

1099 Ordering Guide

Which forms do you need?

Use the table on p.16 to determine which form you need.

How are you printing forms?

For laser and inkjet printers, use laser forms. For dot-matrix printer or typewriters, use continuous forms. If you process a larger volume of forms, consider using pressure seal to save time.

What type of software are you using?

Standard 1099 formats are compatible with most software programs. Standard formats are available for all 1099s. Non-standard formats (i.e., 4up) are available for 1099-MISC and 1099-R. Request a free sample to ensure compatibility with your software.

Do you need blank or preprinted forms?

If your software prints only the recipient data, use preprinted forms. If your software prints the recipient data AND the form itself (boxes, etc.), use blank perforated laser paper.

How will you deliver forms to your employees?

Don't forget window envelopes made specifically for our forms for easy, secure mailing. For more efficient mailing, use self seal envelopes.

How many parts do you need?

If you need to file 1099s with city or local agencies (most common for 1099-MISC and 1099-R), order a 4- or 5-part form.

How many 1096 Transmittal forms do you need?

Use one 1096 Transmittal for each type of 1099, 1098, 5498, and W-2G form filed by a single EIN or TIN. Use one 1096 for each type of form filed.

Options for Efficient Printing

>> **BLANK FORMS**

Use with software that prints the actual form (boxes, headers, etc.) AND employee data in one pass.

>> **PREPRINTED FORMS**

Use with software that prints only the employee data.

>> **CONTINUOUS FORMS**

Use with dot-matrix printers or typewriters.

>> **PRESSURE SEAL FORMS**

Ideal for easily printing and mailing a large volume of forms.

>> **ENVELOPES**

Secure delivery for all types of 1099s.

>> **SETS & KITS**

Get 1099 forms in one convenient set; some include envelopes.

>> **OTHER WAGE & WITHHOLDING FORMS**

Quarterly and annual reporting forms, such as 940, 941 and 945 forms are also available; call for details.

1099 Parts Required Per State

State (Parts)

Alabama** (4 or 5)
Alaska (3)
Arizona (4)
Arkansas (4 or 5)
California (3 or 4)
Colorado (4 or 5)
Connecticut (4 or 5)
Delaware** (4 or 5)
District of Columbia (4)
Florida (3)
Georgia (3 or 4)
Hawaii (3 or 4)
Idaho (4 or 5)
Illinois (3 or 4)
Indiana (3 or 4)
Iowa (3 or 4)
Kansas (4)
Kentucky** (3 or 4)
Louisiana (3 or 4)
Maine (4 or 5)
Maryland** (3 or 4)
Massachusetts (4 or 5)
Michigan** (3)
Minnesota (3 or 4)
Mississippi (4 or 5)
Missouri** (3 or 4)
Montana (4 or 5)
Nebraska (4 or 5)
Nevada (3)
New Hampshire (3)
New Jersey (4)
New Mexico (3 or 4)
New York** (3 or 4)
North Carolina (4 or 5)
North Dakota (4 or 5)
Ohio** (3 or 4)
Oklahoma (4 or 5)
Oregon (3 or 4)
Pennsylvania** (4 or 5)
Rhode Island (4)
South Carolina (4 or 5)
South Dakota (3)
Tennessee (3)
Texas (3)
Utah (4 or 5)
Vermont (3 or 4)
Virginia (4)
Washington (3)
West Virginia (4)
Wisconsin (4 or 5)
Wyoming (3)

States noted as 3- or 4-part for 1099-MISC filing: If federal taxes have been withheld on the 1099-MISC, then a 4-part form is required; otherwise, a copy is not required to be filed with the recipient's personal taxes.

**Some states require a 5-part form if Box 16 (State tax withheld) is filled in on the 1099-MISC form.

