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 and/or recipients.

✓ **Confidential** – Forms are mailed directly to each employee and/or recipients.

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

✓ **No postage to manage** – Let B2E Solutions 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: Yes!! Sign me up!

- I authorize B2E Solutions to ship our W2s and 1099's (NEC and MISC) forms directly to my employees and/or recipients.
- I acknowledge that this service will automatically renew annually at the rate in effect at the time of renewal, which may be subject to change.
- I can opt out of this service at any time.

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

10/2026