2 Envelopes** for Laser Forms
- **1099 Envelopes** for 1099-MISC, 1099-INT, 1099-DIV, and 1099-R



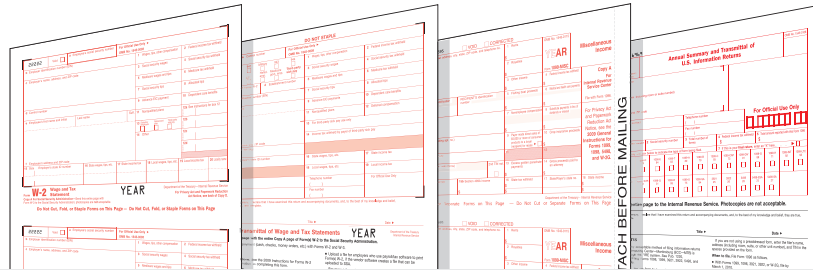
Self-seal envelopes seal tight and secure with finger pressure. No moisture required.

# Laser Tax Forms

## Excellent Quality

You can output top quality W-2s, 1099s, W-3s and 1096s on an inkjet or laser printer using our laser formatted forms. They are made from a special 20 lb. bond paper that will print smoothly without jamming. These forms are printed with a special red OCR ink that is required by the IRS for scanning. This ink cannot be replicated by inkjet or laser printers. It is heat resistant, smear proof and offers superior legibility. Micro perforations tear off easily, leaving clean edges. All forms meet IRS specifications.

## Laser Forms Available



W-2 Laser & W-3 Summary Form

1099-MISC Laser & 1096 Summary Form

## W-2 Forms

Choose from 4- or 6-part W-2 packs. Each contains all parts necessary to print 50 laser W-2 forms (2 forms per sheet). One W-3 laser transmittal form is included in each pack.

## 1099-MISC Forms

Each pack contains 5 parts to satisfy either 4- or 5-part requirements. 50 laser forms (2 forms per sheet) can be produced. One 1096 laser transmittal form is included in each pack.

## 1099-DIV or 1099-INT Forms

Choose the pack to meet your 1099 needs. The 1099-DIV and 1099-INT packs contain 4 parts and will produce 75 forms per kit. One 1096 laser transmittal form is included in each pack.

## W-3 Summary Transmittal Forms

Each package contains 50 W-3 forms. One W-3 is submitted with each employer's W-2's.

## 1096 Summary Transmittal Forms

Each package contains 50 1096 forms. One 1096 is submitted with each type of 1099.

## Laser Tax Form Buying Guide

1. Determine the number of employees/recipients needed to process.
2. Determine the number of parts needed for distribution.
  - **W-2 forms:**  
Available in 4-part or 6-part
  - **1099 forms:**  
Available in 4-part or 5-part

**Laser Kits include all parts needed for processing.**

  - **W-2 forms:**  
Copy A, Copy B, Copy C, etc. are **all** needed to print the entire W-2 form.
  - **1099 forms:**  
1099-DIV, 1099-INT & 1099-MISC options are available. Copy A, Copy B, Copy C, etc. are **all** needed to print the entire 1099 form.

3. Determine the number of forms needed by your company.

- **W-2 forms:**  
There are two W-2 forms per sheet.
- **1099 forms:**  
1099-MISC & 1099-DIV have two forms per sheet.  
1099-INT has three forms per sheet.

*Example: You currently have 50 employees working at your company. There were 7 other people who worked for your company this calendar year, but are no longer with your company. You will need 57 forms.*

4. Purchase W-2 Laser Envelopes

- **W-2 forms:**  
Envelopes 2219LR & 2219LESR.
- **1099 forms:**  
1099-MISC & 1099-DIV use 2222 Envelope,  
1099-INT use 2221 Envelope

**Caution: Using laser forms with an envelope designed for a continuous form may show important personal income information.**

## Printing Laser Tax Forms

1. Laser Tax Forms are preprinted; use only with software that does **not** print the format such as Adams Tax Forms Helper®.
2. Print one of each copy separately through the inkjet or laser printer to produce a full set of forms.

**NOTE:** Print all Copy A's for all employees together, all Copy B's for all employees together, etc.

**Do not collate copies before printing!  
Must collate after printing all copies!**

Each Kit includes one Summary Transmittal Form.

## Versatile Packaging

With a choice of TOPS® mini-packs or bulk cartons, businesses can buy the quantity they need and avoid waste.

For small businesses, each mini-pack has 24 forms (laser has 50) and one transmittal form. For those customers with large tax form needs, the bulk carton has 600 forms and 10 transmittal forms.

Mini Packs							Bulk			
Description	Detached Size	Form No.	Matching Envelopes	Forms Per Pkg	Pkg Per Ctn	List Per Pkg	Form No.	Matching Envelopes	Forms Per Ctn	List Per Ctn
<b>Continuous W-2 Forms</b>										
2-part W-3 Forms, Carbonless	8-1/2" x 11"	2203		10	10	\$ 7.68				
4-part W-2 Forms, Carbonless	8-1/2" x 5-1/2"	2204	2219R	24	15	\$ 17.13				
6-part W-2 Forms, Carbonless	8-1/2" x 5-1/2"	2206C	2219R	24	15	\$ 18.17	B2206C	B2219R	600	\$254.77
<b>Continuous 1099 Forms</b>										
2-part 1096 Forms, Carbonless	8" x 11"	2202		10	10	\$ 7.68				
4-part 1099-MISC Form, Carbonless	8" x 5-1/2"	2299	2222	24	15	\$18.39	B2299	B2222	600	\$174.55
5-part 1099-MISC Form, Carbonless	8" x 5-1/2"	22995	2222	24	15	\$20.26	B22995	B2222	600	\$219.28
<b>Envelopes</b>										
W-2 Envelopes, Double Window	9-1/2" x 5/8"	2219R		24	15	\$14.11	B2219R		500	\$ 91.76
W-2 Laser Envelopes, Double Window	9" x 5-5/8"	2219LR		50	6	\$29.46				
W-2 Laser Self-Seal Envelopes	9" x 5-5/8"	2219LESR		50	6	\$71.26				
1099-INT Envelopes, Double Window	8-1/2" x 3-3/4"	2221		24	15	\$12.12				
1099-R, DIV & MISC Env. Dbl Window	9" x 5-5/8"	2222		24	15	\$16.43	B2222		500	\$ 99.78
1099-R, DIV & MISC Self-Seal Envelope	9" x 5-5/8"	2222ES		24	15	\$31.49				
<b>Laser Tax Forms</b>										
4-part W-2, Laser Forms	8-1/2" x 5-1/2"	22990	2219LR	50	6	\$35.22				
6-part W-2, Laser Forms	8-1/2" x 5-1/2"	22991	2219LR	50	6	\$47.37				
6-part W-2 Forms & Envelopes	8-1/2" x 5-1/2"	22904KIT	INCLUDED	24	6	\$42.82				
4-part 1099-DIV, Laser Forms	8" x 5-1/2"	22973	2222	75	6	\$50.89				
4-part 1099-INT, Laser Forms	8" x 3-2/3"	22983	2221	75	6	\$40.72				
5-part 1099-MISC, Laser Forms	8" x 5-1/2"	22993	2222	50	6	\$42.38				
5-part 1099-MISC, Forms & Envelopes	8" x 5-1/2"	22905KIT	INCLUDED	24	7	\$41.60				
<b>Transmittal Forms</b>										
W-3 Laser, Pre-Printed	8-1/2" x 11"	22033		50	4	\$14.85				
1096 Laser, Pre-Printed	8" x 11"	22023		50	4	\$14.85				
<b>Tax Forms Display</b>										
6-part Laser Display	23" x 16" x 18-1/2"	TAXDL6				\$1375.33				

- \*W-2 Forms measure 9" x 5-1/2" with the left hand stub removed.
- Note: All quantities are stated by number of forms, not by sheets of paper

## All TOPS® Tax Forms

meet IRS specifications and are the exact spacing as the official IRS forms.

## Can't Find What You Need?

TOPS® can provide other 1099 Federal tax forms, forms for electronic reporting, mailer, pressure-seal styles, and Tax Forms Helper® software.

Tax Forms Helper® is an easy to use data input software which produces professional looking forms.

Contact Tops Customer Service at 1-800-282-7261 or by email at: [topscs@Tops-Products.com](mailto:topscs@Tops-Products.com).