



# 2023 W2 / 1099 Direct Mail Request Form

**WHAT:** B2E Solutions will mail your forms directly to your employees' home addresses

**WHY?**

- ✓ Working Remote? Eliminate handling, postage, and distribution coordination
- ✓ It is confidential
- ✓ It is convenient
- ✓ It frees you to focus on your business
- ✓ It is Easy! Just complete & return this form!

**TIMING:** Please complete and submit this form to B2E Solutions by Wednesday, December 27,2023. All forms will be mailed as they are available, but no later than Wednesday, January 31, 2024.

\*This form must be completed every calendar year.

**COST:** We are offering this service at the cost of **\$1.45** per form mailed. This includes all postage and handling. This cost will be billed in addition to your normal year-end service fees.

**EMPLOYER W2 COPIES:**

- All Clients will receive the employer copy with the year end package, separate from the W2s.
- Employer copies of W2's can also be found in UKG Ready.
  - Go to Team > HR > Forms > W2
    - Check the boxes on the left
    - Download
      - Download Type\* - Four Employees Per Page (Copy D )
    - Save your documents

**Yes, we would like to participate in the direct mail program for 2023 Employee forms.**

**Client Code:** \_\_\_\_\_ **Client Name:** \_\_\_\_\_

**Check applicable boxes:**      **W2**                      **1099 MISC**                      **1099 NEC**

**Are you a Multi EIN or Company Client:**    **Yes**    **No**    **If Yes, Please list all companies here:**

\_\_\_\_\_  
\_\_\_\_\_

**Authorized By:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TRACKING:** Once your forms are placed in the US Mail, we are unable to track the piece for your employees or your business.

**Please Return the Completed Form to your Client Service Representative**