



2024 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 (clientservices@cs.b2esolutionsinc.com) by Friday, December 27, 2024. All W2 forms will be mailed as they are available, but no later than Friday, January 31, 2025.

*This form must be completed every calendar year.

COST: We are offering this service at the cost of **\$1.55** 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 2024 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 at clientservices@cs.b2esolutionsinc.com