



# 2021 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 29,2021. All forms will be mailed as they are available, but no later than Monday, January 31, 2022.

\*This form must be completed every calendar year.

**COST:** We are offering this service at the cost of **\$1.35** 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. For instructions, In WFR go to
  - My Info > Help > Download Documentation

**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 2021 Employee forms.**

**Check applicable boxes.                      W2                      1099**

**Authorized By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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