



208 N. Washington Street  
Naperville, IL 60540-4514  
(630) 355-8188  
[support@jobcost.com](mailto:support@jobcost.com)  
[www.jobcost.com](http://www.jobcost.com)

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.

**To determine what product(s) to order, review whether you file electronically or mail a printed form.**

For W-2s, we offer the following tax forms and envelopes:

- 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, City or Local Tax Department (Copy 1)
- Copy D Employer's Records (Copy 2)

Each copy above is printed separately.

**W-2 FORMS & ENVELOPES (Product #TF5650E) (6 part)**

These are for customers ordering the same number of W-2 forms and envelopes. Ordering together gives you a better price.

**W-2 FORMS & ENVELOPES (Product #TF5645E) (4 part)**

These are for customers ordering the same number of W-2 forms and envelopes. Ordering together gives you a better price.

**W-2 FORM (Product #TF5650) (6 part)** These forms may apply when there is **State and Local Income Tax**.

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)** - These forms 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)

**DUAL WINDOW ENVELOPES (Product #TF66662 Self-Seal)** For all W-2 forms.

**W-3 TRANSMITTAL FORMS - You will receive three W-3 transmittal forms in each 25-pack of W-2 forms ordered.**

**FORM 1099 ORDERS**

Prior to 2020, Form 1099-MISC reported Box 7 Nonemployee Compensation.

Beginning with tax year 2020, use Form 1099-NEC to report nonemployee compensation.

Contact your accountant for details on which 1099 form(s) to order.

For 1099s, we offer the following tax forms and envelopes:

**2022 FORM 1099-NEC (Nonemployee Compensation Form)**

\* **FORMS & ENVELOPES** (Product #NE61032 – 4 part)

\* **FORMS** (Product #N61032 - 4 part)

**2022 FORM 1099-MISC**

**FORMS & ENVELOPES** (Product #TF6103E – 4 part)

**FORMS** (Product #TF6103 - 4 part)

**DUAL WINDOW 1099 ENVELOPES (Product #TF77772 Self Seal)** - for 1099-NEC & 1099-Misc forms.

**1096 TRANSMITTAL FORM - You will receive three 1096 transmittal forms in each 25-pack of 1099 forms ordered.**

To determine the number of W-2 forms to order, estimate the number of employees for the year, then multiply by 1.2.

This will give you 20% more forms than you need. You can use the extra forms IF you have difficulty printing.

You can also use this procedure to determine the number of 1099's you need.

To request a quantity not listed on the order form or have questions, please email Felicia at [ffragoso@jobcost.com](mailto:ffragoso@jobcost.com) or call 630-355-8188 Monday – Friday 8:00 am to 5:00 pm.

**To order your tax forms, complete the attached order form and email to Felicia Fragoso [ffragoso@jobcost.com](mailto:ffragoso@jobcost.com).**