



Direct Mail of W2's and 1099's

WHAT: Did you know that we will mail your forms directly to your employees' home addresses?

TIMING: If you are interested in this service, please complete and submit this form to Payroll Data Services by 12/29/16.

All forms will be mailed as they are available, but no later than 1/31/17.

COST: We are offering this service at the cost of **\$1.25** 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: If you are an Evolution user, or do not process your own payroll in ORBIT, you will still receive the employer copy of W2s mailed to you.

If you process your own payroll in Orbit, you can download your Employer Copies directly to PDF (Instructions are available under Our Company > Service Provider Documents)

TRACKING: Once your forms are placed in the US Mail, we are unable to track the piece for your employees or your business.

Why?

- ✓ It is confidential
- ✓ It is convenient
- ✓ It eliminates handling, postage, and distribution coordination
- ✓ It frees you to focus on your business!
- ✓ It is Easy!

Client Code: _____ Client Name: _____

Platform Orbit

Yes, we would like to participate in the direct mail program for 2016 Employee forms. *Check applicable boxes.*

W2

1099

Authorized By: _____ Date: _____

Please return the completed form to your Client Service Representative.