

# 2021 W-2 Order Form

## 1. Contact info (of person completing this form) and location to send forms:

Name: \_\_\_\_\_  
Org: \_\_\_\_\_  
Address (no PO Boxes): \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Return Order Form  
by December 1<sup>st</sup>, 2021**  
Fax to (920) 685-3069  
or  
Email sales@webpbs.com

## 2. How many employees do you have? \_\_\_\_\_

## 3. Please check your software program to determine if you need 2-UP or 4-UP forms, pre-printed forms or blank forms. We are not able to tell you what forms will work with your software. A catalog of forms is available on our website showing all of forms that are available and in various formats. A Tax Solutions Catalog is available on our website <https://bit.ly/38EQY5k>

		How are you sending W-2's? (Delivery Method)	
		Via US Mail*	Electronically
Who are you sending W-2s to? (i.e. the jurisdiction)	<p>*Mailing to all jurisdictions and using 2up Traditional Preprinted W-2 Kit (6-Part)</p> <p>Kits include 3 Transmittal W-3 forms</p>	<p><b>2up Traditional Preprinted W-2 Kit <u>6-Part</u> with self-sealing envelopes.</b></p> <ul style="list-style-type: none"> <li>• Federal Copy <b>A</b> Forms</li> <li>• Employee <b>Copy B</b> (Federal) Forms</li> <li>• Employee Record <b>Copy C</b> Forms</li> <li>• Employer Record <b>Copy D</b> Forms</li> <li>• Employer State, City, Local <b>Copy 1</b> Forms</li> <li>• 2up Double Window Envelopes- Self-seal</li> </ul> <p><input type="checkbox"/> Pack of 10 sheets (20 W2's &amp; DWCLS) = \$ 35.75 (Office Use 95206ES) Number of Packs _____</p> <p><input type="checkbox"/> Pack of 25 sheets (50 W2's) = \$ 57.40 (Office Use: 95212ES) Number of Packs _____</p> <p><input type="checkbox"/> Pack of 50 sheets (100 W2's) = \$ 88.20 (Office Use: 95216ES) Number of Packs _____</p>	
	<p><b>Options:</b></p> <p><b>Regular Envelopes</b> or <b>No Envelopes</b></p>	<p>Packs are available with regular sealing envelopes.</p> <p>95212E 6 PT 50 REG ENV \$52.10 _____</p> <p>95216E 6 PT 100 REG ENV \$77.40 _____</p> <p>Packs are also available without envelopes.</p> <p>95212 6 PT 50 EMP NO ENV \$46.00 _____</p> <p>95216 6 PT 100 EMP NO ENV \$65.45 _____</p>	

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		How are you sending W-2s? (Delivery Method)	
		Via US Mail*	Electronically
	<b>2 Up</b>  <b>4 Part Kits With Self-sealing Envelopes</b>  <b>Kits include 3 Transmittal W-3 forms</b>	<b>2 Up Preprinted W-2 Kit <u>4-Part</u> with Envelopes</b>  <b>W2 Copies A, B, C, D and Self-Sealing Envelopes</b>  <input type="checkbox"/> Pack of 10 sheets – 20 W2s and 20 DWCLS envelopes (95204ES) \$ 26.70 # of Packs _____  <input type="checkbox"/> Pack of 25 sheets – 50 W2s and 50 DWCLS envelopes (95211ES) \$44.00 # of Packs _____  <input type="checkbox"/> Pack of 50 sheets – 100 W2s & 100 DWCLS envelopes (95214ES) \$70.20 # of Packs _____	No forms needed; Move down to “To the IRS” below
	<b>2 Up</b>  <b>4 Part Kits with Regular Seal Envelopes</b>  <b>Kits include 3 Transmittal W-3 forms</b>	<b>2 Up Preprinted W-2 Kit <u>4-Part</u> with regular seal envelopes.</b>  <b>W2 Copies A, B, C, D and Regular seal Envelopes</b>  <input type="checkbox"/> Pack of 25 sheets – 50 W2s and 50 DWCL envelopes (95211E) \$38.60 # of Packs _____  <input type="checkbox"/> Pack of 50 sheets – 100 W2s & 100 DWCL envelopes (95214E) \$59.50 # of Packs _____	
	<b>REMEMBER TO ORDER LW3 SEPARATELY</b>	95211 – 4 PT 50 EMPLOYEES NO ENV \$35.75 _____ 95214 – 4 PT 100 EMPLOYEES NO ENV \$55.20 _____	
	<b>TRANSMITTALS</b>	LW3 Transmittal Forms 50 sheets \$10.45 _____	
	<b>PRESSURE SEAL W2 FORMS</b>	PS1287 Pre-printed with instructions \$101.25 / M _____ PS1289 Blank with instructions \$101.25 / M _____ PSB80650 Universal \$146.45 / M _____	

# 2021 W-2 Order Form

		How are you sending W-2s? (Delivery Method)	
		Via US Mail*	Electronically
Who are you sending W-2s to? (i.e. the jurisdiction)	<p>To your Employee</p> <p>Available pre-printed or blank with backer or blank without backer</p> <p><b>Order Envelopes Separately – Page 4</b></p>	<p><b>4up W-2 Kit 4-Part Forms</b></p> <p><b>Copies B, C, 2, &amp; 2 (No Federal Copy or envelopes)</b></p> <p><b>50 Sheets \$10.45      500 Sheets \$72.60</b></p> <p><input type="checkbox"/> L4UP – Pre-printed pack of 50 - # packs _____</p> <p><input type="checkbox"/> L4UP500 – Pre-printed Pack of 500 - # of packs _____</p> <p><input type="checkbox"/> L4BL – 50 BLANK with printed backer # packs _____</p> <p><input type="checkbox"/> L4BL500 – 500 BLANK with backer # of packs _____</p> <p><input type="checkbox"/> L4BLNB 50 pack - No Backers # packs _____</p> <p><input type="checkbox"/> L4BLNB500 – 500 pack - no backers # packs _____</p>	<p>No forms needed; Move down to “To the IRS” below</p> <p><b>See page 4 to order envelopes if you are mailing these forms.</b></p>
	To the IRS	<p>Need Copy A</p> <p><input type="checkbox"/> Pack of 25 sheets (50 W2's) = \$6.70 # of Packs _____ (LW2A25)</p> <p><input type="checkbox"/> Pack of 50 sheets (100 W2's) = \$10.45 # of Packs _____ (LW2A)</p>	<p>No forms needed; Move down to “To the State (1)” below</p>
	To the State (1)	<p>Need Copy 1</p> <p><input type="checkbox"/> Pack of 25 sheets (50 W2's) = \$6.70 # of Packs _____ (LW2D125)</p> <p><input type="checkbox"/> Pack of 50 sheets (100 W2's) = \$10.45 # of Packs _____ (LW2D1)</p> <ul style="list-style-type: none"> <li>• Employer State, City, Local <b>Copy 1</b> Forms (2-up format)</li> </ul>	<p>No forms needed; Move down to “To the State (2)” below</p>
	To the State (2)	<p>Need Copy 1</p> <p><input type="checkbox"/> Pack of 25 sheets (50 W2's) = \$6.70 # of Packs _____ (LW2D125)</p> <p><input type="checkbox"/> Pack of 50 sheets (100 W2's) = \$10.45 # of Packs _____ (LW2D1)</p> <ul style="list-style-type: none"> <li>• Employer State, City, Local <b>Copy 1</b> Forms (2-up format)</li> </ul>	<p>No forms needed; Move down to “To the State (1)” below</p>
	Not sending; keeping for Employer Records	<p>Need Copy D</p> <p><input type="checkbox"/> Pack of 25 sheets (50 W2's) = \$6.70 # of Packs _____ (LW2D125)</p> <p><input type="checkbox"/> Pack of 50 sheets (100 W2's) = \$10.45 # of Packs _____ (LW2D1)</p> <ul style="list-style-type: none"> <li>• Employer State, City, Local <b>Copy 1</b> Forms (2-up format)</li> </ul>	<p>No forms needed; go to “All Jurisdictions”</p>
	W3's	<p>LW3 Laser W3 Transmittal 50 cut sheets per package; # of packs _____ (LW3) \$10.45</p>	

## 2021 W-2 Order Form

### W2 Envelope Order Form\*

Product Code	Seal Type	Used For	Price	Order Quantity
DW4S	Regular Seal	4 Up W2	\$133.89 / M	
DW4SS	Self-Seal	4 Up W2	\$194.22 / M	
DWCL	Regular Seal	2 Up W2	\$133.89 / M	
DWCLS	Self-Seal	2 Up W2	\$194.22 / M	

**\* Only order envelopes here if you need additional envelopes not included in a kit. Please order your envelopes for 4 Up W2 forms here. Please purchase envelopes in even amounts (2, 4, ... 100, 102, etc.)**