

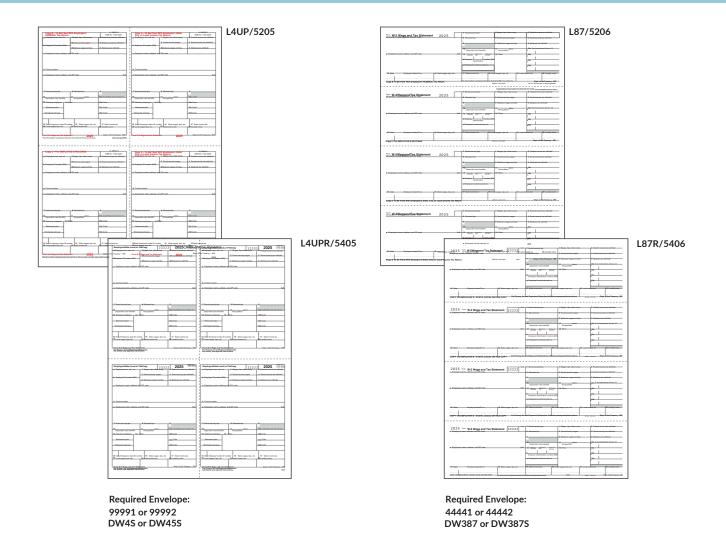
95 W. Grand Ave. #120 * Lake Villa, IL 60046 847-537-7500 * tax@brooks-allan.com

2025 IRS TAX FORM CHANGES

FORM	POSTED OR REVISED DATE			
1042-S	12/16/24	Reprogramming necessary. New form field 7d was added. Form field 13d moved to the adjacent column. Additional minor changes include updates to text instructions and form year		
1094-B	09/30/24	2025 forms expected to be released in Q4.		
1094-C	09/30/24	2025 forms expected to be released in Q4.		
1095-B	09/30/24	2025 forms expected to be released in Q4.		
1095-C	09/30/24	2025 forms expected to be released in Q4.		
1096	04/01/25	Reprogramming necessary. New Form Box for 1099-DA. Minor changes on form and instructions include updates to text and form year.		
1097-BTC	04/25 Revision	Reprogramming necessary. "20" is removed from "For Calendar Year" field. Designation for Copy C updated to Copy 1/2. Minor changes on form include update to revision date and minor text changes.		
1098	04/25 Revision	Reprogramming necessary. "20" is removed from "For Calendar Year" field. Designation for Copy C updated to Copy 1/2. Minor changes on form include update to revision date and minor text changes.		
1098-E	03/18/25	No reprogramming necessary. Minor changes include update to form year and backer text annual updates.		
1098-MA	04/25 Revision	Reprogramming necessary. "20" is removed from "For Calendar Year" field. Designation for Copy C updated to Copy 1/2. Minor changes on form include update to revision date and minor text changes.		
1098-Q	04/25 Revision	Reprogramming necessary. "20" is removed from "For Calendar Year" field. Designation for Copy C updated to Copy 1/2. Minor changes on form include update to revision date and minor text changes.		
1098-T	03/18/25	No reprogramming necessary. Minor changes include update to form year and backer text annual updates.		
1099-A	04/25 Revision	Reprogramming necessary. "20" is removed from "For Calendar Year" field. Designation for Copy C updated to Copy 1/2. Minor changes on form include update to revision date and minor text changes.		
1099-B	01/03/25	No reprogramming necessary. Minor changes on form and backer include updates to text and form year.		
1099-C	04/25 Revision	Reprogramming necessary. "20" is removed from "For Calendar Year" field. Designation for Copy C updated to Copy 1/2. Minor changes include update to form year and backer text updates.		
1099-DIV	01/24 Revision	Current format of form up to date since last revision.		
1099-G	03/24 Revision	Current format of form up to date since last revision.		
1099-INT	01/24 Revision	Current format of form up to date since last revision.		
1099-К	03/24 Revision	Current format of form up to date since last revision.		
1099-LS	04/25 Revision	Reprogramming necessary. "20" is removed from "For Calendar Year" field. Designation for Copy D updated to Copy 1/2. Minor changes on form include update to revision date and minor text changes.		
1099-MISC	04/25 Revision	Reprogramming necessary. Box 14 is discontinued. Other changes include update to revision date and recipient instructions.		
1099-NEC	04/25 Revision	Reprogramming necessary. Box 3 is now active. Other changes include update to revision date and recipient instructions.		
1099-PATR	04/25 Revision	Reprogramming necessary. "20" is removed from "For Calendar Year" field. Designation for Copy C updated to Copy $1/2$. Minor changes on form include update to revision date and minor text changes.		
1099-R	03/24/25	No reprogramming necessary. Minor changes on form and backer include text changes and update to form year.		
1099-S	04/25 Revision	Reprogramming necessary. "20" is removed from "For Calendar Year" field. Designation for Copy C updated to Copy 1/2. Minor changes on form include update to revision date and minor text changes.		
1099-SB	04/25 Revision	Reprogramming necessary. "20" is removed from "For Calendar Year" field. Designation for Copy C updated to Copy 1/2. Minor changes on form include update to revision date and minor text changes.		
5498	01/06/25	No reprogramming necessary. Minor changes on form and backer include update to form year and text.		
W-2	01/07/25	No reprogramming necessary. Minor changes on form and backer include updates to text and form year.		
W-2C	06/24 Revision	No reprogramming necessary. Minor changes on form and backer include updates to text and the revision date.		
W-2G	12/23 Revision	Current format of form up to date since last revision.		
W-2VI	01/07/25	No reprogramming necessary. Minor changes on form and backer include updates to text and form year.		
W-3	10/22/24	No reprogramming necessary. Minor changes on form and instructions include OMB number change, update to form year and updates to due dates.		
W-3C	06/24 Revision	No reprogramming necessary. Minor changes on form and backer include updates to text and the revision date.		
W-3SS	10/24/24	No reprogramming necessary. Minor changes on form and instructions include OMB number change, update to form year, and updates to due dates.		
Note: This doc	ument was last up	dated on: Wednesday, July 30, 2025		

W-2 PRE-PRINTED FORMS

Combined 4-Up Laser



50	500
520550	L4UP500/5205B
540550	L4UPR500/5405B
N/A	L4UP24#/5917B
520650	L87500/5206B
540650	L87R500/5406B

FORM DESCRIPTION

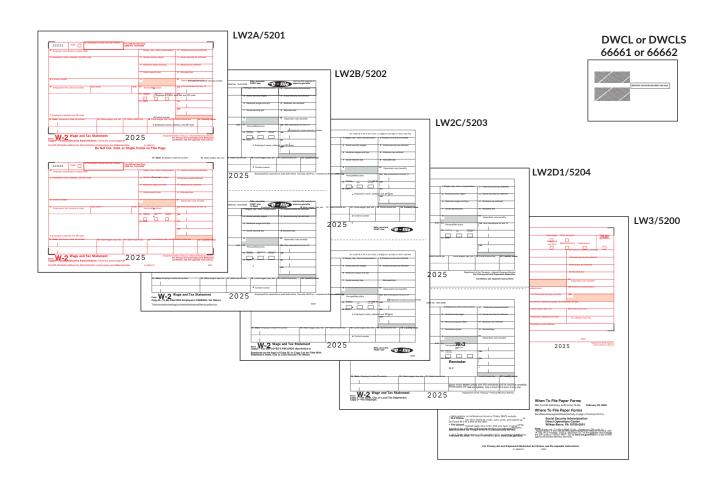
W-2 4-Up Box Employee's Copies B, C, 2 & 2 Combined – 1 Sheet Equals 1 Form W-2 4-Up Box Employer's

Copies 1/D, 1/D, 1/D – 1 Sheet Equals 1 Form W-2 4
Up Box Employee's Copies B, C, 2 & 2 Combined (24# paper version of 5205B) – 1 Sheet Equals 1 Form W-2 4
Up Horizontal Employee's Copies B, C, 2 & 2 Combined – 1 Sheet Equals 1 Form W-2 4-Up Horizontal

Employer's Copies 1/D, 1/D, 1/D Combined – 1 Sheet Equals 1 Form

W-2 PRE-PRINTED FORMS

Packaged Laser Sets

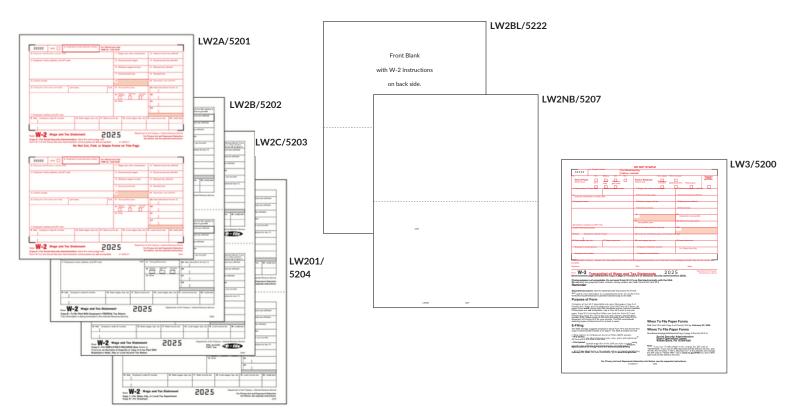


(3) Transmittal W-3 forms included with each set

N-2 Packa	ged Laser Sets	W-2 Packaged Laser Sets (continued)		
FOR 100 E	EMPLOYEES	FOR 50 EMPLOYEES		
95214	4-Part SET Includes: W-2 Copy A, B, C, D (50 Sheets each)	95211E 4-Part SET Includes: W-2 Copy A, B, C, D (25 Sheets each)		
95216	6-Part SET Includes: W-2 Copy A, B, C, D, 1, 2 (50 Sheets each)	+ Gum Seal ENV (50)		
95214E 95216E	4-Part SET Includes: W-2 Copy A, B, C, D (50 Sheets each) + Gum Seal ENV (100)	95212E 6-Part SET Includes: W-2 Copy A, B, C, D, 1, 2 (25 Sheets each) + Gum Seal ENV (50)		
93210E	6-Part SET Includes: W-2 Copy A, B, C, D, 1, 2 (50 Sheets each)	FOR 20 EMPLOYEES		
95218E	+ Gum Seal ENV (100)	95204ES 4-Part SET Includes: W-2 Copy A, B, C, D (10 Sheets each)		
752162	8-Part SET Includes: W-2 Copy A, B, C, D, 1, 1, 2, 2 (50 Sheets each)	+ S e I f-Seal E N V (20)		
	+ Gum Seal ENV (100)	95206ES 6-Part SET Includes: W-2 Copy A, B, C, D, 1, 2 (10 Sheets each + S e I f-Seal E N V (20)		

W-2 PRE-PRINTED & BLANK FORMS

Individual 2-Up Laser Packs



Required Envelope: 66661 or 66662 DWCL or DWCLS

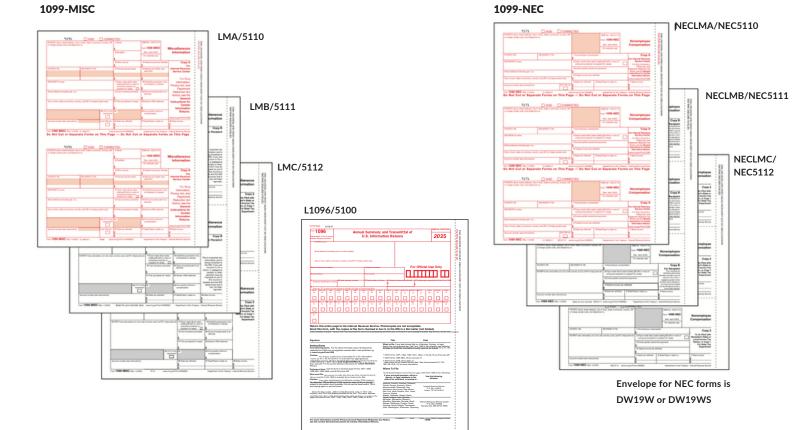
Sheets per pack

(5) W-3 Transmittal forms are included with each Federal Copy A (Red) Form order

50		500	FORM DESCRIPTION
LW	350/520050	LW3500/5200B	W-3 Transmittal Of Income And Tax Statement – 1 Sheet Equals 1 Form
LW	2A50/520150	LW2A500/5201B	W-2 IRS Federal Copy A - 1 Sheet Equals 2 Forms
LW	2B50/520250	LW2B500/5202B	W-2 Employee's IRS Federal Copy B - 1 Sheet Equals 2 Forms
LW	2C50/520350	LW2C500/5203B	W-2 Employee's Copy C and/or State, City Or Local Copy 2 – 1 Sheet Equals 2 Forms
LW	2D150/520450	LW2D1500/5204E	W-2 Employer's Copy D and/or State, City Or Local Copy 2 – 1 Sheet Equals 2 Forms
LW	2BL50/522250	LW2BL/5222B	W-2 Blank Face, With W-2 Backer Instructions – 1 Sheet Equals 2 Forms
LW	2NB/520750	LW2NB/5207B	W-2 Blank Face, No Backer - 1 Sheet Equals 2 Forms
LW	3C25	N/A	W-3C Transmittal of Corrected Income and Tax Statement – 1 Sheet Equals 1 Form
	2CA/531350	N/A	W-2C Corrected Income Fed Copy A – 1 Sheet Equals 1 Form
	2CB50/531450		W-2C Corrected Income Employee's Fed Copy B – 1 Sheet Equals 1 Form
LW	2CC50/531650	N/A	W-2C Corrected Income Employee's Copy C and/or State, City, Local Copy 2 – 1 Sheet Equals 1 Form
LW.	2CD1/531550	N/A	W-2C Corrected Income Employer's Copy D and/or State, City, local Copy 1 - 1 Sheet Equals 1 Form

1099 PRE-PRINTED FORMS

Individual Laser Packs



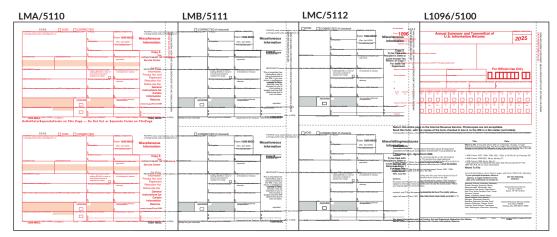
(5) 1096 Transmittal forms are included with each Federal Copy A (Red) form order

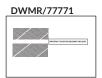
Sheets per pack				
50	500 F	FORM DESCRIPTION		
L1096/510050	L1096500/5100B	5100B 1096 Annual Transmittal For U.S. Information Returns		
LMBL/510850	5108B	1099-MISC 2-Up Blank w/ Printed Backer - No Stub - 1 Sheet Equals 2 Forms 1099-		
LMA50/511050	LMA500/5110B	MISC Federal Copy A - 1 Sheet Equals 2 Forms		
LMB50/511150	LMB500/5111B	1099-MISC Recipient Copy B - 1 Sheet Equals 2 Forms		
LM250/511250	LM2500/5112B	1099-MISC State and/or File Copy - 1 Sheet Equals 2 Forms		
LM350/511450	LM3500/5114B	1099-MISC 3-Up Recipient Copy B and State or File Copy - 1 Sheet Equals 1 Form		
LMBL/ 510825	5108B	1099-MISC Blank With Backer Instructions Copy B - 1 Sheet Equals 2 Forms 1099-		
NECLMA50/NEC511050	NECLMA500/NEC5110B	NEC Federal Copy A – 1 Sheet Equals 3 Forms		
NECLMB50/NEC511150	NECLMB500/NEC5111B	1099-NEC Recipient Copy B - 1 Sheet Equals 3 Forms		
NECLM250/NEC511250	NECLM2500/NEC5112B	1099-NEC State and/or File Copy - 1 Sheet Equals 3 Forms		
NECLM350/NEC511450	NECLM3500/NEC5114B	1099-NEC 3-Up Recipient Copy B and State Or File Copy – 1 Sheet Equals 1 Form		
LIA50/512050		1099-INT Federal Copy A - 1 Sheet Equals 2 Forms		
LIB50/512150	LIA500/5120B	1099-INT Recipient Copy B - 1 Sheet Equals 2 Forms		
LIC50/512250	LIB500/5121B	1099-INT State and/or File Copy - 1 Sheet Equals 2 Forms		
LDA50/513050	LIC500/5122B	1099-DIV Federal Copy A - 1 Sheet Equals 2 Forms		
LDB50/513150	5130B	1099-DIV Recipient Copy B - 1 Sheet Equals 2 Forms		
LDC50/513250	5131B	1099-DIV State and/or File Copy – 1 Sheet Equals 2 Forms		
515925	LDC500/5132B	1099-MISC 2-Up Blank w/ Printed Backer w/ Stub - 1 Sheet Equals 2 Forms		
	5159B			

1099 PRE-PRINTED & BLANK FORMS

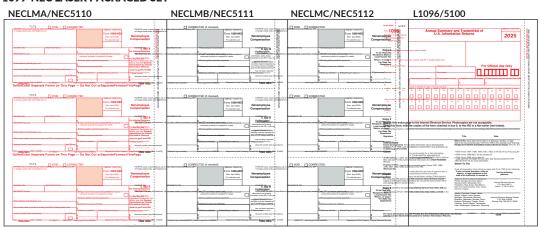
1099-MISC Laser Packaged Sets

1099-MISC LASER PACKAGED SET





1099-NEC LASER PACKAGED SET



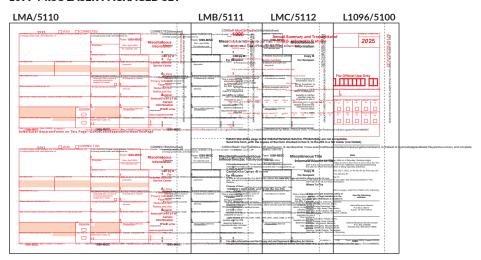
(3) Transmittal 1096 forms are included with each set

1099-MISC	LASER PACKAGED SET	1099-NEC LAS	SER PACKAGED LASER SET
FOR50EMPL	OYEES	FOR 50 EMPLOY	/EES
6102E	3-Part Set includes: Copy A, B, State/File (25 sheets each) 3 transmittals and 50 Self-Seal ENV	NEC95917/ NEC6102	3-Part Set includes: Copy A, B, State/File (17 sheets each) 3 transmittals
95918/ 6103	4-Part Set includes: Copy A, B, State/File, State/File (25 sheets each 3 t r ansmitt als	NEC95917ES/ NEC6102E	3-Part Set includes: Copy A, B, State/File (17 sheets each) 3 transmittals and 50 Self-Seal ENV
95918ES/ 6103E	4-Part Set includes: Copy A, B, State/File, State/File (25 sheets each 3 transmittals and 50 Self-Seal ENV	NEC95918/ NEC6103	4-Part Set includes: Copy A, B, State/File, State/File (13 sheets each) 3 transmittals
FOR25EMPL	OYEES	NEC95918ES/ NEC6103E	4-Part Set includes: Copy A, B, State/File, State/File (13 sheets each) 3 transmittals and 50 Self-Seal ENV
610325	4-Part Set includes: Copy A, B, State/File, State/File (13 sheets each 3 t r ansmitt als	NEC95919/ NEC6105	5-Part Set includes: Copy A, B, State/File, State/File, State/F (13 sheets each) 3 transmittals
6103E25	4-Part Set includes: Copy A, B, State/File, State/File (13 sheets each 3 transmittals and 25 Self-Seal ENV		
610525	5-Part Set includes: Copy A, B, State/File, State/File, State/File (13 sheets each) 3 transmittals	NEC610325 4-Part Set includes: Copy A, B, State/File, State/File (9 sheets each) 3 transmittals	
		NEC6103E25 4-Part Set includes: Copy A, B, State/File, State/File (9 sheets each) 3 transmittals and 25 Self-Seal ENV	

1099 PRE-PRINTED FORMS

1099-MISC & 1099-NEC Sets

1099-MISC LASER PACKAGED SET





NEC95904ES 4-Part Set includes: (7 Sheets EACH) 1099-NEC Copy A, B, 2/1, 2/2

+ Self-Seal ENV (20)

(3) Transmittal 1096 forms are included with each set

FOR 100	O RECIFICITY	FOR 100 RECIPIE	1415
95913	3-Part Set includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1	NEC95913E	3-Part Set includes: (34 Sheets EACH) 1099-NEC Copy A, B, 2/1,
95914/61	1054-Part Set includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2	2/1	+ Gum Seal ENV (100)
9591	13E 3-Part Set includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1,	NEC95914E	4-Part Set includes: (34 Sheets EACH) 1099-NEC Copy A, B, 2/1,
	+ Gum Seal ENV (100)		2/1, + Gum Seal ENV (100)
9591	14E 4-Part Set includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/	/ _{1,} NEC95915E	5-Part Set includes: (34 Sheets EACH) 1099-NEC Copy A, B, 2/1, 2
+ Gum Seal ENV (100)			2, + Gum Seal ENV (100)
9591	15E 5-Part Set includes: (50 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/	/1FQR 20 RECIPIEN	ITS
	+ Gum Seal ENV (100)	NEC95903ES	
95914F¢	S/5645E100 4-Part Set includes: (50 Sheets FACH) 1099-MISC Copy		+ Self-Seal ENV (20)

1099-NEC LASER PACKAGED SET

FOR 100 RECIPIENTS

FOR50RECIPIENTS

FOR 100 RECIPIENTS

95918E 4-Part Set includes: (25 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/1,

+ Gum Seal ENV (50)

A, B, 2/1, 2/1, + Self-Seal ENV (100)

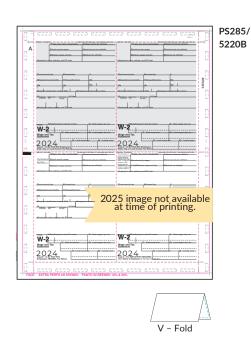
1099-MISC LASER PACKAGED SET

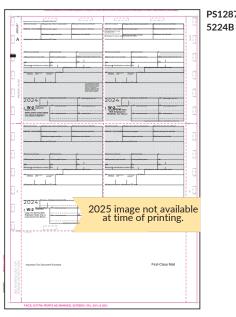
FOR20RECIPIENTS

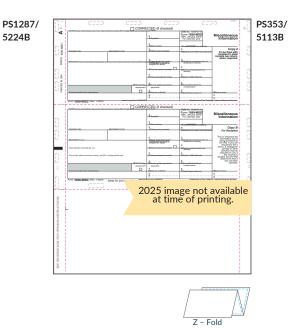
95904ES 4-Part Set includes: (10 Sheets EACH) 1099-MISC Copy A, B, 2/1, 2/1, + Self-Seal ENV (20)

W-2, 1099 PRE-PRINTED & BLANK FORMS

Pressure Seal Tax Forms









PRESSURE SEAL W2 FORMS

Sheets per pack	
500	FORM DESCRIPTION
PS285/5220B	11" W-2 4-Up Box Employee's Copy B, C, 2 And 2 or Extra Copy – V-Fold Duplex – 1 Sheet Equals 1 Form
PS283/5223B	11" W-2 4-Up Box With Printed Backer Copy B - V-Fold Duplex - 1 Sheet Equals 1 Form
PS1287/5224B	14" W-2 4-Up Box Employee's Copy B, C, 2 Or Extra Copy – EZ-Fold Simplex – 1 Sheet Equals 1 Form
PS1289/5225B	14" W-2 4-Up Box With Printed Backer Copy B and C – EZ-Fold Simplex – 1 Sheet Equals 1 Form
PS1288/5227B	14" W-2 4-Up Horizontal Blank w/ Printed Backer – Eccentric Z-Fold – 1 Sheet Equals 1 Form
PS1286/5228B	14" W-2 Horizontal Employee Copy B, C, 2 or Extra Copy - Eccentric Z-Fold - 1 Sheet Equals 1 Form

PRESSURE SEAL 1099 FORMS

Sheets per pack	
500	FORM DESCRIPTION
PSBMISC/5501B	11" Blank 1099-MISC Copy B, 2 w/ Backer - Z-Fold - 1 Sheet Equals 1 Form
PSBMISC/NEC5501B	11" Blank 1099-NEC Copy B, 2 w/ Backer - Z-Fold - 1 Sheet Equals 1 Form
PS1304/5503B	14" 1099-R 3-Up Horizontal Recipient Copy B, C, and 2 - Eccentric Z-Fold - 1 Sheet Equals 1 Form
PS353/5113B	11" Printed 1099-MISC Copy B, 2 - Z-Fold Simplex - 1 Sheet Equals 1 Form
NECPS353/NEC5113B	11" Printed 1099-NEC Copy B, 2 - Z-Fold Simplex - 1 Sheet Equals 1 Form
PS351/5115B	11" 1099-Interest Recipient Copy B - Z-Fold - 1 Sheet Equals 1 Form
PS356/5116B	11" 1098-Mortgage Interest Copy B For Payer - Z-Fold - 1 Sheet Equals 1 Form
PS359/5117B	11" 1098-T Copy B For Student - Z-Fold - 1 Sheet Equals 1 Form
PSB11Z/5119B	11" Blank 1099 3-Up Horizontal - Z-Fold - 1 Sheet Equals 1 Form
PS284/5177B	11" 1099-R 4-Up Box Recipient Copy B, C, 2, and 2 - V-Fold - 1 Sheet Equals 1 Form
PS814RB/5225RB	14" 1099-R 4-Up Box - Blank w/ Printed Backer - Eccentric Z-Fold - 1 Sheet Equals 1 Form
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ACA FORMS

Ordering ACA Forms

WHAT ARE THE AFFORDABLE CARE ACT (ACA) FORMS?

Form	What's Reported?	Who Issues?	Submit to IRS?	Recipient Copies?
1095-B Health Coverage	Which months the insured and his or her family was covered under the plan	Insurance carrier for employers with employer-sponsored group health plans	Insurance carrier submits: Feb. 28 paper; March 31 electronic	Yes, by March 2 Insurance carrier sends to recipients
1095-B Health Coverage	The months the insured and their family were covered under the plan	Self-insured employers with fewer than 50 full-time employees who provide health plans	Feb. 28 paper; March 31 electronic	Yes, by March 2
1094-B Transmittal of Health Coverage Information Returns	Summary transmittal record of 1095-Bs	Accompanies 1095-B forms when mailed to IRS	Feb. 28 paper; March 31 electronic	N/A
1095-C Employer-Provided Health Insurance Offer and Coverage	Whether or not the employer offered health coverage to employees	Employers with 50 or more full-time employees (Applicable Large Employers Both insured and self-insured issue 1095-C)	Feb. 28 paper; March 31 electronic	Yes, by March 2
1094-C Transmittal of Employer Provided Health Insurance Offer and Coverage Information Returns	Summary transmittal record of 1095-Cs	Accompanies 1095-Cs when mailed to IRS	Feb. 28 paper; March 31 electronic	N/A
1095-CIRSC Employer-Provided Health Insurance Offer and Coverage (Continuation Form)	Additional covered individuals	Employers with 50 or more full-time employees (Applicable Large Employers Both insured and self-insured issue 1095-C)	Feb. 28 paper; March 31 electronic	Yes, by March 2

If any date shown falls on a Saturday, Sunday or legal holiday, the due date is the next business day.

IRS REPORTING

Only the official IRS landscape format can be submitted when reporting to the IRS.

EMPLOYER FILE COPY AND REPORTING

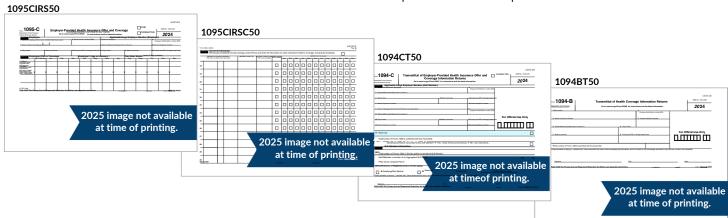
Employers must file with the IRS using the landscape format only. They are also required to keep a copy on file and provide a copy to the recipient for their records.

RECIPIENT REPORTING

Employers provide the employee/recipient the approved portrait format. These are available in pre-printed or blank form version designed to accommodate envelope DWMR/77771. We recommend you review software compatibility.

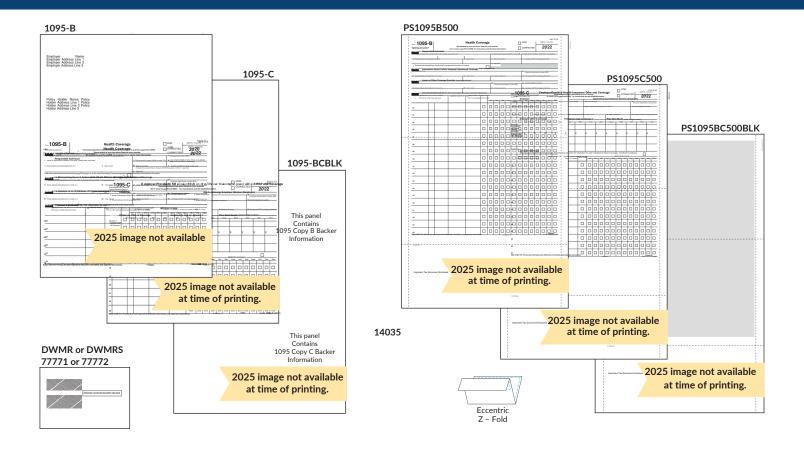
IRS LANDSCAPE FORMAT IS NOW TWO PAGES

Please note that Form 1095-C (IRS landscape format) is now two pages. Part III, which lists self-insured coverage for employees and dependents, has moved to page 3 (instructions are on page 2). Due to this IRS requirement, employers must purchase an additional Form 1095-CIRSC if dependents need to be reported.



ACA PRE-PRINTED FORMS

Laser & Pressure Seal



Silects per p	den			
50	500	FORM DESCRIPTION		
1095-B HEALT	H COVERAGE			
1095B50	1095B500	1095-B "Employee/Employer" Copy Health Coverage		
N/A	N1095B500	1095-B Health Coverage Laser Cut Sheet - Alternate Format		
1094BT50	N/A	1094-B Transmittal Of Health Coverage Information Returns Transmittal For Form 1095-B		
N/A	PS1095B500	14" Pressure Seal EZ-Fold 1095-B Employee's Copy Health Coverage Bulk Pack		
1095-C EMPLC	YER PROVIDED HEALT	H INSURANCE OFFER & COVERAGE		
1095C50	1095C500	1095-C "Employee/Employer" Copy Employer-Provided Health Insurance Offer And Coverage		
N/A	N1095C500	1095-C Employer-Provided Health Insurance Offer and Coverage Laser Cut Sheet - Alternate Format		
1095CIRS50	1095CIRS500	1095-C "IRS" Copy Employer-Provided Health Insurance Offer And Coverage		
1094CT50	N/A	1094-C Transmittal Of Employer-Provided Health Insurance Offer And Coverage Information Returns For Form 1095C,		
N/A	PS1095C500	14" Pressure Seal EZ-Fold 1095-C Employee's Copy Employer Health Insurance Offer And Coverage Bulk Pack		
1095-C CONTI	NUATION			
1095CIRSC50	N/A	Form 1095-C "IRS" Continuation Copy Employer-Provided Health Insurance Offer And Coverage		
1095-B OR C B	LANK			
1095BCBLK50 1095BCBLK500		1095-B And/Or 1095-C Blank W/Printed Backer Instructions		
N/A	PS1095BC500BLK	14" Pressure Seal EZ-Fold 1095-B and/or 1095-C Blank w/Printed Backer Instructions Bulk Pack		
SOFTWARE				
14035		2 025 ACA Downloadable Software		

Sheets per pack

OUTSOURCING

Streamline Tax Form Processing with Outsourcing!

Simplify tax season with a reliable, fully compliant outsourcing solution.



Comprehensive Tax Form Processing Services

From data conversion to secure printing and mailing, our service takes care of your print process. High-volume filers can benefit from specialized features including:

- Print & Mail Services Timely and secure delivery to recipients
- Bulk Delivery Submit files by mid-January for seamless processing (date varies every year)
- Electronic Image Copies Receive copies of your forms for record-keeping
- Data Conversion & Technical Support Assistance with format adjustments
- SSN Masking Enhanced recipient security
- TIN Matching Verify taxpayer information
- CASS Address Validation Ensure accurate recipient addresses
- Additional Custom Services Tailored solutions for unique filing needs

A Hassle-Free Tax Season

Businesses simply provide the required form data, and the rest is handled efficiently. Our service ensures accuracy, security, and on-time filing, reducing the stress of tax season for your payroll team.

Contact tax@brooks-allan.com or call us for more details on how to streamline tax form processing effortlessly!





E-MAIL ORDER FORM

PURCHASEORDER #

PURCHASE ORDERBOX

PLEASE EMAILTHIS ORDER SHEET TO TAX@BROOKS-ALLAN.COM

DATE

	COMPLETE				01122101	
BILL TO INFORMATION				SHIP TO INFORMATION		
COMPANY (PLEASE PRINT OR TYPE)				COMPANY (PLEASE PRINT OR TYPE)		
STREE ADDRESS				STREE ADDRESS:		
CITY/STATE/ZIP				CITY/STATE/ZIP:		
PHONE # FAX #				ATTENTION:		
EMAIL ADDRESS				PHONE #:		
AUTHORIZED SIGNATURE (MUST HAVE TO PROCESS ORDER)				SHIPPING INSTRUCTIONS: ALL ORDERS ARE SHIPPED BEST WAY, PREPAID AND ADDED TO THE INVOICE UNLESS OTHERWISE SPECIFIED. WE CANNOT SHIP TO P.O. BOXES		
			ORD	ER		
QUANTITY	NO. OF PARTS	TAX FORM #		DESCRIPTION	PRICE	
SPECIAL INSTRUCT	TIONS		!		<u> </u>	
	-					

PLEASE NOTE: ONCE AN ORDER HAS BEEN E-MAILED OR FAXED IT MAY NOT BE POSSIBLE TO MAKE ANY CHANGES IF WE FIND ANY DISCREPANCIES WITH YOUR ORDER, WE WILL CALL OR EMAIL BACK WITH ANY QUESTIONS.

Minimum order is \$50.00. A \$10.00 handlingfee plus freight will be added to each invoice. Our payment terms are Net 30. The 10% early order discount is forfeited if the invoice is not paid within terms. No returns on tax forms. Prices are subject to change.



Contact Us: 847-537-7500

The Leader

Brooks-Allan is a leading supplier of W-2 forms, 1099s, and checks. We work closely with your software company to design and provide quality printed forms that meet your requirements.

Backup Product

Brooks-Allan offers a backup for our W-2 forms customers while supplies last. If your form is no longer available, we will make every effort to satisfy your Tax Form needs.

Early Order Discount

All orders for dated tax forms and envelopes placed with Brooks-Allan on or before August 29, 2025, will receive a 10% discount off the regular price.

Payment Terms

★ Our standard payment terms are net 30. If you do not pay within our terms, the 10% discount will be forfeited.

A \$10.00 handling fee will be added to each order. Our standard terms are NET 30. A monthly service charge of 1½% per month (18% annually) will be applied to accounts past due.

Reminder, we accept VISA, MasterCardDiscover, and AmEx for your payment convenience. Noteworthy: there will be a 3% creditcard processing fee for orders over \$1,000.00. Our intent is tosimply passona portion of these processing fees that the credit card companies are charging. We also accept ACH or checks at no cost.

Customer Service

Our qualified Tax staff with over 140 years combined experience is ready to provide friendly assistance to you.

Freight

On all orders, the freight is pre-paid and added to the invoice.

Minimum Order/ Returns

Our minimum order is \$50.00. A \$10.00 handling fee will be added to each order. No returns are allowed on tax forms.

How to Order

Call or email contact us at: tax@brooks-allan.com



95 W. Grand #120 Lake Villa, IL 60046 Phone (847) 537-7500 "Press 3" tax@brooks-allan.com