Dear PC Software Client:

We hope all is going well for you. The purpose of this letter is to provide ordering information for the 2024 W2 and 1099 forms. We provide users with the capability to print black W2A's and W3A's on blank paper and also the capability to additionally output W2's and 1099's to a PDF format. The IRS still requires the red copy A's for 1099's and 1096's; although they have not always levied fines for noncompliance. We would personally recommend using only preprinted 1099A & 1096A red copy forms or electronically filing them, rather than risking a fine. The W2 and 1099 program supports all the forms shown on the attached order form and the capability to electronically file W2's and 1099's is included with the standard program.

If you have to file **10** or more forms (any form counts) for a client you **must file** for them **electronically**. Using the **BSO System (SSA)** for W2's and the **FIRE System (IRS)** for 1099's. See the **Helpful Information page** (last page in this mailing) for more info.

If you got a **FIRE TCC Code** last year login now to make sure you can get in. But beware your **Password** is only valid for **90 Days**. So make sure you reset it at the end of November to get you though the W2 season. If you don't have a **FIRE TCC Code** and **Password**. Apply for one **NOW** as it can take up to 45 days to get a code. To apply go to **irs.gov/fire -> Additional infomaton (**top right) **-> Access IR Application for TCC** (2nd button). Must sign in with **ID.me** and fill out applicaton.

To file **W2's electronically** apply for the **BSO Account NOW** if your don't already have one. To apply go to **ssa.gov/bso -> Employers -> Create Account** and follow the online instruction to create your **ID.me** account.

Here is an example: Bulletproof Rug Inc. has 5 employees, and will also be filing 4 1099-NEC's and one 1099-MISC. 5 + 4 + 1 = 10. They have met the threshold. All of these forms must be filed electronically.

When you order your forms, keep in mind that the red scannable W2 Copy A (form #25), and all the red scannable 1099's except the 1099-NEC and 1099-S specify that two employees or recipients should be on one page (two forms for two different people on one page). The red scannable 1099-NEC and 1099-S still specifies that 3 recipients should be on one page. Please note that you will need twice as many blank perforated forms as the W2 Copy A, and all 1099 Copy A's except for the 1099-NEC and 1099-S (3 times as many for these forms), since the blank forms are set to print only one person or recipient per page. You should be careful to order the correct envelopes for the blank form you are ordering. For example if you are printing your employee copies using the two to a page W2, order envelope #7, and if you are printing your employee copies using the four to a page W2, order envelope #34. When you are ordering 1099's, order envelope #41 for two forms to a page and envelope #21 for three forms to a page.

W2 and 1099 orders placed by October 31st will receive a 10% discount. Please keep in mind that the discount only applies to tax forms and not envelopes. We suggest that you check your order when it arrive so that any errors in shipping can be easily corrected before the W2 and 1099 season begins. Please call us with any questions that you might have.

Regards,
PC Software Accounting, Inc.