

September 2015

**2015 tax forms
are available
now!**

Blackbaud Forms

2015 Tax Forms

blackbaud™
› power your passion



About Blackbaud

Serving the worldwide philanthropic community for more than 30 years, Blackbaud (NASDAQ: BLKB) combines innovative software and services, and expertise to help organizations achieve their missions. Blackbaud works in over 60 countries to power the passions of more than 30,000 customers, including nonprofits, K-12 private and higher education institutions, healthcare organizations, foundations and other charitable giving entities, and corporations. The company offers a full spectrum of cloud and on-premise solutions, as well as a resource network that empowers and connects organizations of all sizes, including nonprofit fundraising and relationship management, eMarketing, advocacy, accounting, payments and analytics, as well as grant management, corporate social responsibility, education. Using Blackbaud technology, these organizations raise, invest, manage and award more than \$100 billion each year. Recognized as a top company, Blackbaud is headquartered in Charleston, South Carolina and has operations in the United States, Australia, Canada, Ireland and the United Kingdom. For more information, visit www.blackbaud.com.

• **Satisfaction Guarantee**

We guarantee our tax forms to be free from material defect and to work flawlessly with your Blackbaud software

• **Fast, Punctual Delivery**

Tax forms orders ship in one business day

• **Environmentally Responsible**

All of our tax forms are produced with SFI-certified paper

Financial Edge™ 1099 Forms2

Financial Edge W-2 Forms4

FundWare® Tax Forms.....6

Blackbaud Student Information System™ 1098-T Forms7

Order Form8

Filing Deadlines and Other Tax Forms10

State Requirements11

Contact Us

online: blackbaudforms.com **NEW!**

email: forms@blackbaud.com

toll-free: 866.422.3676

fax: 866.262.9590

mail: Blackbaud Forms
P.O. Box 678, Tarrytown, NY 10591

hours: Weekdays 8:30 a.m. to 7:00 p.m. Eastern



Sustainable Forest Initiative (SFI) This paper fiber sourcing certification standard is based on principles that promote sustainable forest management. This includes measures to protect water quality, biodiversity, wildlife habitat, species at risk and Forests with Exceptional Conservation Value.

Our IRS-approved tax forms are guaranteed to be 100% software compatible. Save time and money with tax form bundles.

We have a complete line of more than 250 tax forms available. Don't see a form you need? Please call us.

1099-MISC EZ Pack Bundle

- 1099-MISC federal copy A
- 1099-MISC recipient copy B
- 1099-MISC payer and/or state copy C/1/2
- Self-seal envelopes
- Three transmittal forms

Available in 3, 4 or 5 parts



1099-MISC EZ Pack Bundle Pricing

ITEM	PARTS	RECIPIENTS	PRICE
612E25 / L99SET3DWS	3	25	\$48.76
6102E / L99SET3DWS	3	50	\$64.72
6102E1 / L99SET3DWS	3	100	\$121.91
6103EN / L99SET4DWS	4	25	\$48.76
6103NV / L99SET4DWS	4	50	\$64.72
6103E / L99SET4DWS	4	100	\$121.91
615E25 / L99SET5DWS	5	25	\$48.76
6105E / L99SET5DWS	5	50	\$64.72
6105E1 / L99SET5DWS	5	100	\$121.91

Prices subject to change

1099-MISC Set

- 1099-MISC federal copy A
- 1099-MISC recipient copy B
- 1099-MISC payer and/or state copy C/1/2
- Three transmittal forms

Available in 3, 4 or 5 parts
Envelopes sold separately

1099-MISC Set Pricing

ITEM	PARTS	RECIPIENTS	PRICE
610225 / L99SET3	3	25	\$32.47
6102 / L99SET3	3	50	\$48.65
6108 / L99SET3	3	100	\$91.58
610325 / L99SET4	4	25	\$32.47
6103 / L99SET4	4	50	\$48.65
61031 / L99SET4	4	100	\$91.58
610525 / L99SET5	5	25	\$32.47
6105 / L99SET5	5	50	\$48.65
61051 / L99SET5	5	100	\$91.58

Prices subject to change

Partial eFile: 1099-MISC Bundle

- 1099-MISC Recipient Copy B
- 1099-MISC Payer and/or State Copy C
- Self-seal envelopes

Partial eFile 1099-MISC Bundle Pricing

ITEM	RECIPIENTS	PRICE
6113E	50	\$69.04

Prices subject to change

1099-MISC Forms

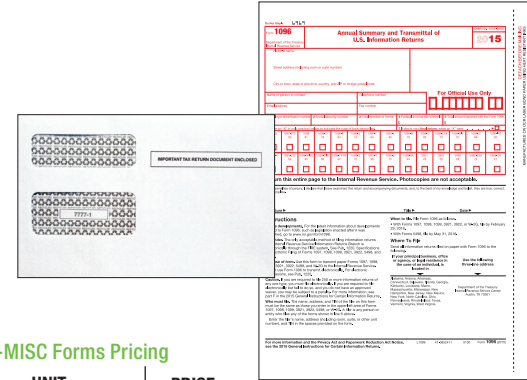
Separate 1099-MISC forms are sold in packs of 25 or 50 sheets.

To calculate the sheet quantities needed, divide the total number of recipients or employees by the number of forms per sheet.

1096 Transmittal Forms

1096 transmittal forms are sold in packs of 5, 10, 25 or 50 sheets.

Three 1096 transmittal forms are included with all 1099-MISC orders.



1099-MISC Forms

	ITEM
Federal copy A	5110 / L99A
Recipient copy B	5111 / L99B
Payer and/or state copy C/1/2	5112 / L99C
1096 transmittal	5100 / L1096

1099-MISC Forms Pricing

UNIT	PRICE
25 sheets	\$10.99
50 sheets	\$14.64

1096 Transmittal Pricing

5 sheets	\$2.25
10 sheets	\$4.00
25 sheets	\$10.99

Prices subject to change

1099 Envelopes

1099-MISC envelopes are available in regular seal or self-seal

1099-MISC Envelope Pricing

	ITEM	25	50	100	200	300	400	500
1099-MISC envelope	7777-1 / E99RDW	\$13.38	\$26.75	\$41.15	\$67.06	\$94.20	\$115.92	\$135.05
1099-MISC self-seal envelope	7777-2 / E99RDWS	\$17.02	\$34.04	\$52.36	\$85.34	\$119.91	\$147.48	\$171.85

Prices subject to change

W-2 EZ Pack Bundle

- Employer federal copy A
- 4-up horizontal employee copies
- Employer file copy D
- Employer state/city copy 1
- Self-seal envelopes
- Three W-3 transmittal forms

Available in 3, 4 or 5 parts

W-2 EZ Pack Bundle Pricing

ITEM	PARTS	RECIPIENTS	PRICE
536E25 / L4HW2S6DWS	6	25	\$48.76
5536E / L4HW2S6DWS	6	50	\$64.72
5536E1 / L4HW2S6DWS	6	100	\$121.91
538E25 / L4HW2S8DWS	8	25	\$48.76
5538E / L4HW2S8DWS	8	50	\$64.72
5538E1 / L4HW2S8DWS	8	100	\$121.91

Prices subject to change

W-2 Set

- Employer federal copy A
- 4-up horizontal employee copies
- Employer file copy D
- Employer state/city copy 1
- Three W-3 transmittal forms

Envelopes are sold separately

Available in 3, 4 or 5 parts

W-2 Set Pricing

ITEM	PARTS	RECIPIENTS	PRICE
553625 / L4HW2SET6	6	25	\$32.70
5536 / L4HW2SET6	6	50	\$48.65
55361 / L4HW2SET6	6	100	\$97.07
553825 / L4HW2SET8	8	25	\$32.70
5538 / L4HW2SET8	8	50	\$48.65
55381 / L4HW2SET8	8	100	\$97.07

Prices subject to change



Partial eFile: Condensed W-2 Bundle

- 4-up horizontal employee copies
- Self-seal envelopes
- Three W-3 transmittal forms

Does not include federal copy A or employer copies.
Can be used if filing electronically.

Partial eFile W-2 Bundle Pricing

ITEM	RECIPIENTS	PRICE
526E25 / LW2H4PDWS	25	\$38.99
526E50 / LW2H4PDWS	50	\$58.09
526E1 / LW2H4PDWS	100	\$80.67

Prices subject to change

W-2 Forms

Separate W-2 forms are sold in packs of 25 or 50 sheets.

To calculate the sheet quantities needed, divide the total number of recipients or employees by the number of forms per sheet.

W-2 Forms

	ITEM
Federal copy A	5201 / LW2FEDA
4-up horizontal employee copies	5206 / LW2HOR4P
Employer copy 1 or copy D	5204 / LW2ERD
W-3 Transmittal	5200 / LW3

W-2 Forms Pricing

UNIT	PRICE
25 sheets	\$10.99
50 sheets	\$14.64

Prices subject to change

W-2 Envelopes

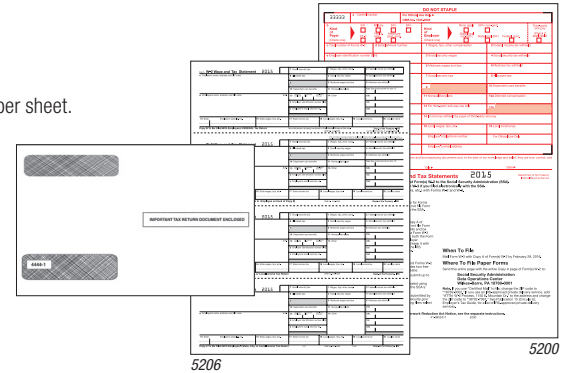
W-2 envelopes are available in regular seal or self-seal

W-2 Envelope Pricing

	ITEM	25	50	100	200	300	400	500
W-2 envelope	4444-1 / EW2H4DW	\$13.38	\$26.75	\$41.15	\$67.06	\$94.20	\$115.92	\$135.05
W-2 self-seal envelope	4444-2 / EW2H4DWS	\$17.02	\$34.04	\$52.36	\$85.34	\$119.91	\$147.48	\$171.85

Prices subject to change

Blackbaud Forms



W-3 Transmittal Forms

W-3 transmittal forms are sold in packs of 5, 10, 25 or 50 sheets.

Three W-3 transmittal forms are included with all W-2 orders.

W-3 Transmittal Pricing

UNIT	PRICE
5 sheets	\$2.25
10 sheets	\$4.00
50 sheets	\$14.64

Prices subject to change

Affordable Care Act Forms

Beginning January 2016, the Affordable Care Act's Employer Shared Responsibility Rule will require employers to file annual information returns with the IRS and deliver employee statements containing information about health plan coverage. Please note that employers will need two copies of the 1095: One for each employee and one for the IRS. Unlike the W-2 there are not assigned copies for the employee and government agency.

1095-B Health Coverage Form

The 1095-B Health Coverage form is for employers with less than 50 full-time employees. Accommodates up to 6 employees.

1095-C Employer provided health insurance offer and coverage form

The 1095-C employer provided health insurance offer and coverage form is for employers with 50 or more full-time employees. Accommodates up to 6 employees.

Print 1095-B and 1095-C forms on blank paper. Blank form 1095K has both the 1095-B and 1095-C instructions on the back.

Blank form for 1095-B and 1095-C

	ITEM
Blank form for 1095-B and 1095-C	1095K
1095-B transmittal of Health Coverage Information Returns	1094BT
1095-C transmittal of Employer provided health insurance offer and coverage	1094CT

1099-MISC Envelope Pricing

	ITEM	25	50	100	200	300	400	500
1095-B and 1095-C envelope	7777-1	\$13.38	\$26.75	\$41.15	\$67.06	\$94.20	\$115.92	\$135.05
1095-B and 1095-C self-seal envelope	7777-2	\$17.02	\$34.04	\$52.36	\$85.34	\$119.91	\$147.48	\$171.85

Prices subject to change

1095K Forms Pricing

UNIT	PRICE
25 sheets	\$10.99
50 sheets	\$14.64

Prices subject to change

1094BT Transmittal Pricing

UNIT	PRICE
25 sheets	\$10.99

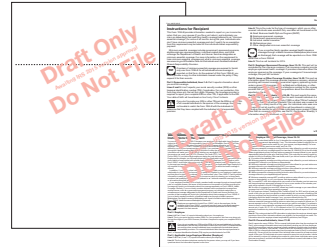
Prices subject to change

1094CT Transmittal Pricing

(the 1094CT is a 3 page form)

UNIT	PRICE
75 sheets	\$29.25

Prices subject to change



Partial eFile: Blank Condensed W-2 Bundle

Use the 4-up box version of W-2 forms to print W-2 employee copies B/2/C/2

- Blank employee W-2 copies B/2/C/2 with instructions on the back
- Self-seal envelopes

Does not include federal copy A or employer copies

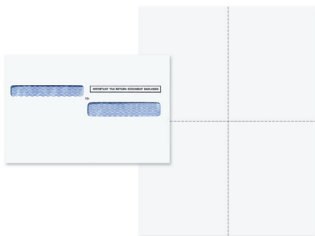
Blank 1099 Form

Use the 3-up blank 1099 form with side perforation to print 1099-MISC and 1099-INT forms with FundWare

Blank W-2 Form

Blank W-2 4-up box forms are sold in packs of 25 or 50 sheets.

To calculate the sheet quantities needed, divide the total number of recipients or employees by the number of forms per sheet.



Tax Envelopes

Tax envelopes are available in regular seal or self-seal

1099 and W-2 Envelope Pricing

	ITEM	25	50	100	200	300	400	500
1099 3-up envelope	2222-1 / E99DW	\$10.95	\$21.89	\$33.66	\$55.20	\$77.55	\$93.28	\$107.85
1099 3-up self-seal envelope	2222-2 / E99DWS	\$13.82	\$27.64	\$42.48	\$69.64	\$97.89	\$117.84	\$136.10
W-2 4-up box envelope	9999-1 / LW2BK4DW	\$11.08	\$22.17	\$44.33	\$68.94	\$87.48	\$98.72	\$114.05
W-2 4-up box self-seal envelope	9999-2 / LW2BK4DWS	\$12.75	\$25.49	\$50.98	\$79.26	\$100.62	\$113.56	\$131.10

Prices subject to change

Partial eFile Blank W-2 Bundle Pricing

ITEM	RECIPIENTS	PRICE
745E25 / LW2BK4DWS	25	\$33.15
5745E / LW2BK4DWS	50	\$38.99
5745E1 / LW2BK4DWS	100	\$58.09

Prices subject to change

1099 and W-2 Forms

	ITEM	FORMS PER SHEET
3-up 1099 form	5174 / L99BLANK3	3
4-up box W-2 form	5209 / LW2BLANK4	1

1099 and W-2 Forms Pricing

UNIT	PRICE
25 sheets	\$10.99
50 sheets	\$14.64

Prices subject to change

For Blackbaud Student Information System, the 1098-T Tuition Statement form is used by eligible educational institutions to report amounts to the IRS pertaining to qualified tuition and related expenses, as well as scholarships and/or grants, taxable or not. This form serves to alert students that they may be eligible for federal income tax education credits.

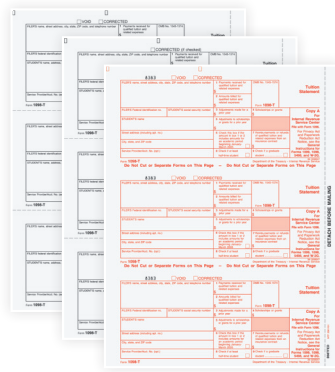
1098-T Bundle

- 1098-T Federal Copy A
- 1098-T Student Copy B
- 1098-T Filer Copy C
- Self-seal envelopes
- Three transmittal forms

1098-T Bundle Pricing

ITEM	RECIPIENTS	PRICE
619E25	25	\$33.15
6109E/ L98T3DWS	50	\$38.99
6109E1/ L98T3DWS	100	\$58.09

Prices subject to change



1098-T Envelopes

1098-T envelopes are available in regular seal or self-seal

1098-T Envelope Pricing

	ITEM	25	50	100	200	300	400	500
1098-T envelope	2222-1 / E99DW	\$10.95	\$21.89	\$33.66	\$55.20	\$77.55	\$93.28	\$107.85
1098-T self-seal envelope	2222-2 / E99DWS	\$13.82	\$27.64	\$42.48	\$69.64	\$97.89	\$117.84	\$136.10

Prices subject to change

1098-T Forms

Separate 1098-T forms are sold in packs of 25 or 50 sheets.

To calculate the sheet quantities needed, divide the total number of recipients or employees by the number of forms per sheet.

	ITEM
1098-T federal copy A	5180 / L98TA
1098-T student copy B	5181 / L98TB
1098-T filer copy C	5182 / L98TC

1098-T Forms Pricing

UNIT	PRICE
25 sheets	\$10.99
50 sheets	\$14.64

Prices subject to change

1 Client / Shipping Information

Please indicate street address for delivery

Organization Name _____

Attention _____

Street Address (No P.O. Box) _____

Floor, Suite or Room _____

City, State and ZIP _____

Daytime Phone Number _____

Fax Number _____

E-Mail Address _____

2 Billing Address (if different from shipping address).

Organization Name _____

Attention _____

Street Address _____

Floor, Suite or Room _____

City, State and ZIP _____

Daytime Phone Number _____



Order Form

Site I.D. *(required)*

Phone
866.422.3676
8:30 a.m. to 7:00 p.m. Eastern

Fax Toll-Free
866.262.9590
24 hours a day, 7 days a week

Mail
Blackbaud Forms
P.O. Box 678
Tarrytown, NY 10591

Online
blackbaudforms.com

Office Use Only

Received Date _____ Ship Date _____

Dir/catalog _____

PO# _____

W-2 & 1099 Federal Filing Deadlines*

Due Date	Requirements
February 1, 2016	2015 W-2 & 1099 copies to Recipients/Employees 2015 940 & 944 to IRS
February 29, 2016	Paper Format: 2015 1099 Federal (IRS) Filing
February 29, 2016	Paper Format: 2015 W-2 Federal (SSA) Filing
or March 31, 2016	E-file Format: 2015 W-2 & 1099 Federal (SSA/IRS) Filing

* *Exceptions may apply*

Please visit blackbaudforms.com where you can purchase any U.S. tax form, including:

- 1095-B** Health Coverage **NEW!**
- 1095-C** Employer-Provided Health Insurance Offer and Coverage **NEW!**
- 1099-DIV** Dividends and Distributions
- 1099-INT** Interest Income Statement
- 1099-R** Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
- 1099-S** Proceeds from Real Estate Transactions
- W-2** Wage and Tax Statement (not for The Financial Edge or FundWare)
- W-2C** Corrected Wage and Tax Statement
- W-2G** Certain Gambling Winnings
- 1042-S** Foreign Person's U.S. Source Income Subject to Withholding
- 1098** Mortgage Interest Statement
- 1098-E** Student Loan Interest Statement

Blank tax forms

Continuous tax forms

W-2 and 1099 Part Requirements by State

	1099	W-2		1099	W-2		1099	W-2
Alabama*	4	6	Louisiana	4	6	Ohio*	3	6
Alaska	3	4	Maine	3	6	Oklahoma	4	6
Arizona	4	6	Maryland	3	6	Oregon	4	6
Arkansas	4	6	Massachusetts	4	6	Pennsylvania*	4	6
California	4	6	Michigan*	3	6	Rhode Island	3	6
Colorado	3	6	Minnesota	4	6	South Carolina	4	6
Connecticut	4	6	Mississippi	4	6	South Dakota	3	4
Delaware*	4	6	Missouri*	4	6	Tennessee	3	4
Dist. of Columbia	4	6	Montana	4	6	Texas	3	4
Florida	3	4	Nebraska	3	6	Utah	4	6
Georgia	4	6	Nevada	3	4	Vermont	3	6
Hawaii	4	6	New Hampshire	3	4	Virginia	4	6
Idaho	4	6	New Jersey	3	6	Washington	3	4
Illinois	3	6	New Mexico	3	6	West Virginia	3	6
Indiana	4	6	New York	4	6	Wisconsin	4	6
Iowa	4	6	New York City	4	6	Wyoming	3	4
Kansas	4	6	North Carolina	4	6			
Kentucky*	3	6	North Dakota	4	6			

* Certain cities in Alabama, Delaware, Kentucky, Michigan, Missouri, Ohio and Pennsylvania require an 8 part W-2 form. Call us with questions.

Go to blackbaudforms.com to see everything Blackbaud Forms offers:

for Financial Edge

HIGH SECURITY CHECKS
VALUE CHECKS
BLANK CHECK STOCK & MICR TONER
ENVELOPES
STATEMENTS
INVOICES
PURCHASE ORDERS
DIRECT DEPOSIT
EFT NOTICES

Supplies

DEPOSIT BOOKS
CONVENIENCE STAMPS
CUSTOM STAMPS

for Raiser's Edge

MEMBERSHIP FORMS
GIFT / TAX RECEIPTS
PLEDGE REMINDERS
PHONATHON FORMS
APPEALS

for FundWare

CHECKS
ENVELOPES

blackbaud®

© September 2015 Blackbaud, Inc.

This material is for informational purposes only. The information contained in this document represents the current view of Blackbaud, Inc. on the items discussed as of the date of this publication, and could be subject to change.

2000 Daniel Island Drive, Charleston, SC 29492 T 800.443.9441 E solutions@blackbaud.com W www.blackbaud.com