



## **Information Regarding Ordering Forms for Deneb Programs at Year-End 2017**

**Sources:** Note: Allow extra forms for errors and/or printing problems when ordering).

Internal Revenue Service

National Document Solutions 800-325-3120

or their website: <http://www.denebsystemsupsplies.com>

### **Forms:**

- W-2's [ Reminder to order more of the State & Local Forms in you withhold in multiple States and Locals ]
- W-3 Transmittal
- 1099's & Transmittal
- ACA Form 1095-C

#### **For each Employee, you will need:**

-Employee's copy (if an Employee has more than 5 additional in family that are covered by the insurance; you will need a Continuation Form also).

-IRS Copy (1 of each Employee's copy + continuation).

-Your Company's copy/copies for each Employee, for your file.

Example Order: You have 60 Employees to report. You would need 180 minimum of this form + additional for printing problems or errors. If required you would order the continuations forms x 3 in this example.

**-Form 1094-C (Transmittal)**

**You will need : (Note: Continuations Pages required will depend on the number of Employees to be listed.**

-IRS Copy of each Page

-Your Company's copy of each Page