2026 W-2 / 1099 Direct Mail Request Form

REASONS TO CHOOSE W2/1099 DIRECT MAIL SERVICE:

✓ **Convenient** – We handle the mailing directly to your employees or recipients.

✓ **Confidential** – Forms are mailed directly to each employee.

✓ **Less work for you** – Eliminate the time and effort of handling, sorting, and distributing your forms.

✓ **No postage to manage** – Let B2E take care of postage and mailing.

COST: The 2026 cost for this service is **$1.60 per form mailed**, including postage and handling. This fee will be billed in addition to your normal year-end service fees.

TIMING: Please complete and submit this form to your CSM by **Tuesday, December 29, 2026.**

- W-2 forms will be shipped via USPS as they become available, but no later than Monday, February 1, 2027. 1099 forms are shipped after all W2 forms have been shipped, usually the last week of January.

EMPLOYER COPIES: W-2 Employer copies are included with your year-end tax package and provided separately from the employee copies. 1099 Employer copies will be shipped after all W-2s have been shipped.

Employer W2 copies can also be found in UKG Ready.

- Go to Team > HR > Forms > W2
- Check the boxes on the left
  - Select Download
- Download Type* - Four Employees Per Page (Copy D)
- Save your documents

DIRECT MAIL ELECTION (Choose One) - I authorize B2E Solutions to ship the selected tax forms directly to my employees and/or recipients.

☑ **2026 Forms Only** – Ship the selected 2026 forms below. I understand that I will need to complete a new form each year if I want to continue this service.

☐ **Annual Renewal –** Ship the selected 2026 forms below and continue the direct mail service automatically each year. I understand that the service will renew annually at the then-current per-form rate, which may change. (*I can opt out of this service at any time)*

FORMS REQUESTED - Check all that apply: ☐ W-2s ☐ 1099s (Includes NEC & MISC)

CLIENT INFORMATION: Client Code: _____ **Client Name:** _____

MULTI-EIN / COMPANY CLIENT - Are you a Multi-EIN Company Client? ☐ Yes ☑ No

If yes, please list all applicable companies/EINs here: _____

_____

Authorized By: _____ **Title:** _____

Signature: _____ **Date:** _____

Please Return the Completed Form to your Client Success Manager at
CSM@B2ESolutionsinc.com

B2ESolutionsinc.com