

Job Cost Inc

208 N WASHINGTON STREET NAPERVILLE IL 60540-4514 (630)355-8188 Fax (630)355-8675

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. Determine the product to order by reviewing if you submit a printed form via mail or file electronically.

We offer the following types of W-2 forms along with a companion envelope 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 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) - This form 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) - 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.

W-2 BUNDLES (Product #TF5645E) (4 part) - 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 ENVELOPES (Product #TF66661 or TF66662 Self-Seal) - This is used for all W-2 forms.

W-3 TRANSMITTAL FORM (Product #TF5200) - This is for laser printers. **You should receive a minimum of one copy of this form with each packet of W-2 forms that you order.** Should you need additional copies, you can order these directly from Job Cost, Inc. and they will be mailed out separately.

For 1099's, the following tax forms, envelopes and transmittal forms are available:

1099 MISC INCOME FORM (Product #TF6103) (4 part) - This is available for those customers with a laser printer.

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) - This is for all 1099 forms.

1096 TRANSMITTAL FORM (Product #TF5100) – This is for laser printers. **You receive a minimum of one copy of this form with each packet of 1099 forms that you order.** Should you need additional copies, you can order them directly from Job Cost, Inc. and they will be mailed out separately.

When determining the number of W-2 forms to order, please estimate the number of employees for the year and add 20% to the number of forms you will actually need. The additional 20% may be used if you have difficulty printing your forms. Use a similar procedure for determining the number of 1099's needed.

To order your tax forms, please complete the attached order form and return to Felicia via:

Email ffragoso@jobcost.com

Fax (630)355-8675

Mail Job Cost Inc - 208 N Washington Street - Naperville, IL 60540

If you need a quantity not listed on the order form or have any other questions, Felicia can be contacted on Monday, Wednesday or Friday at ffragoso@jobcost.com or (630)355-8188.

If you misplace your order form, you may secure another one on our website – www.jobcost.com.