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Dear ADMINS Unified Community Customer,

As the end of the calendar year approaches, it is time to start planning for annual tax reporting. For the calendar year ending December 31, 2024, **AUC** will use the same layout as last year to print **W2, 1095C, 1099R, 1099G, 1099INT, 1099MISC, 1099NEC, and 1099S** forms. Any leftover blank (non-backer) forms from last year can be used this year.

IMPORTANT!



ADMINS, Inc. does not support pre-printed forms (for front of forms). Purchased forms that have pre-printed text on the front are not usable with AUC for 1099*/W2/1095-C printing. ADMINS urges all sites to purchase stock today to ensure that the stock arrives in time to meet the IRS deadlines. Many sites offer discounts for bulk purchases, so it is safe to stock up now if using blank forms without backers.

As there are several 1099 Accounts Payable forms, ADMINS does not recommend purchasing blank stock with backers for each type. Print both the front and back of all forms using AUC (*as blank forms with backer information are not readily available from paper suppliers*).

Printing the back and front of each form allows using the same stock from past years, resulting in further cost savings.

ADMINS still provides the option to first print the front of the forms, and then the back if no duplexing printer is available.

The form specifications are shown below to facilitate ordering stock now. For questions regarding forms, please contact our support team at support@admins.com or 617-494-5100 ext. 2116.

Regards,

LuAnn Moore

LuAnn Moore
Vice President, **ADMINS**, Inc.



This document includes a detailed description of each type of form, and a page of suggested links on where to order is included at the end. When ordering forms, order enough to print for employees, issue reprints and then an additional 25 for testing.

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1 1095C (Affordable Care Act - ACA) Print Front & Back

1095C forms in the AUC Human Resources Module must be printed on blank paper, not pre-printed stock.

The forms are landscape, and four pages are printed (duplexed). Two 8 ½" x 11" sheets of paper per employee are required.

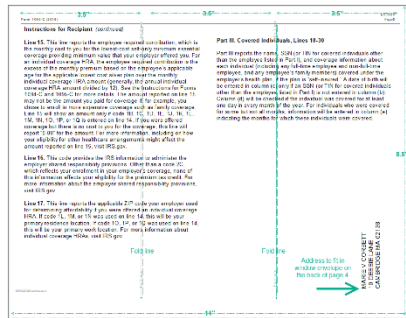
While not mandatory, printing the form on perforated paper is suggested as it simplifies folding to fit #10 window envelopes. Page four includes folding guides for this purpose. For 1095C forms, a duplex printer is advisable.

1.1 Stock & Envelopes for 1095C Forms

Specifications

3-up
8 1/2" x 11" sheets
20# laser paper
2 horizontal perforations)

Does not include
pre-printed
instructions on the back – AUC prints everything on the
blank stock.



Specifications

No. 10
4 1/8 x 9 1/2
10.5 x 24.1 cm
Window Envelopes

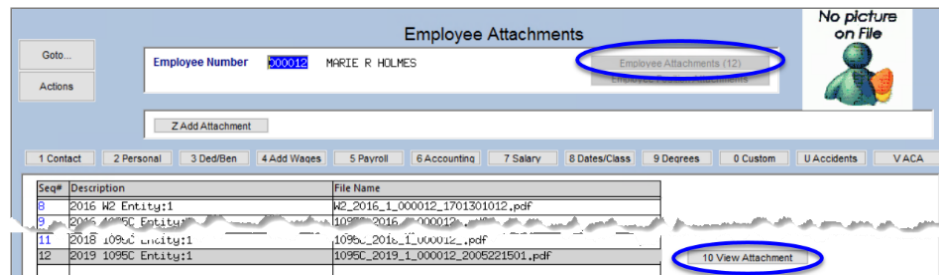
1.2 Re-print a Prior Calendar Year 1095C Form

To issue reprints, use the **[Employee Attachments]** button in the Employee Maintenance screen.

Locate the employee. Click
the **10 View Attachment**
button to display the copy
of the form in the default
PDF® viewer.

Click **File ▶ Print**.

If an employee consents and
it's noted in their record, the
12 Email Form button will
then be visible, and you can
email them a form.



2 [Print Front & Back – 1099G, 1099INT, 1099MISC, 1099NEC, 1099S](#)

Buy forms **without** the Calendar Year pre-printed 2024 Backer instructions. The AUC application can print both sides of the 1099 form using either duplex printing or by running the forms through the printer twice.

2.1 Stock and Envelope Specifications for 1099G, INT, MISC, NEC, and S

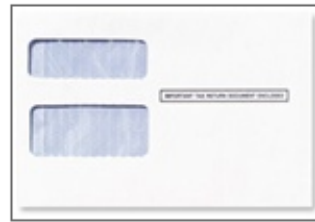
Form 1099-INT, MISC, NEC, S stock:



Specifications

- 2-up
- 8 1/2" x 11" sheets
- 20# laser paper
- 1 center perforation

Form 1099-INT, MISC, NEC, S envelope:



Specifications

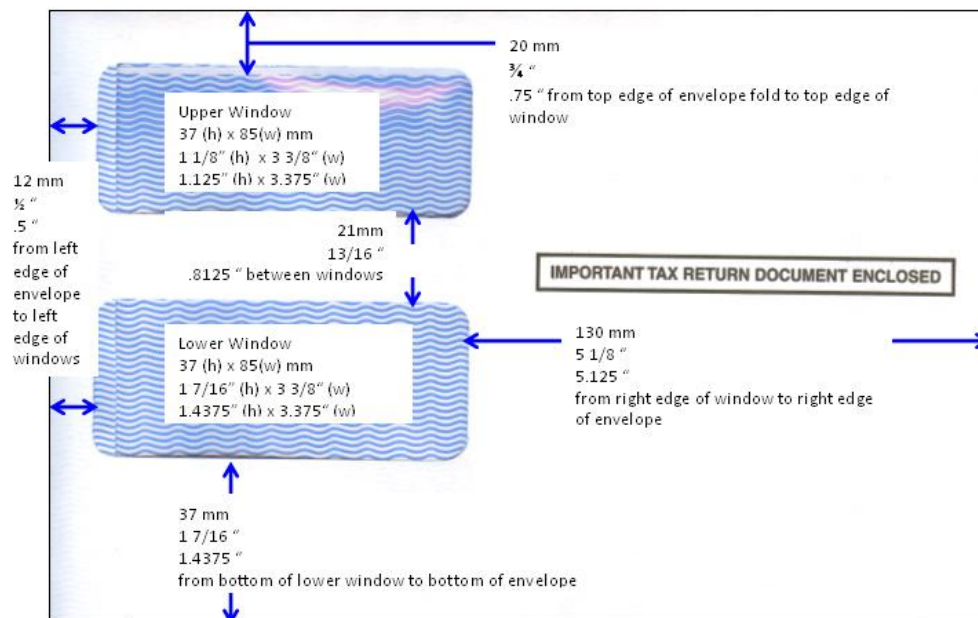
- 5 5/8" x 8 3/4"
- 24# envelope stock
- Cellophane windows
- Security tint

The back of these forms does not contain instructions. Each 1099* and W2 reporting form will use a single 8.5" x 11" sheet per vendor or employee.

2.2 Envelopes for 1099G, 1099INT, 1099MISC, 1099NEC, 1099S

The same envelope is used for forms with or without pre-printed backers.

(Actual physical measured dimension of envelope is 5 5/8 inches by 9 inches)



ADMINS advises using completely blank stock for 1099* printing due to the need for five different forms.

2.3 Reprint a Prior Calendar Year 1099G, INT, MISC, NEC, or S Form

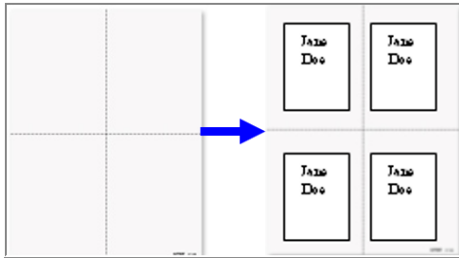
All 1099 forms issued via the AUC accounts payable module are linked to the vendor's record. From the menu, choose:

Accounts Payable ► Vendors ► Enter Vendors ► [4 Attachments].

Select the 1099 form you wish to reprint and click the **V View** button to reprint it or choose the **Z Email** button to email the 1099 directly to the vendor.

3 W2 & 1099R

ADMINS advises printing both the front and back of the W2 and 1099R forms on blank stock.

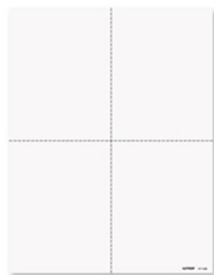


All Forms W2 & 1099R use one “sheet of paper” per employee. Be careful when ordering forms as some options describe a “quadrant of a page” as a “form”. A full 8 ½” x 11” sheet per employee is needed.

3.1 Print Front & Back

If you buy forms **without** the pre-printed Calendar Year 2020 Backer instructions, the AUC application will print both sides of the W2 form either by using duplex printing or by running the forms through the printer twice.

Form W2 and 1099-R paper stock:



Specifications

4-up
8 ½” x 11” sheets
20# laser paper
1 horizontal and 1 vertical
perforation (creating
quadrants)

Does not include
instructions on the back

Form W2 and 1099-R envelope:



Specifications

5 ¾” x 8 ¾”
24# envelope stock
Cellophane windows
Security tint

3.2 [W2 & 1099R – Print Front Side Only Using AUC](#)

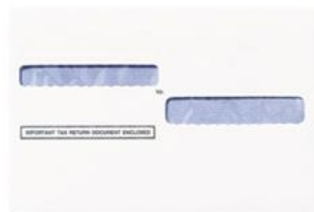
Form W2 and 1099R paper stock:



Specifications

4-up
8 ½” x 11” sheets
20# laser paper
1 horizontal and 1 vertical
perforation (creating
quadrants)
Does include instructions on
the back

Form W2 and 1099R envelope:

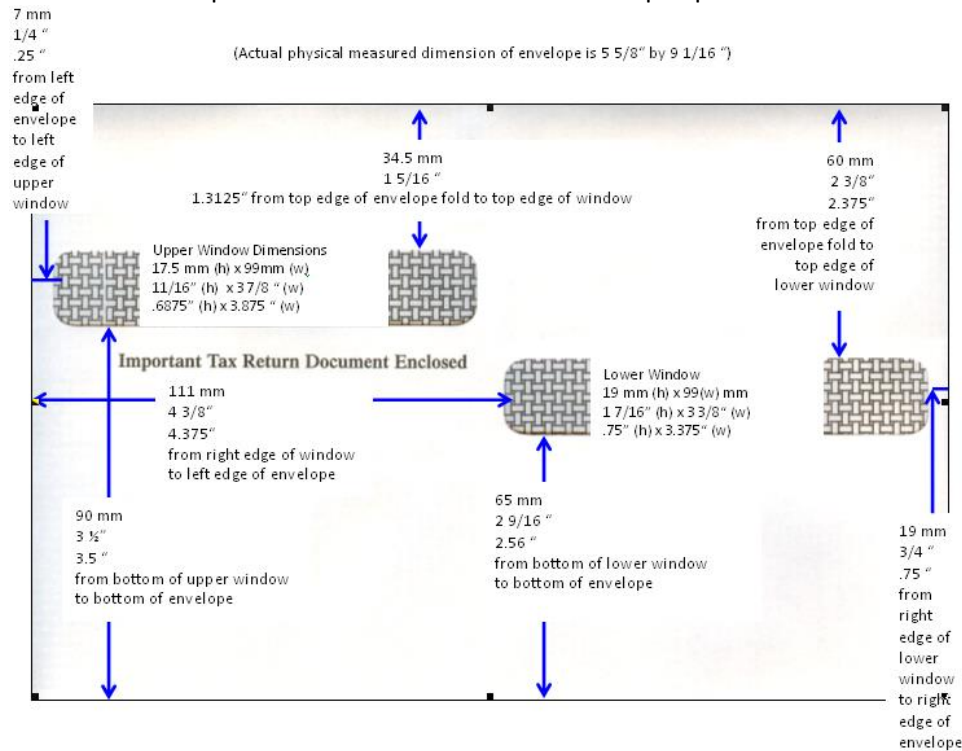


Specifications

5 ¾” x 8 ¾”
24# envelope stock
Cellophane windows
Security tint

3.3 [W2 and 1099-R Envelope](#)

The same envelope is used for forms with or without pre-printed backers.



3.4 Re-print or Email a Prior Calendar Year W2 or 1099R Form

All re-prints are issued using the **[Employee Attachments]** button from the Employee Maintenance screen. Locate the desired Employee.

Employee Attachments

Employee Number: 000019 NRIIE R HOLMES

Employee Attachments (12)

Employee Position Attachments

2 Add Attachment

1 Contact 2 Personal 3 DedBen 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents V VACA

Seq#	Description	File Name
7	2018 1099C Entity:1	1099C_2018_1_000012_.pdf
8	2016 W2 Entity:1	W2_2016_1_000012_1701301012_.pdf
9	2016 1099C Entity:1	1099C_2016_1_000012_.pdf
10	2017 1099C Entity:1	1099C_2017_1_000012_.pdf
11	2018 1099C Entity:1	1099C_2018_1_000012_.pdf
12	2019 1099C Entity:1	1099C_2019_1_000012_2006221501_.pdf

10 View Attachment

Click the **[Employee Attachments]** button. Locate the form. Click the

10 View Attachment button to display the copy of the form in the default **PDF®** viewer.

Click **File ▶ Print**.

If an employee consents and it's noted in their record, the **12 Email Form** button will then be visible, and you can email them a form.

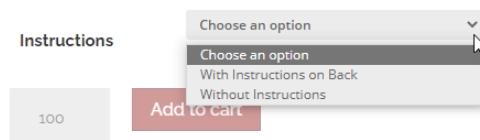
4 Purchasing Blank Forms

ADMINS, Inc. does not support any particular vendor, but we have found vendors providing the forms. Contact them for current prices. All specifications remain the same as last year, and the links provided below were valid as of the date of this letter. Purchase stock and envelopes from any vendor meeting these specifications.

Form	Suggested Link
1095-C	Perforated Paper 8-1/2" X 11", Perfed 3-2/3" 7-1/3" From Bottom 24# (rapidsupplies.com) or Domtar Willcopy Custom Cut 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500/Ream (30060/DDP851332) Quill.com
1095-C Envelopes	Quill Brand Security Tinted #10 Business Envelope, 4 1/2" x 9 1/2", White, 500/Box (69667 / 70693) Quill.com or Office Depot Brand 10 Security Envelopes Left Window Gummed Seal White Box Of 500 - Office Depot or QUALITY PARK Window Envelopes, Envelope Closure Self Adhesive, Paper Stock, White, Envelope Size #10, PK 500 - 23K903 QUA21418 - Grainger
1099G, INT, MISC, NEC, & S without Backer	TOPS W-2 Blank Front and Back Tax Form, 1 Part, White, 8 1/2" x 11", 100 Forms/Pack Quill.com or 1099 Blank Paper - 2up without Instructions - Discount Tax Forms
1099G, INT, MISC, NEC, & S Envelopes	1099 Envelope - 2up - Discount Tax Forms or W-2 / 1099 Envelopes (5 3/4 x 8 7/8) For 1099R and 1099 MISC forms Envelopes.com TOPS™ 1099 Double Window Envelope, Commercial Flap, Gummed Closure, Contemporary Seam, 5.63 x 9, White, 24/Pack - WB Mason
W2/1099R w/o Backer	4UPPERF05 - 4up Blank W-2 & 1099 Form - Quadrants (w/o Instructions) Greatland or Blank W2 Form Paper - 4up V1 - Discount Tax Forms
W2 with backer	4UP24 - 4up Blank W-2 Form - Quadrants (w/ Employee Instructions) Greatland or ¹Blank W2 Form Paper - 4up V1 - Discount Tax Forms

¹ For the Discount Tax Forms site, the link is the same for the "with" and "without" the backer for W2s – select the form on the website.

Minimum order of 100 sheets / multiples of 100.



Form	Suggested Link
W2/1099R Envelopes	TOPS Gummed Double Window Envelope for LW24UPALT Tax Form, 24 lb., White, 5 5/8" x 9", 100/Pack Quill.com or W2 Envelope, 4up V1 Quadrant Format - Discount Tax Forms