

## Enterprise Software (PRISM) 2008 W-2 & 1099 Order Form

Municipality: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_

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**W-2 AND 1099 FORMS MUST BE ORDERED IN INCREMENTS OF 25.**

**The number of forms ordered should equal the total number of employees or vendors paid during the year, plus an additional amount (typically 10%) to allow for errors, misprints and re-prints.**

The W-3 Summary Form is required to summarize the W-2 transmittal to the Social Security Administration.

The 1096 Summary Form is used to summarize 1099, 1098, 5498 and W-2G forms.

**All orders are shipped UPS Ground. Shipping costs are additional**

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<b>Enterprise Software (PRISM) Form</b>	<b>Quantity</b>	<b>Price Per</b>	<b>=</b>	<b>Total</b>
W-2's (Laser Printer Format)	-----	x .95	=	\$ -----
W-2 Envelopes	_____	x .15	=	\$ _____
W-3 Summary Form	_____	x .95	=	\$ _____
1099's (Laser Printer Format)	_____	x .35	=	\$ _____
1099 Envelopes	_____	x .15	=	\$ _____
1096 Summary Forms	_____	x .95	=	\$ _____
<b>GRAND TOTAL</b>			<b>=</b>	<b>\$ _____</b>

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