Frequently Asked Questions

Whom can I contact with questions about tax forms?

Knowledgeable customer service representatives are available to assist with your needs.

For Office Depot brand tax forms call Toll Free (866) 483-8131 or online at www.officedepottaxformhelp.com For TOPs brand tax forms call 1-800-621-1291

Can I get samples of either forms or envelopes? If yes, is there a charge?

Yes, and we encourage you to request samples of forms you have not used before.

Are your forms IRS approved?

The IRS does not approve the forms of any individual company. They publish a list of specifications and we must adhere to those specifications.

Which forms did the IRS change this year and will require re-programming?

Refer to the Changes to Product Offering located on the main page under Additional Tax Form Information

If I used a 6 part continuous W-2 last year, and want to switch to laser this year, which items should I order.

One each of LW2FEDA, LW2EEB, LW2EEC, LW2EE2, and two of LW2ER (see **Form Index** link on main page for corresponding item# to order)

Do you carry W-2's for Puerto Rico, Guam, Virgin Islands and American Samoa?

Yes

Do you have W-2C forms?

Yes, we have the W-2 correction forms in both continuous and laser formats.

Can I get these forms from the government myself?

The IRS provides forms only in a snap out style.

Who normally buys the W-2's and 1099 forms in most companies?

The Payroll manager will buy the W-2's and 1099R's, and the Accounts Payable manager will normally buy the 1099MISC forms to cover the non-employee wage earners such as consultants.

Can I print my forms on plain copy paper?

The IRS states that when you provide different copies of a form on the same sheet of paper you must perforate the paper to enable the recipient to separate the different parts.

What software are the forms compatible?

Forms are compatible with all of the well-known software such as Tax Forms Helper, ATX, Creative Solutions, Peachtree, Peoplesoft, Quick books, Quicken, Laser Link, and Win Filer. A full list of compatible tax software for Office Depot brand forms is available on the Main Page under Office Depot brand.

What is the difference between Office Depot brand and TOPs brand?

Office Depot brand offers the most common forms in 10-50 count packs and are made with laser bond paper.

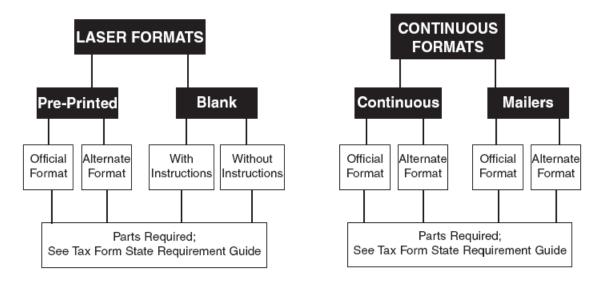
TOPs brand offers 50-2000 count packs in all types of tax forms.

What is the difference between W-2 forms and 1099-MISC?

W-2: The most commonly utilized wage and tax statement and used to report employee wages, tips, compensation, withheld taxes and EIC payments. W-2's are available in 4pt, 6pt, and 8pt kits that include forms and envelopes for up to 100 employees. If your state does not have state income tax, you will just need the 4pt kit.

1099-MISC: The IRS requires that payments made in the course of trade or business to another person or business (who is not and employee, i.e., independent contractor) are reported on the 1099-MISC. This form is frequently used to report dollar amounts over \$600 that is paid out in rents or compensation. 1099MISC are available in 4pt and 5pt kits that include forms and envelopes for up to 100 recipients. If your state does not have state income tax, you will just need the 4pt kit.

How do I know which form is required for my business needs?



Using the chart above:

Step 1: Choose either Laser or Continuous formatted forms. This will be dictated by the type of printer you have. Proceed to step 2 for Laser or step 3 for Continuous.

Step 2: If you have a laser printer, you then have the following two choices: Pre-printed or Blank forms. Pre-printed forms are available in the Official IRS format and Electronic (alternate) formats. If you are reporting to SSA on paper, then you must use the Official format and must purchase Copy A (red copy). If you report to SSA electronically, then you have the option to choose one of our alternate formats. Some software will allow you to use blank forms, which commonly contain pre-printed backer information. Please consult the print options of your software to see if blank or alternate formatted forms are options for you.

Step 3: If you have an impact printer then you will chose one of the Continuous formats. Many of the continuous forms are available in Mailer or Continuous styles. If you want to eliminate the need to stuff the forms into envelopes, then you would choose one of the Mailer styles. Whether you choose a mailer or continuous form, you will need to choose between the official format and an alternate format. If you are reporting to SSA on paper, you must use the official format, which are the forms that contain Copy A. If you report to SSA electronically, then you have the option to use one of our alternate formats. Your software will dictate which alternate format to use.

Step 4: How do I determine how many Laser Forms to order?

Laser forms are sold in sheets, which contain 1, 2, or 3 forms per sheet. Once you determine the number of forms on a sheet you can then calculate how many 50 sheet packs to order. The product detail will tell you how many forms are on each sheet and the entire pack.

For example, if the item description says 50 Sheets/Pack (150 Forms/Pack)

Divide the 1000 forms needed by 150, which equal 6.6 packs, and just round up to 7 packs. It is suggested a safety stock of at least 10% is ordered, so in this case we recommend ordering 8 packs.

Step 5: How do I determine how many Continuous or Mailer forms to order?

Continuous and Mailer forms are sold in packs of 100 forms. Therefore, if you require 1000 forms you would divide by 100 and order 10pks. Please note you will receive these forms in continuous streams that will NOT be broken every 100 forms.

Step 6: Do you have matching window envelopes?

Yes, and we show the matching envelopes on the same page as the form. Just select the red Related Items tab located on the lower portion of the product page.