STOP & READ BEFORE ORDERING FORMS

<mark>There is a **Major Change** for the **2023 Tax** filing season. If you have to file **10** or more forms for a client you **must file them electronically.**</mark>

https://www.irs.gov/forms-pubs/new-electronic-filing-requirements-for-forms-w-2

Because the threshold for electronic filing has been reduced so dramatically, you need to be aware of what you need to do <mark>**AS SOON AS POSSIBLE**</mark> before filing electronically.

If you are going to file W2's electronically:

You need to get the file **EFW2.PDF**, which is available on the *Social Security Administration* website.

There is a section that tells you how to apply for a **USER ID** and **PASSWORD** need for the *Social Security Administration's* **BSO** (Business Services Online) website.

The **USER ID** is part of the electronic file, so without it, all files will be rejected. There are several ways to get this, but I advise you to get this as early as possible. It might be possible to get **USER ID** and **PWD** in January, but don't count on it. The *SSA* is likely to be very busy at that time.

If you are going to file 1099's electronically:

You need to get the **Pub 1220** from the *IRS* website.

There is a section that tells you how to apply for a **Transmitter Control Code (TCC)**.

The **TCC** is part of the electronic file, so without it, all files will be rejected.

You can apply online, but the **TCC** will arrive via **US Postal Service (paper).**

The **Pub 1220** says to allow **45 days** for processing. So, if you wait until December to try to get your **TCC,** you will likely be paying someone else to electronically file your 1099's for you

2023 W2/1099 ORDER FORM

Order Before October 31ᵗʰ, and get a 10% Discount on W2/1099 Forms Only <u>Not</u> Envelopes

LASER TAX FORMS - EACH PACK HAS 50 SHEETS

Item #	Form Type	Description	Cost Per Pack	# Packs	Total Cost
25	**W2 -** Copy A	2 Forms Per Sheet for 2 Employees	**$9.75**		
38	**W2 -** Blank Perf 2-UP	2 Forms Per Sheet for 1 Employee	**$8.75**		
37	**W2 -** Blank Perf 4-UP	4 Forms Per Sheet for 1 Employee	**$8.75**		
29	**1099 MISC -** Copy A	2 Forms Per Sheet for 2 Recipients	**$9.75**		
44	**1099 NEC** – Copy A	3 Forms Per Sheet for 3 Recipients	**$9.75**		
28	**1099 INT -** Copy A	2 Forms Per Sheet for 2 Recipients	**$9.75**		
27	**1099 DIV -** Copy A	2 Forms Per Sheet for 2 Recipients	**$9.75**		
26	**1099-B -** Copy A	2 Forms Per Sheet for 2 Recipients	**$9.75**		
30	**1099-S -** Copy A	3 Forms Per Sheet for 3 Recipients	**$9.75**		
33	**1099-R -** Copy A	2 Forms Per Sheet for 2 Recipients	**$9.75**		
40	**1099 -** Blank Perf 2-UP for MISC/DIV/INT/B/R & 1098	2 Forms Per Sheet for 1 Recipient	**$8.75**		
36	**1099** - Blank Perf 3-UP for NEC/S	3 Forms Per Sheet for 1 Recipient	**$8.75**		
31	**W3 -** Copy A	1 Form Per Sheet	**$9.75**		
32	**1096 -** Copy A	1 Form Per Sheet	**$9.75**		
35	**1098 -** Copy A	2 Forms Per Sheet for 2 Recipients	**$9.75**		
42	**W2c -** Copy A	1 Form Per Sheet for 1 Employee	**$9.75**		
43	**W3c -** Copy A	1 Form Per Sheet	**$9.75**		
			Total Cost*		
		10% Discount for Orders Received Before October 31ᵗʰ		(	)
		Total Forms Amount			

DOUBLE WINDOW ENVELOPES (ORDER IN INCREMENTS OF <u>100</u>)

Item #	Description	Quantity	Total Cost	
7 – DWCL	Laser **W2 Envelopes - 2-UP**			**Price Chart for Envelopes is Located on Laser Tax Forms Example Page**
34 - DW4S	Laser **W2 Envelopes - 4-UP**			
21 - DW19	Laser **1099 NEC/S Envelopes - 3-UP**			
41 - DWMR	Laser **1099 MISC/DIV/INT/B/R & 1098's**			
	Total Envelope Amount			

TOTAL FORM & ENVELOPE ORDER

Total Forms Amount	
Total Envelope Amount	
Shipping and Handling	**$25.00**
State Taxes: CA 8%, FL 7% & TX 6.25%	
Total Amount of Order	

Please return this form along with a check to: ***P.C. Software Accounting Inc***, ***1219 Sarasota Center Blvd., Sarasota FL 34240***. If you prefer to pay with a credit card please fill in the card information in the **Billing & Shipping Information Section** and either mail or fax the form to **(941) 896 9865.**

BILLING & SHIPPING INFORMATION

Company Name:	
Contact Person:	**Telephone:**
Street Address:	
City, State & Zip:	
Credit Card #:	**Expiration Date:**	**PIN #:**
Card Holder:	
Billing Address on Card:	
Email Address:	