



ADMINS, Inc.
219 Lewis Wharf
Boston, MA 02110
617.494.5100
www.admins.com

November 5, 2019

Dear ADMINS Unified Community Customer,

As the end of the calendar year approaches, it is time to start planning for your annual tax reporting. For the calendar year ending December 31, 2019, AUC will be using the same layout as last year to print W2, 1099-R, 1099-INT, 1099-MISC, 1099-S, and 1095-C forms. Therefore, if you purchased extra blank (non-backer) forms last year then you will be able to use those same forms again this year.



IMPORTANT!

ADMINS, Inc. does not support pre-printed forms (for front of forms). If you have purchased forms that have pre-printed text on the front, they will not be usable with AUC for 1099/W2/1095-C printing.

Before ordering your forms, determine your printing preference:

? Do you want the *AUC software* to print the front and back of your tax forms?

If **YES**, do you have a printer that is duplex-capable?

If **Yes**:

order blank forms with no-backer

If **No**:

Do you want to run the forms through your printer twice (once for front/once for back)?

If **yes**, then order blank forms with no-backer

If **no**, then order forms that are blank on the front but have a pre-printed backer

? Do you want the *AUC software* to print the front only of your tax forms? (Not an option for 1095-C)

If **yes**, then order forms that are blank on the front but have a pre-printed backer

The form specifications are shown below so that you may order your stock now. If you have any questions or are unsure of which forms to purchase then please contact our support team at support@admins.com or 617-494-5100 ext. 2116.

Regards,

LuAnn Moore
LuAnn Moore
VP, Municipal Division

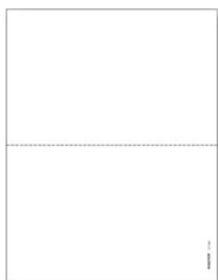
All reporting forms will use one "8 ½ x 11" sheet of paper per vendor/employee.



1099-INT / 1099-MISC / 1099-S AUC PRINTS FRONT SIDE ONLY

Form [2-Up, With Backer Instructions Pre-Printed]

You may choose to purchase forms **with** the Calendar Year 2019 Backer instructions pre-printed on the form. If you choose this option then you will need to purchase enough forms to print your 1099s, issue any re-prints and perform testing using at least 25 forms.



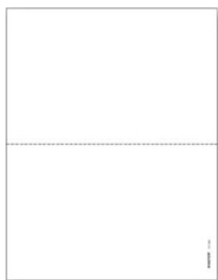
- Specifications**
- 2-up
- 8 ½" x 11" sheets
- 20# laser paper
- 1 center perforation
- Does** include instructions on the back

Sites issuing 1099-INT, 1099-S, and 1099-G are encouraged to print both the front and back using AUC (as blank forms with backer information are not always readily available from paper suppliers).

1099-INT / 1099-MISC / 1099-S / 1099-G AUC PRINTS FRONT AND BACK

Form [2-Up without Backer Instructions]

You may choose to purchase forms **without** the Calendar Year 2019 Backer instructions pre-printed on the form. The AUC application will print both sides of the 1099 form using either duplex-printing capability – or – running the forms through the printer twice (once for the front and once for the back).



If you choose this option then you will need to purchase enough forms to print your 1099s, issue any re-prints and perform testing using at least 25 forms.

- Specifications**
- 2-up
- 8 ½" x 11" sheets
- 20# laser paper
- 1 center perforation
- Does not** include instructions on the back

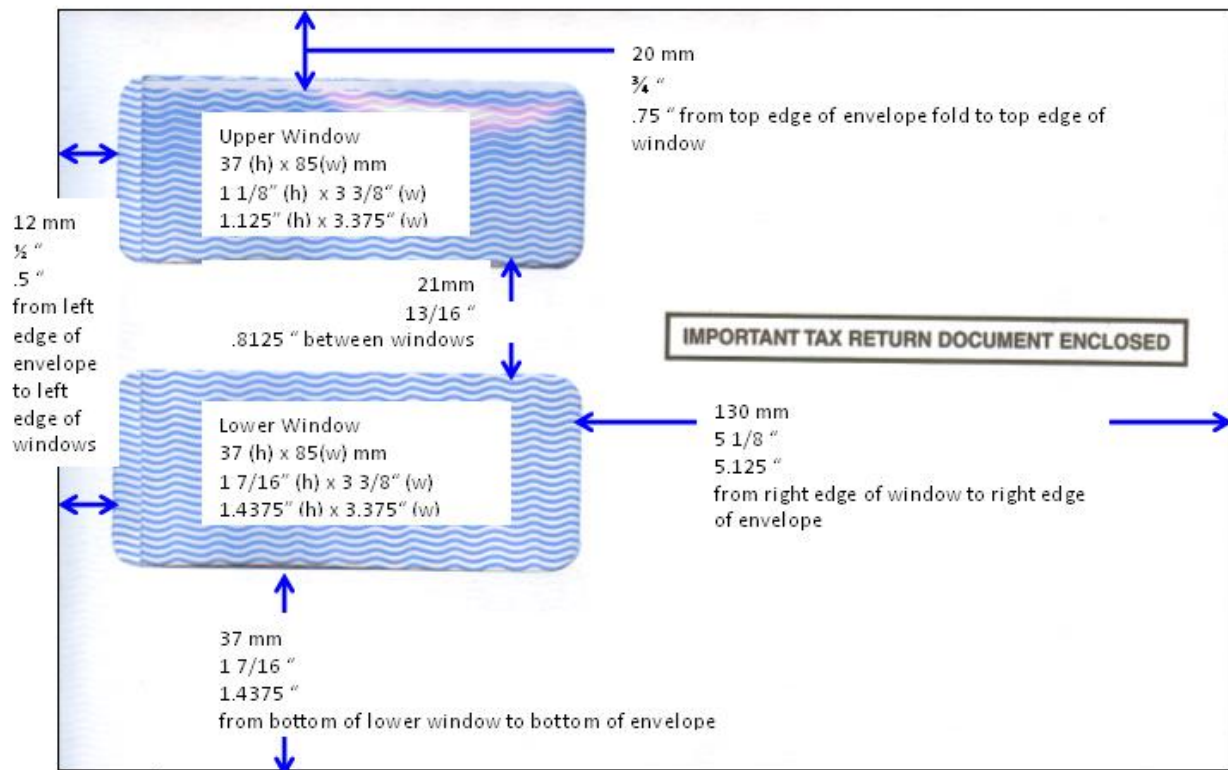
1099-INT 1099-MISC 1099-S 1099-G Envelope



Specifications

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

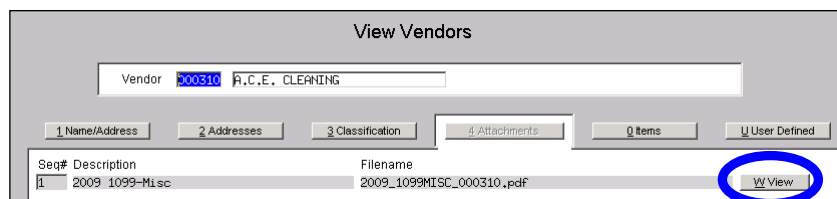
(Actual physical measured dimension of envelope is 5 5/8 inches by 9 inches)



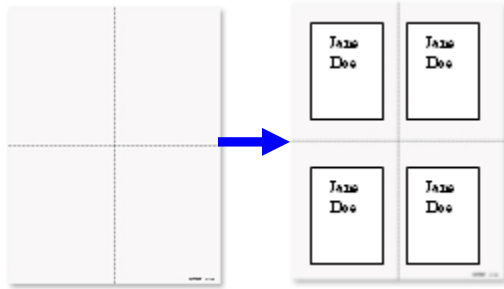
HOW DO I RE-PRINT A PREVIOUS CALENDAR YEAR 1099 VENDOR FORM?

All re-prints are issued using the ATTACHMENTS Tab from the Vendor File.

Locate the desired Vendor. Click the Attachments tab. Click View. Click **File** ▶ **Print**.



All W2s & 1099-R will use one “sheet of paper” per employee. Be careful when ordering forms as some options describe a “quadrant of a page” as a “form”. You will need a full 8 ½” x 11” sheet per employee.

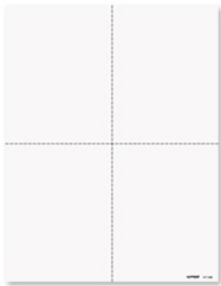


W2 & 1099-R – PRINT FRONT AND BACK SIDE USING AUC

Form [4-Up, without Backer Instructions]

You may choose to purchase forms **without** the Calendar Year 2019 Backer instructions pre-printed on the form. The AUC application will print both sides of the W2 form using either duplex-printing capability – or – running the forms through the printer twice (once for the front and once for the back).

If you choose this option then you will need to purchase enough forms to print your W2s & 1099Rs, issue any re-prints and perform testing using at least 25 forms.



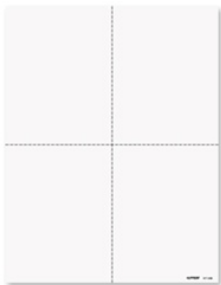
Specifications

- 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

W2 & 1099-R - PRINT FRONT SIDE ONLY USING AUC

Form [4-Up, With Backer Instructions Pre-Printed]

You may choose to purchase forms **with** the Calendar Year 2019 Backer instructions pre-printed on the form. If you choose this option then you will need to purchase enough forms to print your W2s & 1099RS, issue any re-prints and perform testing using at least 25 forms.



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

W2 / 1099-R Envelope



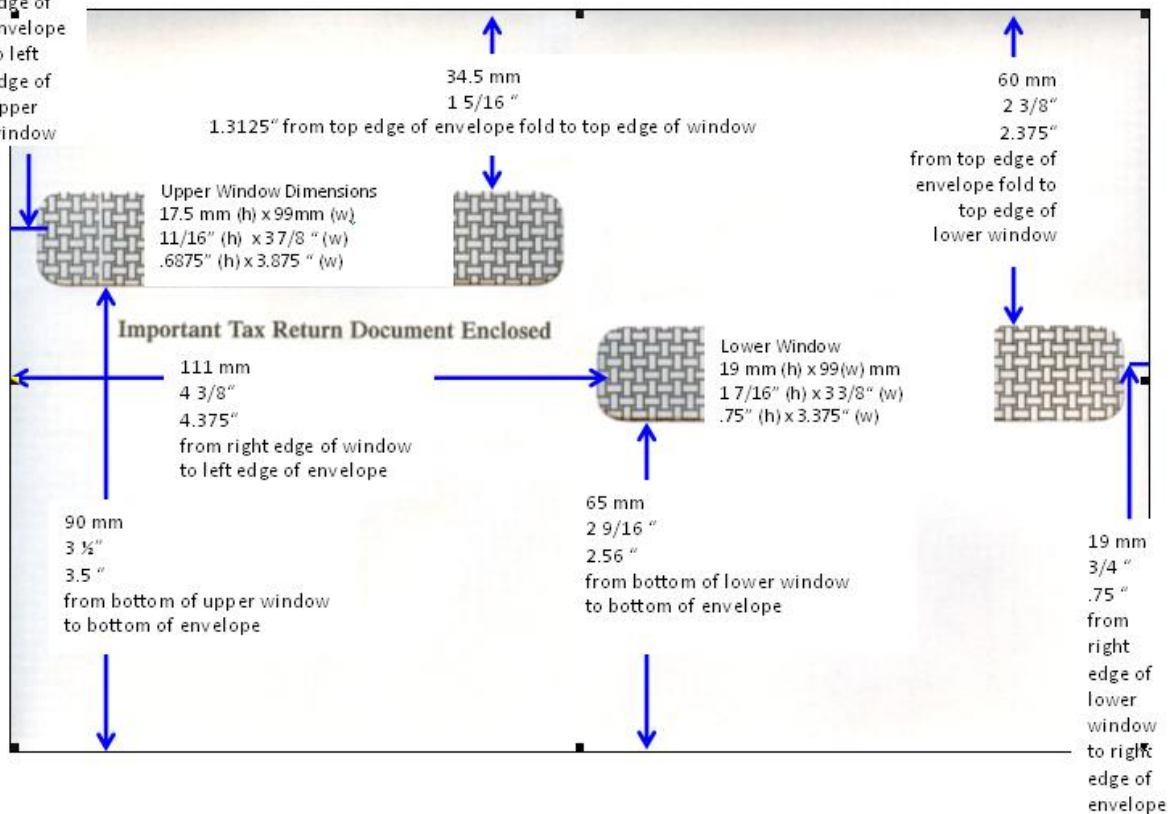
Specifications

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

7 mm
1/4"

.25"
from left edge of envelope to left edge of upper window

(Actual physical measured dimension of envelope is 5 5/8" by 9 1/16")



HOW DO I RE-PRINT A PREVIOUS CALENDAR YEAR W2 OR 1099-R FORM?

All re-prints are issued using the **[Employee Attachments]** button from the Employee Maintenance screen. Locate the desired Employee. Click the **[Employee Attachments]** button. Locate the Form. Click **[7 View Attachment]**. Click **File ▶ Print**.

Employee Attachments		
Goto...	Employee Number 003994 RUFFINGER, MICHAEL	Employee Attachments (9)
Actions		Employee Position Attachments
Add Attachment		
1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees		
Seq#	Description	Filename
1	2009 W2 Ent.1091 #1	W2_2009_1_003994_1.pdf
2	2010 W2 Ent.1091 #1	W2_2010_1_003994_1.pdf
		7 View Attachment



1095-C (AFFORDABLE CARE ACT - ACA) PRINT FRONT AND BACK USING AUC

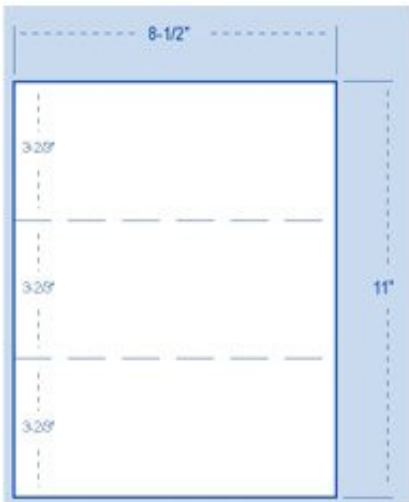
1095-C forms are available within the AUC Human Resources Module and require blank paper stock. Pre-printed stock will not be usable to print 1095-C forms with AUC. One 8 ½" x 11" sheet of paper per employee is required.

Printing the form on perforated paper is recommended but not required. The perforated forms will be easier to fold and view in the standard #10 window envelopes used for mailing.

A duplex printer is preferred (but not required) for 1095-C forms because the employee address for the window envelope is printed on the back of the form along with the IRS instructions. The forms may be fed twice through the printer but extra care must be taken to ensure that the address on the back of the form matches the address on the front. The ADMINS support staff is available to assist you. Test printing runs will make it easier to determine how the paper is to be fed into the paper tray(s).

Table 1

Form 1095C form:



Specifications

- 3-up
- 8 ½" x 11" sheets
- 20# laser paper
- 2 horizontal perforations)
- Does not** include instructions on the back

Form 1095C envelope:



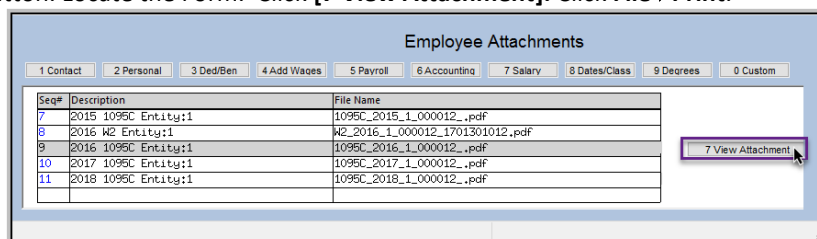
Specifications

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



HOW DO I RE-PRINT A PREVIOUS CALENDAR YEAR 1095C FORM?

All re-prints are issued using the **[Employee Attachments]** button from the Employee Maintenance screen. Locate the desired Employee. Click the **[Employee Attachments]** button. Locate the Form. Click **[7 View Attachment]**. Click **File ▶Print**.



Purchasing Blank Forms

ADMINS, Inc. does not endorse any specific vendor – you may use any vendor you choose. However, we have located vendors offering all of the forms you may need. Please contact them for current pricing. Some of these **links** have changed since last year, but the specifications are unchanged.

Form	Suggested Link
1095-C	https://www.rapidsupplies.com/perforated-paper-8-1-2-x-11-perf-every-3-2-3in-24l-p/451332.htm or http://www.quill.com/quill-20-lb-laser-bond-custom-cut/cbs/002538.html?keywords=05030&promoCode==200200555&ajax=1
1095-C Envelopes	http://www.quill.com/10-single-window-security-envelopes/cbs/013284.html?keywords=10CW&promoCode==200200555&ajax=1 or http://www.officedepot.com/a/products/634008/Office-Depot-Brand-Security-Window-Envelopes/
1099INT, 1099MISC, 1099S without Backer	http://www.quill.com/perforated-blank-forms/cbs/020307.html?Effort_Code=901&Find_Number=5207&promoCode=400051199 or https://www.discounttaxforms.com/product/1099-blank-paper-2up-instructions/
1099INT, 1099MISC, 1099S with Backer	https://www.discounttaxforms.com/product/1099-blank-paper-2up-instructions/ or E-mail info@quill.com LMISCBLANK - 2-up with Backer. These are a special order.
1099INT, 1099MISC, 1099S Envelopes	http://www.quill.com/1099-tax-form-envelopes/cbs/014212.html or https://www.discounttaxforms.com/product/1099-envelopes-2up/
W2/1099R without Backer	E-mail info@quill.com Item Number: L4UPBLANK W2 laser form (8.5 x11"), 4-up (2 across/2 high) without Backer. This item is a special order. or https://www.discounttaxforms.com/product/blank-w2-form-paper-4up-v1/ Item# L4BLNB
W2/1099R-only with backer	http://www.quill.com/perforated-blank-forms/cbs/020309.html or https://www.discounttaxforms.com/product/blank-w2-form-paper-4up-v1/ ¹ Item# L4BL
W2/1099R Envelopes	http://www.quill.com/w-2-tax-form-envelopes/cbs/024869.html or https://www.discounttaxforms.com/product/w2-envelope-4up-v1/

¹ For the discount tax forms site, the link is the same for the “with” and “without” the backer for W2/1099Rs – select the form on the website.

