

Order Form - Tax Forms and Envelopes for Tax Year _____

	Form	Up	Description	Packs	Sheets/ Pack	Sheets
Red Forms	1096	1	Annual Summary of U.S. Information Returns		x 25	
	1098	2	Mortgage Interest Statement - Federal Copy A		x 50	
	1098-T	3	Tuition Payment Statement - Federal Copy A		x 34	
	1099-DIV	2	Dividend - Federal Copy A		x 50	
	1099-INT	2	Interest - Federal Copy A		x 50	
	1099-MISC	2	Miscellaneous - Federal Copy A		x 50	
	1099-A	3	Acquisition - Federal Copy A		x 34	
	1099-B	2	Proceeds from Broker & Barter - Federal Copy A		x 50	
	1099-C	3	Cancellation of Debt - Federal Copy A		x 34	
	1099-SA	3	Distributions from HSA/Archer/Medicare+Choice MSA	<i>discontinued</i>		
	1099-PATR	3	Distributions from Cooperatives - Federal Copy A		x 34	
	1099-R	2	Distribution from Retirement Plans - Federal Copy A		x 50	
	1099-S	3	Proceeds from Real Estate Transaction - Copy A		x 34	
	W-2	2	Wage and Tax Statement - Federal Copy A*		x 50	
W-3	1	Transmittal Income & Tax Statement*		x 25		
Blank Forms	1099 Blank	3	2 horizontal perforations		x 100	
	1099-R Blank	4	1 vertical perforation / 1 horizontal perforation		x 100	
	W-2 Blank	4	1 vertical perforation / 1 horizontal perforation		x 100	
	W-2 Blank	3	2 horizontal perforations		x 100	
	W-2 Blank	2	Employee / State Copy - 1 horizontal perforation		x 50	
	1099-MISC	2	Employee / State Copy - 1 horizontal perforation		x 50	
Envelopes	Envelope A		5-5/8" x 8-3/4"; W-2 or 1099-R Blank 4-up		x 50	
	Envelope B		3-7/8" x 8-5/16"; 1099 Blank 3-up / W-2 Blank 3-up		x 50	
	Envelope C		5-3/4" x 8-3/4"; W-2 Blank 2-up		x 50	
	Envelope E		5-3/4" x 8-3/4"; 1099-MISC Blank 2-up		x 50	

3 Easy Ways to Order
1) Online at www.taxtools.com
2) Fax to (805) 522-0187
3) Mail to:
CFS Tax Software, Inc.
P.O. Box 941659
Simi Valley, CA 93094-1659

These items are not compatible with CFS Payroll System.

Sales Tax Rates		
	Item Rate	Shipping Rate
CA	varies	0%
IA	6%	0%
IL	6.25%	6.25%
IN	7%	7%
MA	6.25%	0%
MI	6%	0%
MD	6%	0%
NJ	6.625%	6.625%
NY	varies	varies

Total Count of Sheets / Envelopes: _____

Price per Sheet / Envelope (see table): _____

Cost of Sheets / Envelopes: _____

Discounts		
4/15 - 5/31	6/1 - 8/31	9/1 - 10/31
20%	15%	10%

Discount (see table): ()

Subtotal: _____

Item Sales Tax (Item Rate from table x Subtotal): _____

Ground Shipping (10% of Subtotal, but not less than \$8):** _____

Expedited Shipping* (additional charge):** _____

Shipping Sales Tax (Shipping Rate from table x shipping cost): _____

GRAND TOTAL: _____

Pricing		
Prices based on total sheets/envelopes ordered		
25 - 499	500 - 1499	1500+
18 ¢	17 ¢	16 ¢

Source: FAXWEB

Next Day
 2nd Day

Customer #	Firm Name	Telephone	E-mail
Shipping Address		City	State Zip
Credit Card #	Expiration Date	Security Code	Name on Card
Billing Address (if different)		Billing City	Billing State Billing Zip
Signature		Your W2/1099 software title (optional)	

- Order refunds / exchanges (less shipping) of undamaged products accepted within 30 days of delivery but no later than 12/15.
- Order discrepancies must be reported within 14 business days. CFS isn't responsible for items ordered by mistake.
- We do not break up packs of forms or envelopes. The minimum order quantity for each type of form/envelope is equal to each item's per pack quantity.
- If no tax year is specified, CFS will default the order to the latest tax year that is not yet concluded.

* These are optional. CFS W2/1099 will print approved black scannable versions.
** Within the continental United States
*** Expedited shipping cost depends on weight, zip code and service selected. Call (800) 343-1157 for pricing.