

W-2 MAILER FOR ELECTRONIC FILING

This Electronic Filing Mailer is available with CARBONLESS INSERTS

W-2 MAILERS FOR ELECTRONIC FILING FORM NUMBERS CARBON INTERLEAVED

- FORM XM53 3-PART (1 OUT, 2 IN)
- FORM XM54 4-PART (1 OUT, 3 IN)
- FORM XM55 5-PART (1 OUT, 4 IN)
- FORM XM56 6-PART (2 OUT, 4 IN)

* See Parts Sequence Guide

W-2 MAILERS FOR ELECTRONIC FILING FORM NUMBERS CARBONLESS INSERTS

- FORM XMC53/54 3 OR 4 PART (1 OUT 3 IN)
- FORM XMC55/56 5 OR 6 PART (2 OUT 4 IN)

Outside copies utilize carbon, only the inserts are carbonless.

* See Parts Sequence Guide

The W-2 Electronic Filing Mailer combines the benefits of a mailer with the advantages of reporting on Electronic Filing. Exterior ply can be used to report information to the state or for employer's use. The W-2 Electronic Filing Mailer is available with 3, 4, 5, or 6 parts.

See "Parts Sequence Guide" below for ply identification.

Form XM56 and XMC 55/56 can be used when employer and employees must send copies to both state and local tax agency.

POSTAL INDICIA AVOID EXTRA HANDLING AVOID POSTAL METERING



Postal Indicias eliminate postal metering and excess handling and can be applied as a crash imprint or computer generated imprint on your printer, for forms with an indicia blockout.

NOTE: A Postal Indicia for W-2, 2-wide mailers with copy A can only be applied as a custom imprint at our plant (contact your dealer for charges and closing dates).

*ELECTRONIC FILING PARTS SEQUENCE GUIDE

- Copy 1 - Filed with Employer's State/City or Local Tax Return
- Copy B - Filed with Employee's Federal Tax Return
- Copy C - For Employee's Personal File
- Copy 2 - Filed with Employee's State/City or Local Tax Return
- Copy D - For the Employer's Record (Also may be used as an extra Copy 1)

XM53		XM54		XMC53/54 CARBONLESS INSERTS	
Part 1	Copy 1/D	Part 1	Copy 1/D	Part 1	Copy 1/D
Part 2	Face of envelope	Part 2	Face of envelope	Part 2	Face of envelope
Part 3	Copy B	Part 3	Copy B	Part 3	Copy B
Part 4	Copy C / Back of envelope	Part 4	Copy C	Part 4	Copy C
		Part 5	Copy 2 / Back of envelope	Part 5	Copy 2 / Back of envelope
XM55		XM56		XMC55/56 CARBONLESS INSERTS	
Part 1	Copy 1/D	Part 1	Copy 1/D	Part 1	Copy 1/D
Part 2	Face of envelope	Part 2	Copy 1/D	Part 2	Copy 1/D
Part 3	Copy B	Part 3	Face of envelope	Part 3	Face of envelope
Part 4	Copy C	Part 4	Copy B	Part 4	Copy B
Part 5	Copy 2	Part 5	Copy C	Part 5	Copy C
Part 6	Copy 2 / Back of envelope	Part 6	Copy 2	Part 6	Copy 2
		Part 7	Copy 2 / Back of envelope	Part 7	Copy 2 / Back of envelope