

Use with your software from NTT DATA

It's easy to order your year-end tax forms – just select the kits you need and how many. The kits include W-2 or 1099 forms with the multiple parts or copies required, along with a matching number of envelopes.

Forms are printed on perforated 8.5 by 11-inch sheets.

Please note:

- Laser W-2 forms only can be used when the federal copy is submitted electronically
- Laser 1099 Int. forms are only available in kits of 100

All year-end tax forms begin shipping in mid-November.

For orders placed after mid-November, please allow a minimum of 3 business days for processing before shipping. We ship by ground service. FOB Redmond, WA 98052.

Next-day shipping is available. RUSH service is available for a \$50 handling charge.

Supplies are limited; all orders subject to availability.

Due to the time-sensitive nature of these forms, no returns can be accepted.

Order Form for W-2s and 1099s

	Price per Kit (1-5 kits)	Price per Kit (6 or more)	Number of kits ordered
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Laser Kits

1099 Interest Laser Kit

Contains 100 forms of each copy A,B,C State and 100 envelopes \$92 \$83 _____

1099 Misc Laser Kit

Contains 100 forms of each copy A,B,C State and 100 envelopes \$92 \$83 _____

W2 Laser Kit

Contains 50 forms, employee and employer copies, and 50 envelopes \$63 \$57 _____

Your Company Information *(please print)*

NTT DATA Site number _____

Facility _____

Address _____

Phone _____ Fax _____

Authorized by _____

Order Online:

Fill out the form on our Website:
www.nttdatalc.com
(Services / Form Order Desk)

Order by Fax:

(425) 307-2230
Attn: W-2 Form Orders

Order by Mail:

NTT DATA
Attn: W-2 Form Orders
8383-158th Ave NE, Suite 100
Redmond, WA 98052