

IMPORTANT SET AND STATE REQUIREMENT INFORMATION

INDIVIDUAL LASER FORMS

Item #	Copy	Description
BW2FED05	W-2 Employer Federal Copy A	For Social Security Administration
BW2ER105	W-2 Employer State/City Copy 1	For State, City or Local Tax Department
BW2ERD05	W-2 Employer File Copy D	For Employer's Records
BW2EEB05	W-2 Employee Federal Copy B	To Be Filed with Employee's Federal Tax Return
BW2EE205	W-2 Employee State/City Copy 2	To Be Filed with Employee's State, City or Local Income Tax Return
BW2EEC05	W-2 Employee File Copy C	For Employee's Records
BW2EDD105	W-2 Employer 2up Copies 1/D	For Employer's Records and State, City or Local Tax Department

FORMS INCLUDED IN EACH TRADITIONAL SET

Use the "**Part Requirement by State**" chart to determine the parts needed for the state(s) in which you file. Sets include all forms required for filing with federal, state and local agencies based on the number of parts needed.

TRADITIONAL W-2 SETS

Form Copy	Preprinted		
	4pt	6pt	8pt
W-2 Employer Federal Copy A	1	1	1
W-2 Employer State/City Copy 1	-	1	2
W-2 Employer File Copy D	1	1	1
W-2 Employee Federal Copy B	1	1	1
W-2 Employee State/City Copy 2	-	1	2
W-2 Employee File Copy C	1	1	1
Blank 2up Laser Paper	-	-	-

Order the number of forms equal to the number of employees for which you file.

STATE REQUIREMENTS

* Certain cities in Alabama, Arkansas, Colorado, Delaware, Dist. Of Columbia, Indiana, Iowa, Kentucky, Maryland, Michigan, Missouri, New York, Ohio, Oregon and Pennsylvania will require our 8-part all purpose form.

State	W-2	1099	State	W-2	1099	State	W-2	1099
Alabama *	6	4	Louisiana	6	4	North Dakota	6	4
Alaska	4	3	Maine	6	3	Ohio *	6	3
Arizona	6	4	Maryland *	6	3	Oklahoma	6	4
Arkansas *	6	4	Massachussetts	6	4	Oregon *	6	4
California	6	4	Michigan *	6	3	Pennsylvania *	6	4
Colorado *	6	3	Minnesota	6	4	Rhode Island	6	3
Connecticut	6	4	Mississippi	6	4	South Carolina	6	4
Delaware *	6	4	Missouri *	6	4	South Dakota	4	3
Dist. of Columbia *	6	4	Montana	6	4	Tennessee	4	3
Florida	4	3	Nebraska	6	3	Texas	4	3
Georgia	6	4	Nevada	4	3	Utah	6	4
Hawaii	6	4	New Hampshire	4	3	Vermont	6	3
Idaho	6	4	New Jersey	6	3	Virginia	6	4
Illinois	6	3	New Mexico *	6	3	Washington	4	3
Iowa *	6	4	New York *	6	4	West Virginia	6	3
Indiana *	6	4	New York City	6	4	Wisconsin	6	4
Kansas	6	4	North Carolina	6	4	Wyoming	4	3
Kentucky *	6	3						