



ADMINS, Inc.
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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, 2023, **AUC** will use the same layout as last year to print **W2, 1099-R, 1099-G, 1099-INT, 1099-MISC 1099-NEC, and 1099-S** 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 now 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.

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

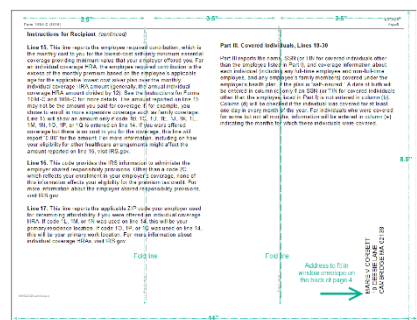
1095-C forms available within the **AUC Human Resources Module** require blank paper stock. **Pre-printed stock cannot be used to print 1095-C forms with AUC.**

The forms are landscape, and four pages are printed (duplexed). 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 recommended 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:



prints everything on the blank stock.

1095C Envelope:



Specifications

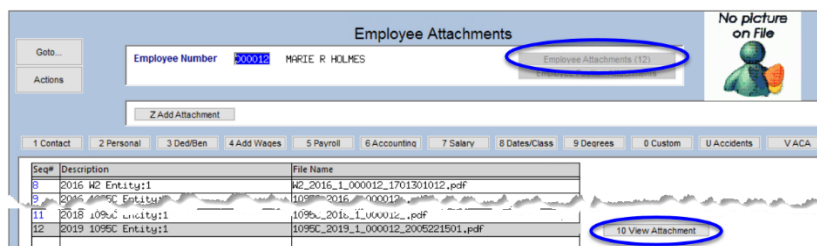
3-up
8 1/2" x 11" sheets
20# laser paper
2 horizontal perforations)
Does not include
pre-printed instructions on the back – AUC

Specifications

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

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.

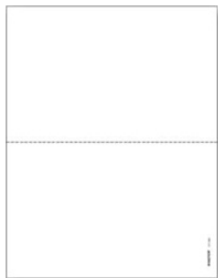


Locate the desired Employee. Click the **[Employee Attachments]** button. Locate the Form. Click **[10 View Attachment]** to display the copy of the form in the default PDF® viewer. Click **File ▶ Print**.

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

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

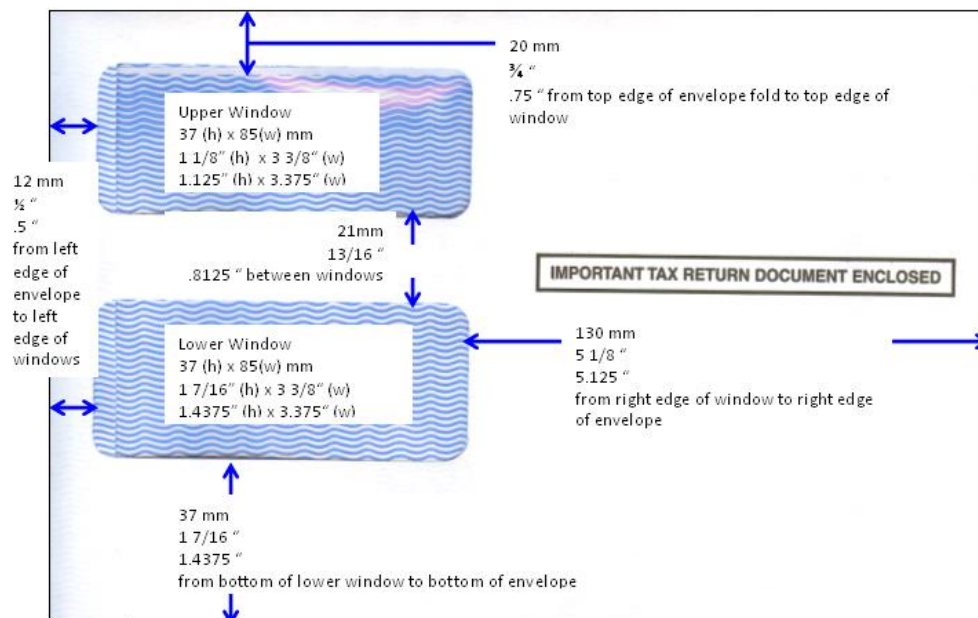
5 5/8" x 8 3/4"
24# envelope
stock
Cellophane
windows
Security tint

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

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

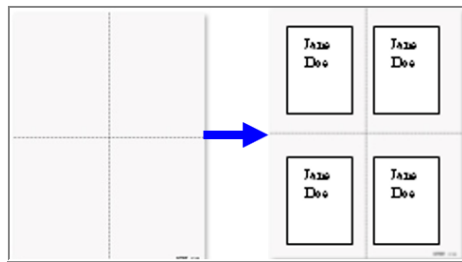
The same envelope is used for forms with or without pre-printed backers.

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



Because there are five different forms to print, **ADMINS** recommends using only blank stock (both front and back) for 1099* printing.

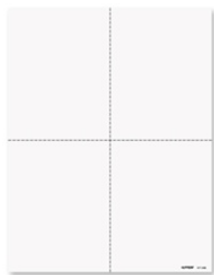
W2 & 1099-R – Print Front and Back Using AUC



All Forms W2 & 1099-R 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.

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 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

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

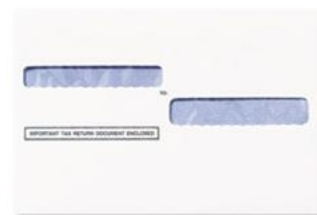
Form W2 and 1099-R paper stock:



Specifications

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

Form W2 and 1099-R envelope:

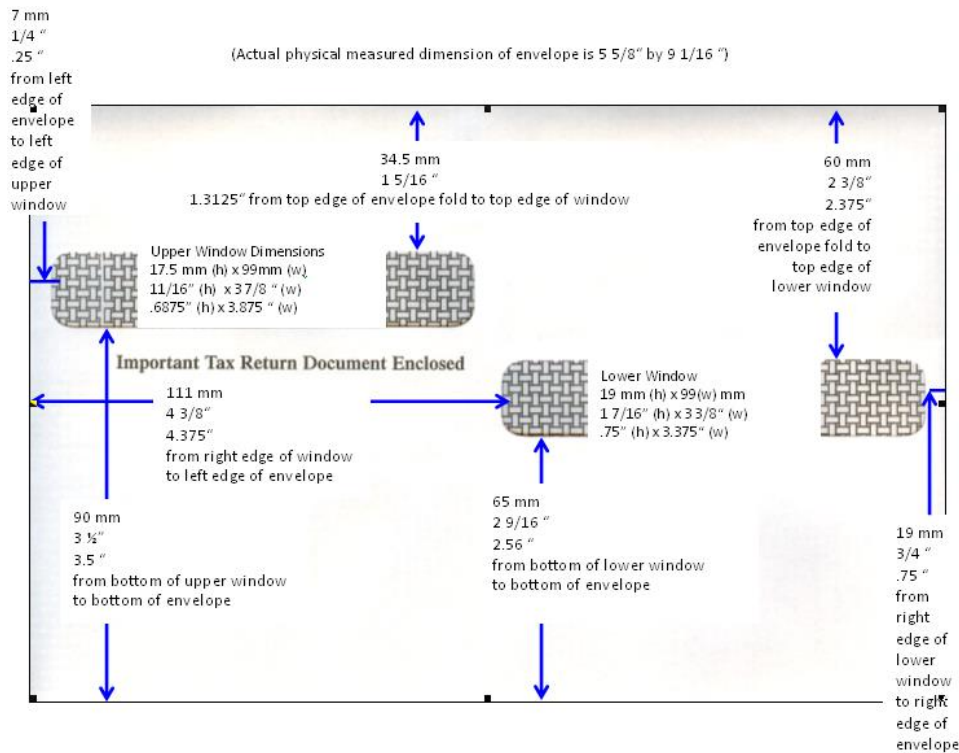


Specifications

5 ¾" x 8 ¾"
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: 500015 MR. R. HOLMES

Employee Attachments (12)

Employee Position Attachments

1 Contact 2 Personal 3 DedBen 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 10 Custom 11 Accidents 12 VACA

Seq#	Description	File Name
7	2015 1099C Entity:1	1099C_2015_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

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**.

Purchasing Blank Forms

ADMINS, Inc. does not endorse any specific vendor. However, we have located vendors offering the forms. Please contact them for current pricing. Some of these [links](#) have changed since last year, but the specifications are unchanged. Buy stock from any vendor who can provide stock and envelopes that meet 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

Form	Suggested Link
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
1099 G, 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
1099 G, 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 ¹ Blank W2 Form Paper - 4up V1 - Discount Tax Forms
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

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.

Instructions

Choose an option

Choose an option
With Instructions on Back
Without Instructions

100
Add to cart