

# 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