



Valley Forge Corporate Center
2550 Eisenhower Avenue
Norristown, PA 19403

Enterprise Software 2011 W-2 & 1099 Order Form

Municipality: _____ **Contact Person:** _____
Street Address: _____ **Telephone #:** _____
City, State, Zip: _____ **Fax #:** _____

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. For example, if you have 60 employees you must order 75 forms/envelopes.

- Organizations that file electronically do not need to file a separate W3 Summary Form
- The W-3 Summary Form is required to summarize the W-2 transmittal to the SSA and is required for Paper Filing
- The 1096 Summary Form is used to summarize 1099, 1098, 5498 and W-2G forms and are automatically included with your order

Orders are shipped utilizing the most cost effective method via UPS Ground or the USPS. Shipping costs are additional.

Complete Order Form and Fax to 610-666-5080

Form	Quantity (a multiple of 25)		Price Per		Total
"2 Up" W-2's (for Paper or Electronic Filing)		X	.95	=	\$
"2 Up" W-2 Envelopes		X	.15	=	\$
"4 Up" W-2's (for Electronic Filing only)		X	.95	=	\$
"4 Up" W-2 Envelopes		X	.15	=	\$
W-3 Summary Form (for Paper Filing only)		X	.95	=	\$
1099's		X	.35	=	\$
1099 Envelopes		X	.15	=	\$
			TOTAL		\$

Signature _____ **Date** _____