FIS RELIUS GOVERNMENT FORMS 1099/W-2
2017 LASER FORMS AND OTHER SUPPLIES WORKSHEET

READ THESE INSTRUCTIONS BEFORE COMPLETING THIS WORKSHEET.

Please use this worksheet to assist you in determining the type and quantity of supplies you will need to order to complete the printing of your **Relius Government Forms** 1099/W-2 records. If you don't prepare a particular form type, skip that form and proceed to the next.

IMPORTANT: All credit card orders must be completed online.

To order online and view sample images visit **www.relius.net/Products/hyp_OrderInfo.aspx**, on the right select Order Supplies.

PLEASE NOTE: If your average is incorrect you may run short of supplies. Please account for waste – we recommend adding 5% when figuring the average to ensure that you have ample supplies

Transmittal Forms

Form	# of Filers		Total # of Form Types*		Subtotal		Records per Pkg		Total # of Packages	Part Number
1096	_____	X	_____	=	_____	÷	50	=	_____	B109605
W-3	_____	X	_____	=	_____	÷	10	=	_____	BW305
W-3c	_____	X	_____	=	_____	÷	50	=	_____	BW3C05

Copy A and Copy B Forms

Form	# of Filers		Total # of Form Types		Subtotal		Records per Pkg		Total # of Packages	Copy A Part Number	Copy B Part Number
1098	_____	X	_____	=	_____	÷	100	=	_____	B1098FED05	B1098PY05
1098-E	_____	X	_____	=	_____	÷	75	=	_____	B98EFED05	B98EREC05
1099-A	_____	X	_____	=	_____	÷	150	=	_____	BAFED05	BAREC05
1099-B	_____	X	_____	=	_____	÷	100	=	_____	BBFED05	BBREC05
1099-DIV	_____	X	_____	=	_____	÷	100	=	_____	BDIVFED05	BDIVREC05
1099-INT	_____	X	_____	=	_____	÷	100	=	_____	BINTFED05	BINTREC05
1099-MISC	_____	X	_____	=	_____	÷	100	=	_____	BMISFED05	**
1099-PATR	_____	X	_____	=	_____	÷	150	=	_____	BPATRFED05	BPATRRC05
1099-R	_____	X	_____	=	_____	÷	100	=	_____	BRFED05	**
1099-S	_____	X	_____	=	_____	÷	150	=	_____	BSFED05	BSREC05
1099-SA	_____	X	_____	=	_____	÷	75	=	_____	BMSAFED05	9377
5498	_____	X	_____	=	_____	÷	100	=	_____	B5498FED05	B5498RC05
5498-SA	_____	X	_____	=	_____	÷	75	=	_____	B98MSFD05	9380
W-2	_____	X	_____	=	_____	÷	100	=	_____	BW2FED05	**
W-2c	_____	X	_____	=	_____	÷	50	=	_____	BW2C05	**

NOTE: W-2G, and all **W-2c** forms *except copy A* use regular 8.5 x 11 inch paper for its printed copies.

Copy 1 Forms

Form	Avg. # of Recipients per Filer		# of Filers		Subtotal		Records per Pkg		Total # of Packages	Copy 1 Part Number
1099-B	_____	X	_____	=	_____	÷	100	=	_____	BB105
1099-DIV	_____	X	_____	=	_____	÷	100	=	_____	BDIV105
1099-INT	_____	X	_____	=	_____	÷	100	=	_____	BINT105
1099-MISC	_____	X	_____	=	_____	÷	100	=	_____	BMIS105
W-2	_____	X	_____	=	_____	÷	100	=	_____	BW2ER105

* When ordering paper supplies for Form 1096, for each Filer you will need one 1096 for each form type that you prepare. The form types are: 1098, 1098-E, 1099-A, 1099-B, 1099-DIV, 1099-INT, 1099-MISC, 1099-PATR, 1099-R, 1099-S, 1099-SA, 5498, 5498-SA, and W-2G. When ordering paper supplies for Form W-3, there is only one form type, the W-2.

**See Blank Perforated Paper Section

4-up Recipient Copies

Form	Avg. # of Recipients per Filer		# of Filers		Subtotal		Records per Pkg		Total # of Packages	Part Number
1099-R 4-Up Recipient	_____	X	_____	=	_____	÷	50	=	_____	BR4UP05
W-2 4-Up Recipient	_____	X	_____	=	_____	÷	50	=	_____	BW24UP05

NOTE: W-2G, and all **W-2c** forms *except copy A* use regular 8.5 x 11 inch paper for its printed copies.

Blank Perforated Paper (Use for Recipient copies 1, B, 2, and or C)

Form	Avg. # of Recipients per Filer		# of Filers		Subtotal		Records per Pkg		Total # of Packages	Part Number
1098	_____	X	_____	=	_____	÷	50	=	_____	WONEPERF05
1099-B	_____	X	_____	=	_____	÷	20	=	_____	WONEPERF05
1099-DIV	_____	X	_____	=	_____	÷	20	=	_____	WONEPERF05
1099-INT	_____	X	_____	=	_____	÷	20	=	_____	WONEPERF05
1099-MISC	_____	X	_____	=	_____	÷	20	=	_____	WONEPERF05
1099-R	_____	X	_____	=	_____	÷	14	=	_____	WONEPERF05
5498	_____	X	_____	=	_____	÷	50	=	_____	WONEPERF05
1042-S*	_____	X	_____	=	_____	÷	8	=	_____	42SPERF05
Other 1099s**	_____	X	_____	=	_____	÷	50	=	_____	B99PERF05
W-2G	_____	X	_____	=	_____	÷	12	=	_____	WONEPERF05
W-2	_____	X	_____	=	_____	÷	12	=	_____	WONEPERF05

Envelopes

You will need an envelope for every recipient. The type of envelope that you will need is dependent upon the form you will be using, (i.e., laser form, perforated paper, plain paper, or the 4-up paper). The envelope type is double window.

Single Window Envelopes

Form	Avg. # of Recipients per Filer		# of Filers		Subtotal		Records per Pkg		Total # of Packages	Part Number
1042-S	_____	X	_____	=	_____	÷	500	=	_____	42SSWENV05

Double Window Envelopes

Form	Avg. # of Recipients per Filer		# of Filers		Subtotal		Records per Pkg		Total # of Packages	Part Number
1098	_____	X	_____	=	_____	÷	500	=	_____	RDWENV05
1099-B	_____	X	_____	=	_____	÷	500	=	_____	RDWENV05
1099-DIV	_____	X	_____	=	_____	÷	500	=	_____	RDWENV05
1099-INT	_____	X	_____	=	_____	÷	500	=	_____	RDWENV05
1099-MISC	_____	X	_____	=	_____	÷	500	=	_____	RDWENV05
1099-R	_____	X	_____	=	_____	÷	500	=	_____	RDWENV05
5498	_____	X	_____	=	_____	÷	500	=	_____	RDWENV05
Other 1099s**	_____	X	_____	=	_____	÷	500	=	_____	99DWENV05
W-2	_____	X	_____	=	_____	÷	500	=	_____	DWENV05
W-2G	_____	X	_____	=	_____	÷	500	=	_____	RDWENV05
1099-R 4-UP	_____	X	_____	=	_____	÷	500	=	_____	R4UPDWENV05
W-2 4-UP	_____	X	_____	=	_____	÷	500	=	_____	4UPDWENV05

NOTE: W-2G, and all **W-2c** forms *except copy A* use regular 8.5 x 11 inch paper for its printed copies.

Machine Insertion Envelopes

Form	Avg. # of Recipients per Filer		# of Filers		Subtotal		Records per Pkg		Total # of Packages	Copy 1 Part Number
3-up 1099	_____	X	_____	=	_____	÷	500	=	_____	99ENVA
4-up 1099-R	_____	X	_____	=	_____	÷	500	=	_____	RALT9
4-up W-2	_____	X	_____	=	_____	÷	500	=	_____	4UPALT9

** Other 1099's are: 1098-E, 1099-A, 1099-PATR, 1099-S, 1099-SA and 5498-SA.