

W2—Use Chart on Other Side to Determine Number of Parts Your State Requires.								
Form Only	W-2 Laser Forms	Parts	Item #	25	50	100	200	Add'l 100
	Laser W2 4-Up Plain Perforated Paper with Filing Instructions on Back	1-Part	LW2BLANK4	\$12.95	\$16.95	\$20.95	\$29.95	\$12.00
Bundles								
	Laser W2 4-Up Plain Perforated Paper with Filing Instructions on Back and Compatible Self Sealing Envelopes	1-Part	LW2BK4DWS	\$33.95	\$44.95	\$50.95	\$75.95	\$29.00
	Laser W2G 3up Copy A, 4up Winner Copies, no Instructions on Back and Compatible Self Sealing Envelopes	1-Part	LW2GDWS	\$53.95	\$77.95	\$104.95	\$184.95	\$83.00
Envelope Compatibility								
	Laser W-2 4-up Box Double Window	n/a	ELW2DW4	\$15.95	\$22.95	\$26.95	\$41.95	\$13.00
	Laser W-2 4-up Box Double Window Self Seal	n/a	ELW2DW4S	\$26.95	\$31.95	\$37.95	\$53.95	\$20.00
Transmittals/Other								
	W-3 Transmittal Laser	1-Part	LW3	\$8.95	\$10.95	\$19.95	\$29.95	\$12.00
1099—Use Chart on Other Side to Determine Number of Parts Your State Requires.								
Laser Forms	1099 Laser Forms	Parts	Item #	25	50	100	200	Add'l 100
	1099-MISC (Federal Copy A) Recipient Copy B, Payer Copy C, State Copies 1 & 2	1-Part	L99A	\$7.95	\$12.95	\$17.95	\$29.95	\$11.00
		1-Part	L99BLANK4	\$12.95	\$16.95	\$20.95	\$29.95	\$12.00
	1099-INT (Federal Copy A) Recipient Copy B and Payer Copy C	1-Part	L99IA	\$7.95	\$12.95	\$17.95	\$29.95	\$11.00
		1-Part	L99BLANK4	\$12.95	\$16.95	\$20.95	\$29.95	\$12.00
	1099-DIV (Federal Copy A) Recipient Copy B and Payer Copy C	1-Part	L99DA	\$7.95	\$12.95	\$17.95	\$29.95	\$11.00
		1-Part	L99BLANK4	\$12.95	\$16.95	\$20.95	\$29.95	\$12.00
	1099-R (Federal Copy A) Recipient Copy B, Payer Copy C, State Copies 1 & 2	1-Part	L99RA	\$7.95	\$12.95	\$17.95	\$29.95	\$11.00
		1-Part	L99BLANK4	\$12.95	\$16.95	\$20.95	\$29.95	\$12.00
	1099 4-up Blank Perforated Paper (without instructions on back)	1-Part	L99BLANK4	\$12.95	\$16.95	\$20.95	\$29.95	\$12.00
Bundles								
	1099 4-up Box Perforated Blank Paper	1-Part	L99BK4DWS	\$33.95	\$44.95	\$50.95	\$75.95	\$29.00
	Laser 1099 2-up Pre-Printed Copy A, 4up Blank Payee Copies and Compatible Self Sealing Envelopes	1-Part	L1099DWS	\$46.95	\$61.95	\$73.95	\$111.95	\$44.00
Envelope Compatibility								
	1099 4-up Double Window	n/a	E99R4DW	\$15.95	\$22.95	\$26.95	\$41.95	\$13.00
	1099 4-up Double Window Self Seal	n/a	E99R4DWS	\$26.95	\$31.95	\$37.95	\$53.95	\$20.00
Transmittals/Other								
	1096 Transmittal (INT, MISC, R)	n/a	L1096	\$8.95	\$10.95	\$19.95	\$29.95	\$12.00

A few helpful hints . . .

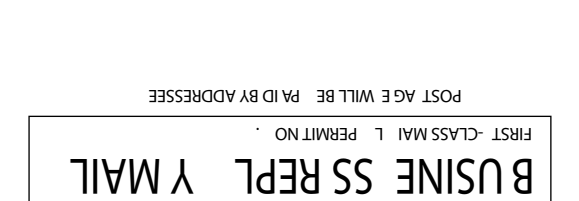
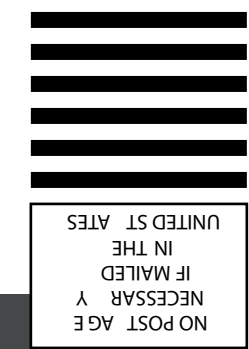
- Order W-2 forms by the number of employees and 1099 forms by the number of vendors.
- Remember, our W-2s and 1099s are available in both Laser and Continuous formats.
- Be sure to look for money-saving bundles on forms and envelopes.
- Don't forget that employers and payers filing 250 or more W-2s or Form 1099 MISC are required to file Copy A electronically or magnetically. Look for the forms designed specifically for companies filing electronically or by magnet media.

Call for pricing . . .

- Laser and Continuous form sets and bundles are available in ten-quantity packs.
- Transmittals are available in five-quantity and ten-quantity packs.

Don't see a form you need? Let us know!

- ³ Some states require a 5-Part form if Box 16 (state tax withheld) is filled on the 1099 MISC Form.
- ⁴ Certain cities in these states require an 8-part W2 form.



2013 State Requirements

Use this chart to determine the number of form parts required in your state.

A 4-Part form is sufficient in states that do not require state or local income tax. Most states require a 6-Part form, which supplies additional parts for the employer to submit to the state and for employees to attach to their state tax returns. Areas with local or city tax programs require an 8-Part form.

States noted as 3-Part or 4-Part for 1099-MISC filing: If federal taxes have been withheld on the 1099-MISC, then a 4-Part form is required; otherwise, a copy is not required to be filed with the recipient's personal taxes.

State	W-2	1099
Alabama ⁴	6	4 or 5
Alaska	4	3
Arizona	6	4
Arkansas	6	4 or 5
California	6	3 or 4
Colorado	6	4 or 5
Connecticut	6	4 or 5
Delaware ⁴	6	4 or 5
District of Columbia	6	4
Florida	4	3
Georgia	6	3 or 4
Hawaii	6	5
Idaho	6	4 or 5
Illinois	6	3 or 4
Indiana	6	3 or 4
Iowa	6	3 or 4
Kansas	6	4
Kentucky ⁴	6	3 or 4
Louisiana	6	3 or 4
Maine	6	4 or 5
Maryland ⁴	6	3 or 4
Massachusetts	6	4 or 5
Michigan ⁴	6	3 or 4
Minnesota	6	4 or 5
Mississippi	6	4 or 5
Missouri ⁴	6	3 or 4

Some states require a 5-part form if Box 16 (state tax withheld) is filled in on 1099 MISC forms.

States noted as 3 or 4 part for 1099 MISC filing: If federal taxes have been withheld on the 1099-MISC then a 4-part form is required; otherwise, a copy is not required to be filed with the recipient's personal taxes.

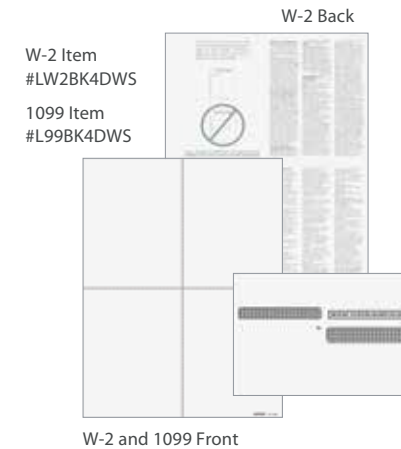
"Print and Sign" Tax Forms

The latest releases of the Abila products noted below include "Print and Sign" Tax Forms functionality for payroll tax forms. This feature eliminates the need for some preprinted forms—allowing you to print on plain paper instead. However, IRS regulations require that employee copies of Form W-2 (Copies B, C, and 2) and Form 1099 (Except Copy A) be printed on perforated paper and individual filing instructions be given to each employee (IRS Publication 1141 Sec. 2.05 and 2.19 and IRS Publication 1179 Sec. 4.5.3). Abila Checks and Forms offers these plain paper forms in the required perforated format.²

Form Compatibility		
Software	W2 Plain Paper Option	1099 Plain Paper Option
Abila 50—U.S. Edition (Formerly Sage Peachtree)	Required	N/A
Abila BusinessWorks Accounting	Required	Required
Abila 100 ERP (Formerly Sage ERP MAS 90 and 200)	Required	Required

IRS-Required Plain Perforated Paper

- Each 8.5" x 11" sheet is perforated according to IRS regulations
- Fully compliant with IRS Publications 1141 and 1179
- Employee filing instructions already printed on the back of the W-2 form to save you time and money
- Form only option also available upon request



W-2 and 1099 Forms

Laser

- High-quality laser bond forms with heat resistant ink
- W-2s available in 4-Part, 6-Part, and 8-Part sets
- 1099s available in 3-Part, 4-Part, and 5-Part sets
- 3 Free W-3 transmittals with every W-2 order
- 3 Free 1096 transmittals with every 1099 order
- Print all employee copies on one page
 - **Tax Tip:** Order W-2 forms by the number of employees
 - **Tax Tip:** Order 1099 forms by the number of vendors



Continuous

- Carbonless copies
- W-2s available in 4-Part, 6-Part, and 8-Part one-wide sets
- 1099s available in 3-Part, 4-Part, and 5-Part sets



W-2 Self Mailers

- Just one print pass provides you with your copy and an addressed envelope with the employee copies inside
- Available in 6 part only



Save Big

With our money-saving bundles including self-seal envelopes.

¹ Abila tax forms are 100% compatible when using Abila payroll tax services.

² Users of Abila BusinessWorks Accounting and Abila 100 ERP will be given the option to use plain perforated paper for their Form W-2 and Form 1099's in conjunction with the Enhanced tax Reporting and e-filing signature ready plain paper forms functionality.