

TAX FORM DELIVERY OPTIONS

How would you like to receive your tax forms this year?
Get them how you want and when you want with these 4 available options.

PAPERLESS



OPTION 1

Self-print

Base run fee + per employee fee

Download/print PDF copies of all tax forms and summaries
(excluding RL-1 Summary)



OPTION 2

E-mail & self-print

Base run fee + per employee fee

Download/print PDF copies of all tax forms and summaries
(excluding RL-1 Summary)

Send tax forms to employees by e-mail or epost



OPTION 3

E-mail & printed forms

*Base run fee + per employee fee
+ 55¢ per printed form
+ \$20 shipping*

Download/print PDF copies of all tax forms and summaries
(excluding RL-1 Summary)

Send tax forms to employees by e-mail or epost

Deluxe prints/ships self-enclosed employee forms for anyone not eligible for e-mailed forms

DELUXE PRINTING



OPTION 4

E-mail & complete package

*Base run fee + per employee fee
+ 55¢ per printed form
+ \$20 shipping + \$25 report fee*

Download/print PDF copies of all tax forms and summaries
(excluding RL-1 Summary)

Send tax forms to employees by e-mail or epost

Deluxe prints/ships self-enclosed employee forms for anyone not eligible for e-mailed forms

Deluxe prints/ships duplicate copies of tax forms and summaries for company records