



2020 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 Tuesday, December 29,2020. All forms will be mailed as they are available, but no later than Friday, January 29, 2021.

*This form must be completed every calendar year.

COST: We are offering this service at the cost of **\$1.30** 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:

- Remote Clients that process their own payroll in Workforce Ready, will still receive the employer copy of W2s mailed to them.
- Employer copies of W2's can also be found in Workforce Ready.
 - Go to My Info > Help > Download Documents for instructions.

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

Client Code: _____ **Client Name:** _____

Yes, we would like to participate in the direct mail program for 2020 Employee forms.

Check applicable boxes. **W2** **1099**

Authorized By: _____ **Date:** _____

Please Return the Completed Form to your Client Service Representative