

November 5, 2020

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, 2020, **AUC** will be using the same layout as last year to print **W2**, **1099-R**, **1099-INT**, **1099-MISC**, and **1099-S** forms. Any leftover blank (non-backer) forms from last year can be used this year. Effective December 31, 2020, the IRS requires non-employee compensation to be reported on **1099-NEC** forms. The **1099-NEC** forms will use the same stock as the **1099-MISC**, **INT**, and **S** forms.



**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.

**Decide on a printing method before ordering forms:**

? Will the **AUC software** be used to print the front and back of the tax forms? (Preferred method)

If **YES**, is a duplex-capable printer available?

If **Yes**: (Preferred method)

order blank forms with no-backer

If **No**:

Will the forms be run through the 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

? Will the *AUC software* print the front only of the 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 to facilitate ordering stock now. For questions regarding forms, please contact our support team at [support@admins.com](mailto:support@admins.com) or 617-494-5100 ext. 2116.

Regards,

*LuAnn Moore*

LuAnn Moore

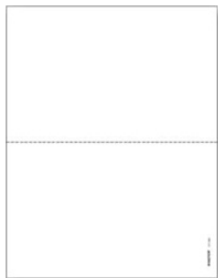
VP, Municipal Division

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. Sites are encouraged to print both the front and back of all forms using AUC (as blank forms with backer information are not always readily available from paper suppliers).

**1099-INT / 1099-MISC / 1099-NEC / 1099-S Print Front and Back with AUC**

Purchase forms **without** the Calendar Year 2020 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).

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



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

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



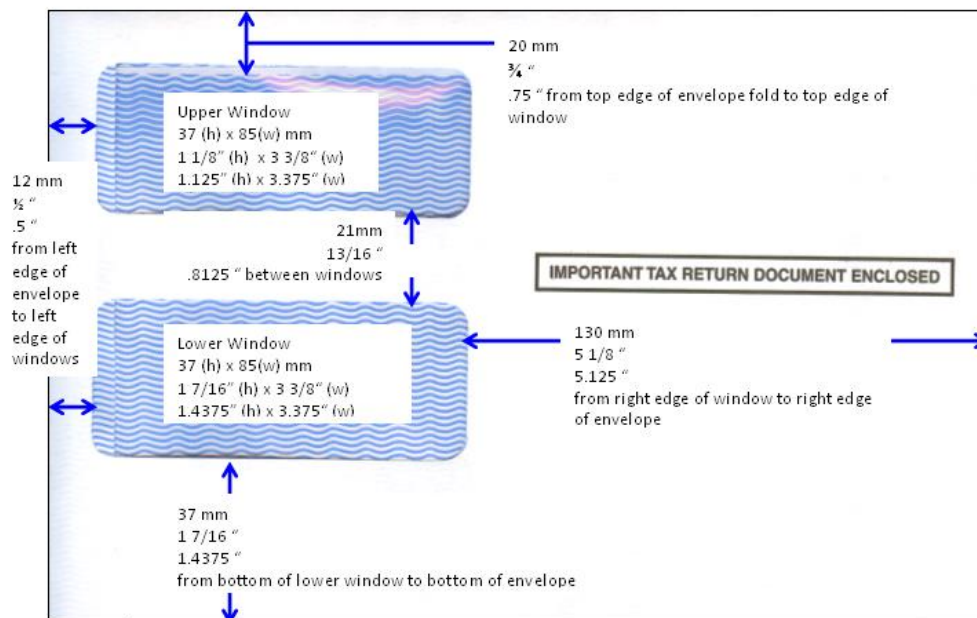
**Specifications**  
 5 5/8" x 8 3/4"  
 24#  
 envelope  
 stock  
 Cellophane  
 windows  
 Security tint

All 1099\* and W2 reporting forms will use one "8 1/2 x 11" sheet of paper per vendor/employee.

**1099-INT, 1099-NEC, 1099-MISC 1099, 1099-S Envelope**

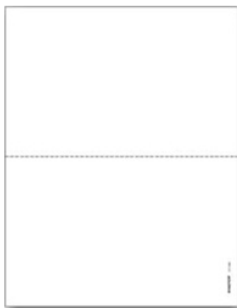
The same envelope is used for forms with or without pre-printed backers.

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



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

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



**Specifications**

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

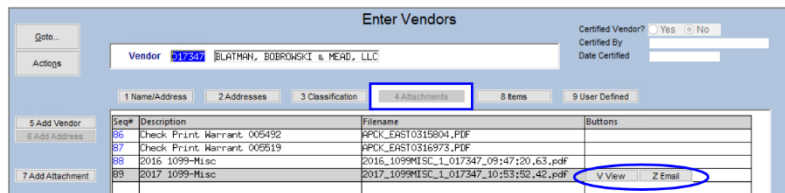


**Specifications**

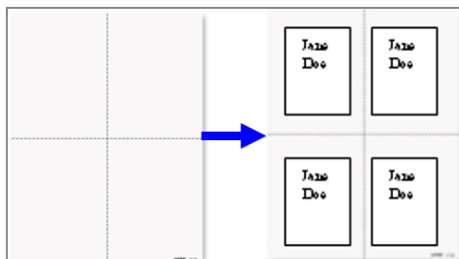
5 5/8" x 8 3/4"  
24# envelope stock  
Cellophane windows  
Security tint

**How To: Re-print a previous calendar year 1099 vendor form?**

All re-prints are issued using the [4 Attachments] Tab from the Vendor File. Locate the desired Vendor. Click the [4 Attachments] tab. Click [V View] to display the attached form in the default PDF® viewer. Click File ▶ Print.



**W2 & 1099-R – Print Front and Back Using AUC**



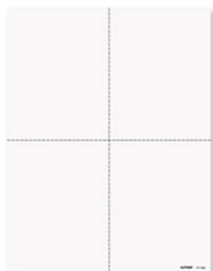
All W2s & 1099-R will use one “sheet of paper” per employee. Be careful when ordering forms as some options describe a “quadrant of a page” as a “form”. A full 8 1/2" x 11" sheet per employee is needed.

When purchasing forms **without** the Calendar Year 2020 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).

Form W2 and 1099-R paper stock:

**Specifications**

4-up  
8 1/2" 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:

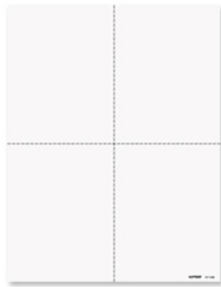
**Specifications**

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



## W2 & 1099-R – Print Front Side Only Using AUC

### Form W2 and 1099-R paper stock:



#### Specifications

- 4-up
- 8 1/2" x 11" sheets
- 20# laser paper
- 1 horizontal and 1 vertical perforation (creating quadrants)
- Does include instructions on the back**

### Form W2 and 1099-R envelope:

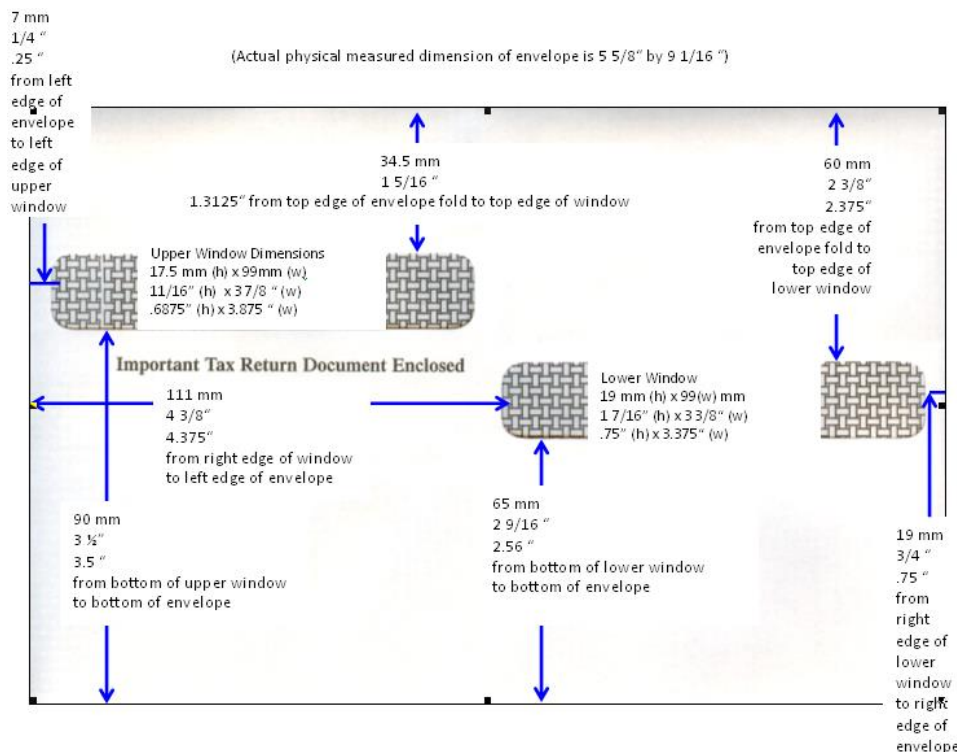


#### Specifications

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

### W2 and 1099-R Envelope

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



### How To: Re-print a previous calendar year W2 or 1099-R form?

Employee Attachments

Employee Number: 00010 MRIE R HOLMES

Employee Attachments (12)

Employee Position Attachments

1 Contact 2 Personal 3 DedBen 4 Add Waives 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Depress 10 Custom 11 Accidents V.A.C.A.

Seq#	Description	File Name
7	2015 1099C EntItty:1	1099C_2015_1_000012_.pdf
8	2016 HQ EntItty:1	HQ_2016_1_000012_100301012_.pdf
9	2016 1099C EntItty:1	1099C_2016_1_000012_.pdf
10	2017 1099C EntItty:1	1099C_2017_1_000012_.pdf
11	2018 1099C EntItty:1	1099C_2018_1_000012_.pdf
12	2019 1099C EntItty:1	1099C_2019_1_000012_2006221501_.pdf

10 View Attachment

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 the **[10 View Attachment]** button to display the copy of the form in the default PDF® viewer. Click **File ▶ Print**.



# 1095-C (Affordable Care Act - ACA) Print Front and Back Using AUC

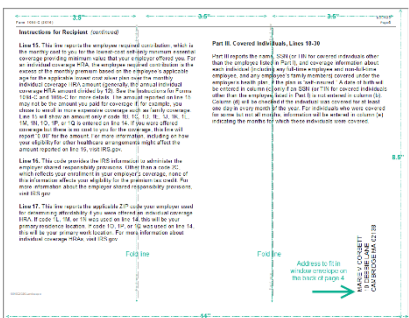
1095-C forms available within the **AUC Human Resources Module** require blank paper stock. Pre-printed stock cannot be used to print 1095-C forms with AUC.

*There is a change to the 1095C forms for Calendar year 2020. The IRS added more instructions and now prints the covered individuals on a separate sheet. The forms are landscape instead of portrait, and four pages instead of two. Two 8 1/2" x 11" sheets of paper per employee are 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. There are folding guides printed on page four of the forms to help fold the forms to fit into the window envelope.

A duplex printer is needed for 1095-C forms because the employee address for the window envelope is printed on the back of the form (page 4) along with the IRS instructions.

## 1095C Form Stock:



## Specifications

- 3-up
- 8 1/2" x 11" sheets
- 20# laser paper
- 2 horizontal perforations)
- Does not** include pre-

## Form 1095C envelope:



## Specifications

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

printed instructions on the back – AUC prints everything on the blank stock.

## How To: Re-print a previous calendar year 1095-C 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 **[10 View Attachment]**

to display the copy of the form in the default PDF® viewer. Click **File ▶ Print**.

## Purchasing Blank Forms

**ADMINS, Inc.** does not endorse any specific vendor. However, we have located vendors offering all the forms. 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	<a href="https://www.rapidsupplies.com/Products/Perforated-Paper-8-12-X-11--Perfed-3-23-7-13-From-Bottom-24_5034.aspx">https://www.rapidsupplies.com/Products/Perforated-Paper-8-12-X-11--Perfed-3-23-7-13-From-Bottom-24_5034.aspx</a> or <a href="http://www.quill.com/quill-20-lb-laser-bond-custom-cut/cbs/002538.html?keywords=05030&amp;promoCode==200200555&amp;ajx=1">http://www.quill.com/quill-20-lb-laser-bond-custom-cut/cbs/002538.html?keywords=05030&amp;promoCode==200200555&amp;ajx=1</a>
1095-C Envelopes	<a href="http://www.quill.com/10-single-window-security-envelopes/cbs/013284.html?keywords=10CW&amp;promoCode==200200555&amp;ajx=1">http://www.quill.com/10-single-window-security-envelopes/cbs/013284.html?keywords=10CW&amp;promoCode==200200555&amp;ajx=1</a> or <a href="http://www.officedepot.com/a/products/634008/Office-Depot-Brand-Security-Window-Envelopes/">http://www.officedepot.com/a/products/634008/Office-Depot-Brand-Security-Window-Envelopes/</a>
1099INT, 1099MISC, 1099S without Backer	<a href="https://www.quill.com/tops-2019-w-2-laser-forms-100-forms-pack/cbs/55345712.html">https://www.quill.com/tops-2019-w-2-laser-forms-100-forms-pack/cbs/55345712.html</a> or <a href="https://www.discounttaxforms.com/product/1099-blank-paper-2up/">https://www.discounttaxforms.com/product/1099-blank-paper-2up/</a>
1099INT, 1099MISC, 1099S with Backer	<a href="https://www.discounttaxforms.com/product/1099-blank-paper-2up-instructions/">https://www.discounttaxforms.com/product/1099-blank-paper-2up-instructions/</a> (call for a special order) or E-mail <a href="mailto:info@quill.com">info@quill.com</a> LMISCBLANK - 2-up with Backer. These are a special order.
1099INT, 1099MISC, 1099S Envelopes	<a href="http://www.quill.com/1099-tax-form-envelopes/cbs/014212.html">http://www.quill.com/1099-tax-form-envelopes/cbs/014212.html</a> or <a href="https://www.discounttaxforms.com/product/1099-envelopes-2up/">https://www.discounttaxforms.com/product/1099-envelopes-2up/</a>
W2/1099R without Backer	<a href="https://www.quill.com/Perforated-Blank-W-2-Forms-4-Up/cbs/020309.html?promoCode=400090029">https://www.quill.com/Perforated-Blank-W-2-Forms-4-Up/cbs/020309.html?promoCode=400090029</a> or <a href="https://www.discounttaxforms.com/product/blank-w2-form-paper-4up-v1/">https://www.discounttaxforms.com/product/blank-w2-form-paper-4up-v1/</a> Item# L4BLNB
W2/1099R-only with backer	<a href="http://www.quill.com/perforated-blank-forms/cbs/020309.html">http://www.quill.com/perforated-blank-forms/cbs/020309.html</a> or <a href="https://www.discounttaxforms.com/product/blank-w2-form-paper-4up-v1/">https://www.discounttaxforms.com/product/blank-w2-form-paper-4up-v1/</a> <sup>1</sup> Item# L4BL
W2/1099R Envelopes	<a href="http://www.quill.com/w-2-tax-form-envelopes/cbs/024869.html">http://www.quill.com/w-2-tax-form-envelopes/cbs/024869.html</a> or <a href="https://www.discounttaxforms.com/product/w2-envelope-4up-v1/">https://www.discounttaxforms.com/product/w2-envelope-4up-v1/</a>

<sup>1</sup> 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.

