



The smart choice for Enterprise Software

Enterprise Software 2013 W-2 and 1099 Order Form

Municipality: _____ Contact Person: _____
 Street Address: _____ Telephone #: _____
 City, State, Zip: _____ Fax #: _____

W2 AND 1099 FORMS MUST BE ORDERED IN INCREMENTS OF 25

The number of forms ordered should equal the total number of employees or vendors paid during the year, plus an additional amount (typically 10%) to allow for errors, mis-prints and reprints. For example, if you have 60 employees you should order 75 forms /envelopes.

- Organizations that file electronically do not need to file a separate W3 Summary form.
- The W-3 Summary Form is required to summarize the W2 Transmittal to the SSA and is required for paper filing only. Three are included with your “2 Up” W2 order.
- The 1096 Summary Form is used to summarize 1099, 1098, 5498 and W-2G forms and are automatically included with your order.

Shipping costs are additional. Orders are shipped utilizing the most cost effective method via UPS Ground or the USPS.

Complete Order Form and Fax to 610-666-5080

Form	Quantity (in multiples of 25)		Price Per		Total
“2 Up” W-2s (for paper or electronic filing) 3 / W3s included in pkg of 25		X	.95	=	\$
“2 Up” W-2 Envelopes		X	.15	=	\$
Extra W3 Summary Form (for paper filing)		X	.95	=	\$
“4 Up” W-2s (for electronic filing only)		X	.95	=	\$
“4 Up” W-2 Envelopes		X	.15	=	\$
1099s 3 / 1096s included in pkg of 25		X	.35	=	\$
1099 Envelopes		X	.15	=	\$
Extra 1096 Transmittal Forms		X	.95		
			TOTAL	=	\$

Signature _____ Date _____