

# 2011 TOPS Tax Forms

| MINI-PACKS                            |                     |          |                    |               |             |              | BULK    |                    |               |              |
|---------------------------------------|---------------------|----------|--------------------|---------------|-------------|--------------|---------|--------------------|---------------|--------------|
| Description                           | Detached Size       | Form No. | Matching Envelopes | Forms Per Pkg | Pkg Per Ctn | List Per Pkg | Per No. | Matching Envelopes | Forms Per Ctn | List Per Ctn |
| <b>Continuous W-2 Forms</b>           |                     |          |                    |               |             |              |         |                    |               |              |
| 2 part W-3 Forms, Carbonless          | 9" x 11"            | 2203     |                    | 10            | 10          | \$ 7.31      | B2203   |                    | 100           | \$ 51.93     |
| 4 part W-2 Forms, Carbonless          | 9" x 5 1/2**        | 2204     | (2219R)            | 24            | 15          | \$16.32      | B2204   | (B2219R)           | 600           | \$159.71     |
| 6 part W-2 Forms, Carbonless          | 9" x 5 1/2**        | 2206C    | (2219R)            | 24            | 15          | \$17.30      | B2206C  | (B2219R)           | 600           | \$242.63     |
| <b>Continuous 1099 Forms</b>          |                     |          |                    |               |             |              |         |                    |               |              |
| 2 part 1096 Forms, Carbonless         | 8" x 11"            | 2202     |                    | 10            | 10          | \$ 7.31      | B2202   |                    | 100           | \$ 51.93     |
| 4 part 1099-INT Forms, Carbonless     | 8" x 3 2/3"         | 2298     | (2221)             | 24            | 15          | \$12.74      |         |                    |               |              |
| 4 part 1099-MISC Form, Carbonless     | 8" x 5 1/2"         | 2299     | (2222)             | 24            | 15          | \$17.52      | B2299   | (B2222)            | 600           | \$166.23     |
| 5 part 1099-MISC Form, Carbonless     | 8" x 5 1/2"         | 22995    | (2222)             | 24            | 15          | \$19.29      | B22995  | (B2222)            | 600           | \$208.84     |
| <b>Envelopes</b>                      |                     |          |                    |               |             |              |         |                    |               |              |
| W-2 Envelopes, Double Window          | 9 1/2" x 5 5/8"     | 2219R    |                    | 24            | 15          | \$13.44      | B2219R  |                    | 500           | \$ 87.39     |
| W-2 Laser Envelopes, Double Window    | 9" x 5 5/8"         | 2219LR   |                    | 50            | 6           | \$28.06      | B2219LR |                    | 500           | \$ 87.39     |
| W-2 Laser Self-Seal Envelopes         | 9" x 5 5/8"         | 2219LESR |                    | 50            | 6           | \$67.87      |         |                    |               |              |
| 1099-INT Envelopes, Double Window     | 8 3/8" x 3 2/3"     | 2221     |                    | 24            | 15          | \$11.54      |         |                    |               |              |
| 1099-R, DIV & MISC Env, Dbl Window    | 9" x 5 5/8"         | 2222     |                    | 24            | 15          | \$15.65      | B2222   |                    | 500           | \$ 95.03     |
| 1099-R, DIV & MISC Self-Seal Envelope | 9" x 5 5/8"         | 2222ES   |                    | 24            | 15          | \$29.99      |         |                    |               |              |
| <b>Laser Tax Forms</b>                |                     |          |                    |               |             |              |         |                    |               |              |
| 4 part W-2, Laser Forms               | 8 1/2" x 5 1/2"     | 22990    | (2219LR)           | 50            | 6           | \$33.54      |         |                    |               |              |
| 6 part W-2, Laser Forms               | 8 1/2" x 5 1/2"     | 22991    | (2219LR)           | 50            | 6           | \$45.11      |         |                    |               |              |
| 6 part W-2 Forms & Envelopes          | 9" x 5 1/2"         | 22904KIT | INCLUDED           | 24            | 6           | \$40.78      |         |                    |               |              |
| 8 part W-2, Laser Forms               | 8 1/2" x 5 1/2"     | 22992    | (2219LR)           | 50            | 6           | \$72.73      |         |                    |               |              |
| 4 part 1099-DIV, Laser Forms          | 8" x 5 1/2"         | 22973    | (2222)             | 75            | 6           | \$48.46      |         |                    |               |              |
| 4 part 1099-INT, Laser Forms          | 8" x 3 2/3"         | 22983    | (2221)             | 75            | 6           | \$38.78      |         |                    |               |              |
| 5 part 1099-MISC, Laser Forms         | 8" x 5 1/2"         | 22993    | (2222)             | 50            | 6           | \$40.36      |         |                    |               |              |
| 5 part 1099-MISC Forms & Envelopes    | 8" x 5 1/2"         | 22905KIT | INCLUDED           | 24            | 7           | \$39.62      |         |                    |               |              |
| <b>Transmittal Forms</b>              |                     |          |                    |               |             |              |         |                    |               |              |
| W-3 Laser, Pre-Printed                | 7" x 11"            | 22033    |                    | 50            | 4           | \$14.14      |         |                    |               |              |
| 1096 Laser, Pre-Printed               | 8" x 11"            | 22023    |                    | 50            | 4           | \$14.14      |         |                    |               |              |
| <b>Tax Forms Display</b>              |                     |          |                    |               |             |              |         |                    |               |              |
| 6 part Laser Display                  | 23" x 16" x 18 1/2" | TAXDL6   |                    |               |             | \$1375.33    |         |                    |               |              |

**Versatile packaging**  
With a choice of TOPS® mini-packs or bulk cartons, businesses can buy the quantity they need and avoid waste. For small businesses, each mini-pack has 24 forms (laser has 50) and ONE transmittal form. For those customers with large tax form needs, the bulk carton has 600 forms and TEN transmittal forms.

**All TOPS® Tax Forms meet IRS specifications and are the exact spacing as the official IRS forms.**

\*W-2 Forms measure 9" x 5 1/2" with the left hand stub removed.



Can't find what you need? TOPS® can also provide other Federal and State tax forms, such as Magnetic Media, Laser, other 1099 Forms and State Quarterly Filing Forms.  
NOTE: All quantities are stated by number of forms, not by sheets or pages.

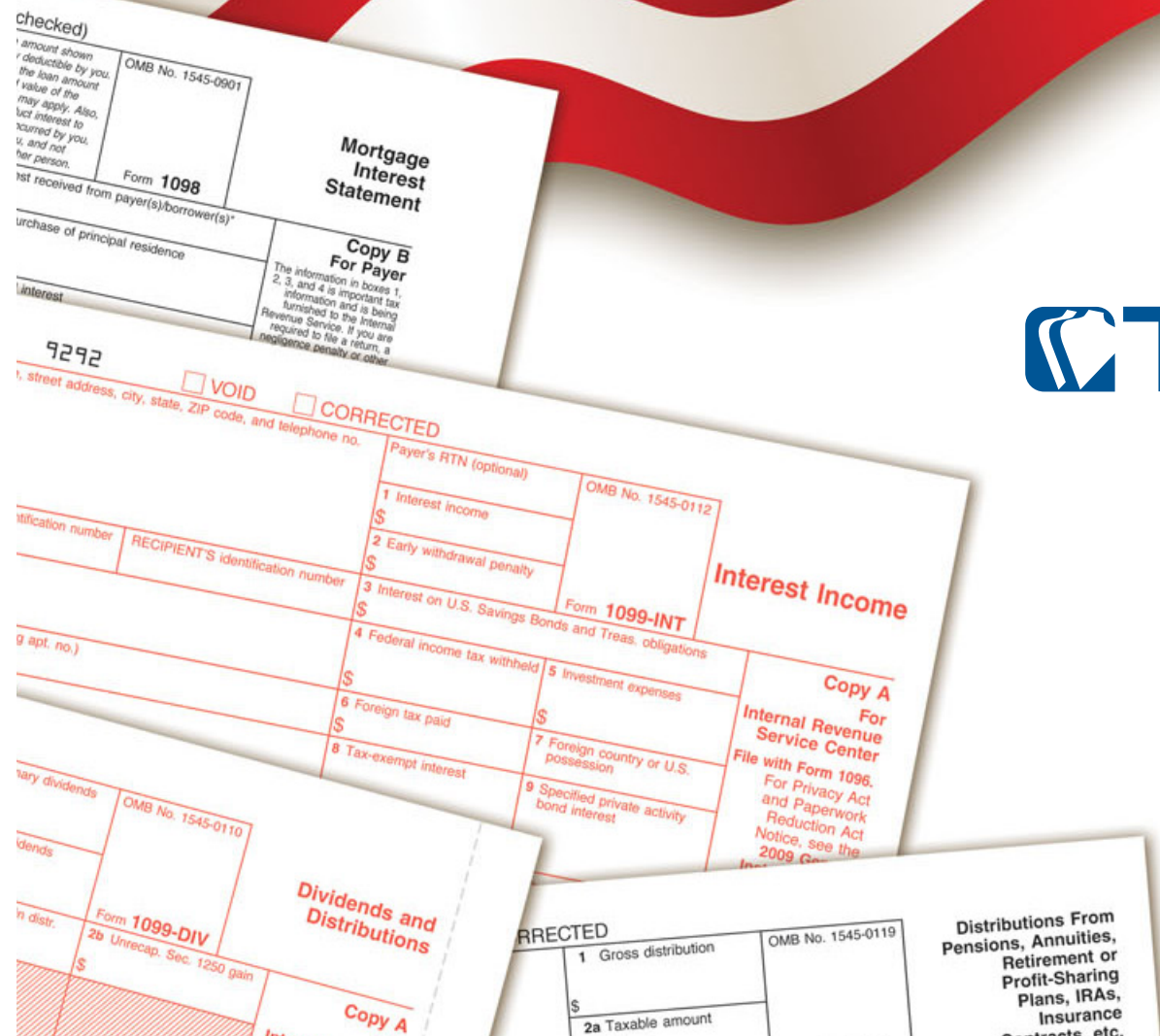
# Purchase and Use Guide

## Purchasing Laser Tax Forms

| W-2 Forms  | 1099 Forms  |
|--|---|
| <p><b>1) Determine the number of employees needed to process.</b></p> <p>- One W-2 form is required for EACH employee who worked during the year.</p> <p><b>2) Determine the number of parts needed for distribution.</b></p> <p>- 4 part, 6 part and 8 part forms are available to meet each state's and city's requirements.</p> <p><b>3) Laser Kits include all parts needed for processing a W-2 form.</b></p> <p>- Copy A, Copy B, Copy C and Copy D are ALL needed to print an entire W-2 form.</p> <p><b>4) Determine the number of kits needed by your company.</b></p> <p>- There are TWO W-2 forms per sheet.</p> <p>Example: You currently have 50 employees working at your company. There were 7 other people who worked for your company this calendar year, but are no longer with your company. You will need 57 forms.</p> <p>**Form count is printed on the label applied to the front of the kit**</p> <p><b>5) Purchase W-2 Laser Envelopes</b></p> <p>- Envelopes 2219LR, 2219LESR &amp; B2219LR have been specifically designed for the Laser W-2s. Caution: Using laser forms with an envelope designed for a continuous form may show important personal income information.</p> | <p><b>1) Determine the number of forms needed to process.</b></p> <p>- 1099-MISC, 1099-R &amp; 1099-DIV have two forms per sheet.</p> <p>- 1099-INT has three forms per sheet.</p> <p><b>2) Laser Kits include all parts needed for processing a 1099 form.</b></p> <p>- 1099-DIV, 1099-INT, 1099-MISC and 1099-R options are available.</p> <p>- Copy A, Copy B, Copy C, etc. are ALL needed to print an entire 1099 form.</p> |

## Using Laser Tax Forms

| W-2 Forms   | 1099 Forms   |
|---|--|
| <p>1) Laser Tax Forms are preprinted; use only with software that does NOT print the W-2 format.</p> <p>2) Print one of each copy separately through the laser printer to produce full set of W-2 forms.</p> <p>- There are TWO W-2 forms per sheet.</p> <p>- 4 part, 6 part and 8 part forms are available to meet each state's and city's requirement.</p> <p>EXAMPLE: For a 6 part W-2 form, print a Copy A, Copy B, Copy C, Copy D, Copy 1 and Copy 2 for each employee.</p> <p>NOTE: Print ALL Copy A's for ALL employees together, ALL Copy B's for ALL employees together, etc...</p> <p>DO NOT COLLATE COPIES BEFORE PRINTING!!!<br/>MUST COLLATE AFTER PRINTING ALL COPIES!!!<br/>Each Kit includes ONE W-3 Transmittal Form</p> | <p>1) Laser Tax Forms are preprinted; use only with software that does NOT print the 1099 format.</p> <p>2) Print one of each copy separately through the laser printer to produce a full set of 1099 forms.</p> <p>- 1099-MISC, 1099-R &amp; 1099-DIV have two forms per sheet.</p> <p>- 1099-INT has three forms per sheet.</p> <p>Each Kit includes ONE Laser 1096 Transmittal Form</p> |



TSL-734-T11

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# 2011 TAX FORMS



# ★ W-2 Forms

Every employer with more than one employee must report employee wages, tips, Federal Income and Social Security Tax withheld to the Federal Government via the W-2 form.

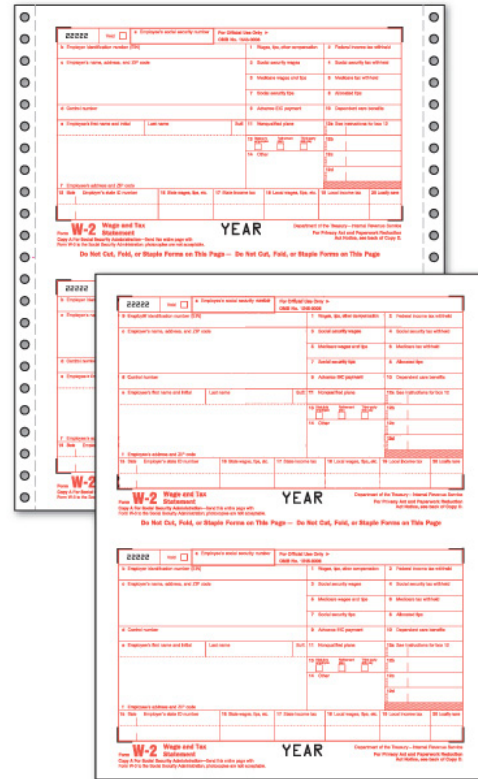
TOPS® has a wide variety of W-2 formats to fit any situation. Choose from continuous and laser formats. TOPS® carries W-2s in carbonless sets and laser formats. Look to TOPS® for a wide variety of unique W-2 styles.

**W-2 Continuous** are used in most pin-fed printers or typewriters.

**Laser W-2s** are quickly becoming one of our best sellers. Since laser printing does not allow for NCR or carbon formats, the W-2 laser forms provide individual sheets for each reporting entity, with two W-2s per sheet. Our kits provide all the parts necessary to complete 50 W-2 sets and are printed on a special 20 lb. bond paper that prints smoothly without jamming.

**W-3 Transmittal of Income** is a 2 part form that summarizes total compensation and taxes paid out by the employer. This form must accompany W-2 forms filed to the Social Security Administration by the employer.

W-2 CONTINUOUS



W-2 LASER

# ★ 1099 Forms

**1099 Forms** are used to report information regarding funds from a wide variety of transactions. TOPS® mini-packs have 24 1099 forms and ONE 1096 transmittal form. Bulk packs include 600 1099 forms and TEN 1096 forms.

**1099-MISC** - This 4 or 5 part carbonless form is used to report rents, royalties, prizes and awards, fishing boat proceeds, fees, commissions paid to non-employees, receipts of medical and health care payments, and substitute payments in lieu of dividends or interest.

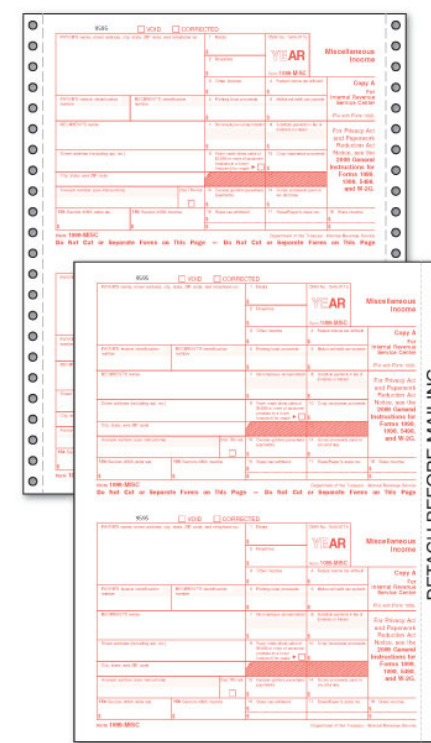
**1099-INT** - This 4 part carbonless form is used for reporting interest income from savings and loan associations, credit unions, bank deposits, mutual savings deposits, insurance companies interest, deposits with stockbrokers and securities, corporate bonds and debentures, redemption of bonds and bearer certificates of deposit.

**1099-DIV** - This 4 part carbonless form is used to report gross dividends and other distributions on stock, investment expenses, capital gain dividends, non-taxable distributions and liquidation distribution.

**1099-R** - This 6 part carbonless form is used to report all distributions, both total and partial, from pensions, profit sharing and retirement plans, annuities, IRAs and insurance contracts.

**1096 Transmittal** - This 2 part carbonless form that summarizes and transmits 1099s and forms 1098, 5498 and W-2G. A separate 1096 form must be filed for each different type of form.

1099-MISC CONTINUOUS



1099-MISC LASER

# ★ Laser Tax Forms

## Excellent Quality

You can output top quality W-2s, 1099s, W-3s and 1096s on a laser printer using our laser formatted forms. They are made from a special 20 lb. bond paper that will print smoothly without jamming. Special heat resistant, smear proof inks offer superior legibility. Micro perforations tear off easily leaving clean edges. All forms meet IRS specifications.

## Laser Forms

**W-2 Forms:** Choose from 4, 6 or 8 part W-2 packs. Each contains all parts necessary to print 50 laser W-2 forms (2 forms per sheet). ONE W-3 laser transmittal form is included in each pack.

**1099-MISC Forms:** Each pack contains 5 parts to satisfy either 4 or 5 part requirements. 50 laser forms (2 forms per sheet) can be produced. ONE 1096 laser transmittal form is included in each pack.

**1099-DIV, 1099-INT or 1099-R Forms:** Choose the pack to meet your 1099 needs. The 1099-DIV and 1099-INT packs contain 4 parts and will produce 75 forms per kit. The 1099-R pack contains 6 parts in one package and will make 50 forms (2 forms per sheet). ONE 1096 laser transmittal form is included in each pack.

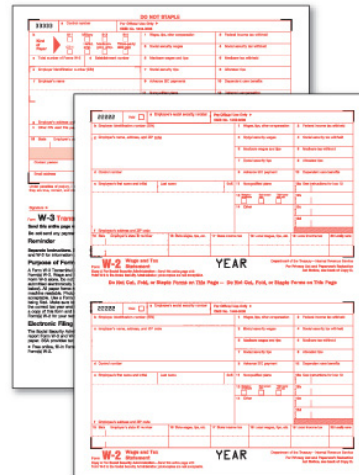
\*Please see the 1099 page to determine the 1099 form needed to report your information regarding funds from various transactions.

## Pre-Printed Transmittal Laser Forms

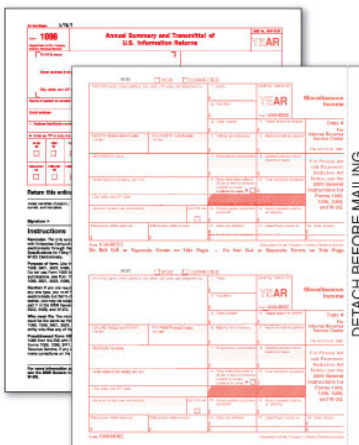
These forms are printed with a special red OCR ink that is required by the IRS for scanning. This ink cannot be replicated by laser printers.

**W-3 Transmittal of Income:** Each package will produce 50 W-3 forms that need to be filed with W-2 forms.

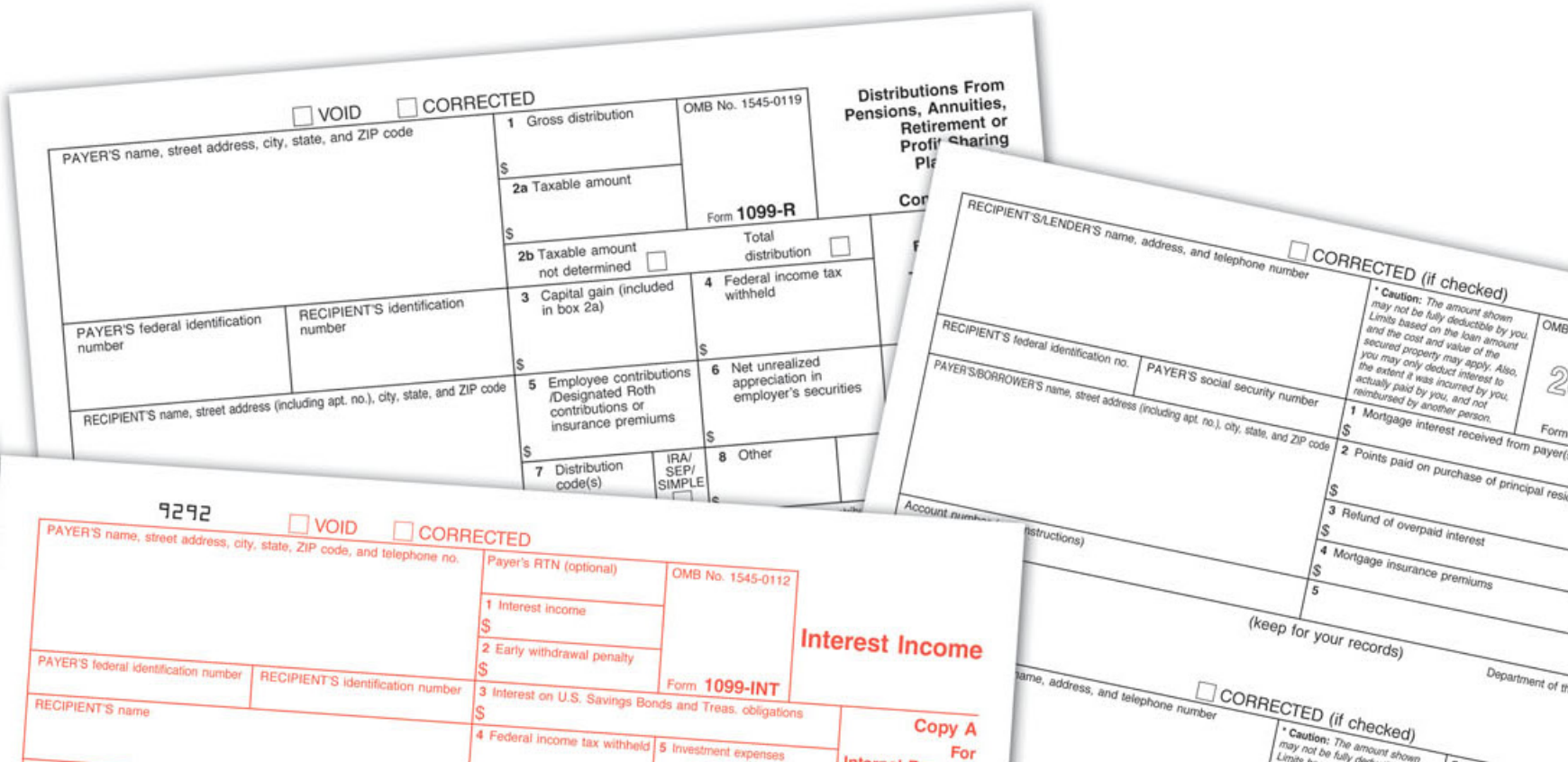
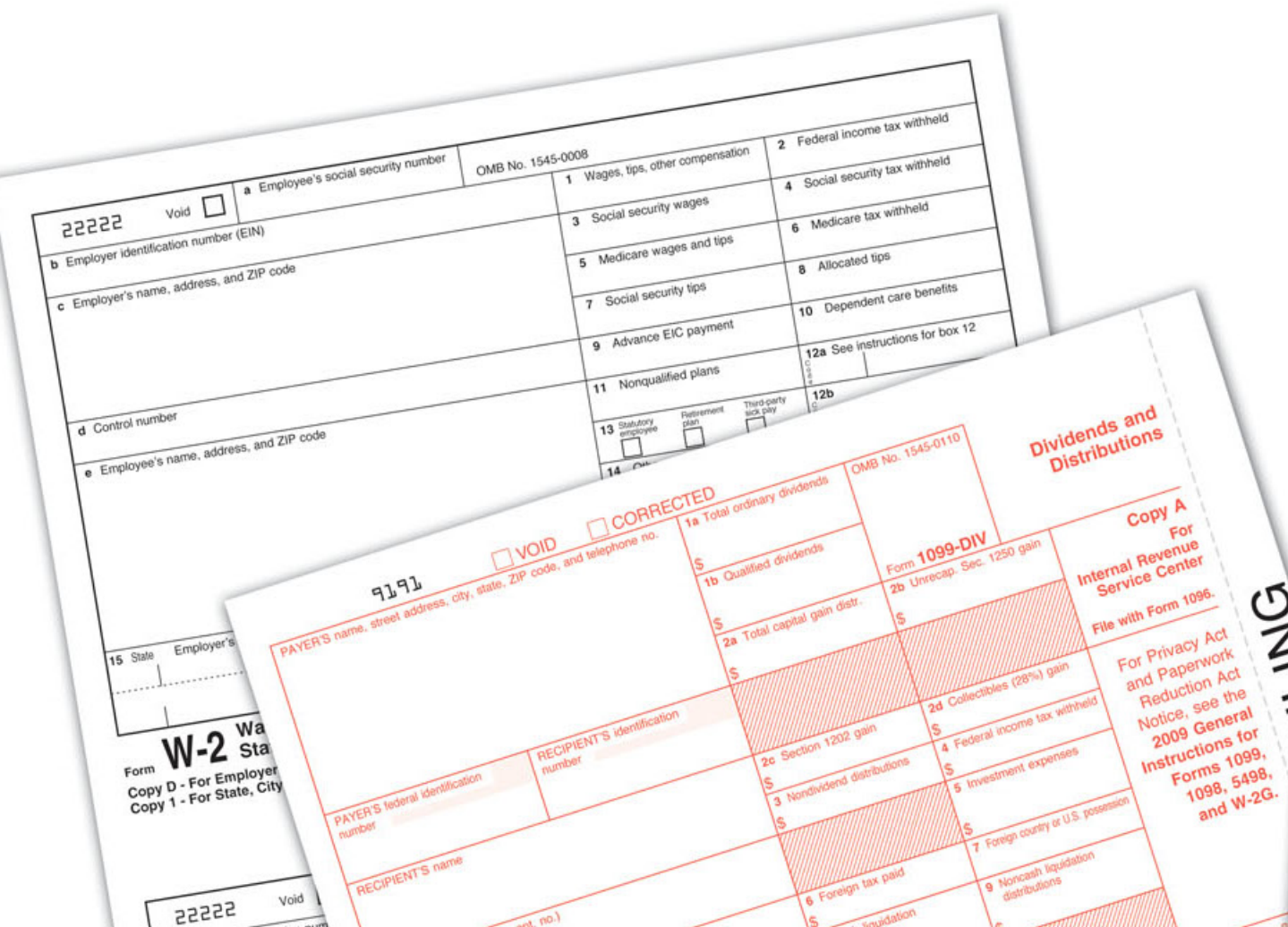
**1096 Transmittal:** Each package will produce 50 1096 forms that need to be filed with 1099 Forms.



W-2 LASER & W-3 SUMMARY FORM



1099-MISC LASER & 1096 SUMMARY FORM



# ★ Envelopes

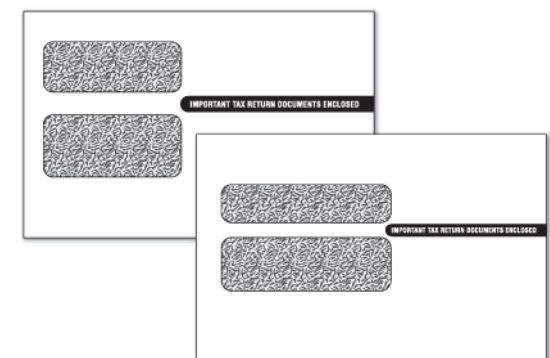
All TOPS® tax form envelopes are 24 lb. white wove paper, tinted for 100% security and are double-windowed to display both employer and employee addresses. Choose from envelopes that fit W-2 and 1099 tax forms.

Available in gummed or self-seal closure styles.

**W-2 Envelopes:** for Continuous Forms

**W-2 Envelopes:** for Laser Forms

**1099 Envelopes:** for 1099-MISC, 1099-INT, 1099-DIV, and 1099-R



These convenient envelopes seal tight and secure with finger pressure. No moisture required.