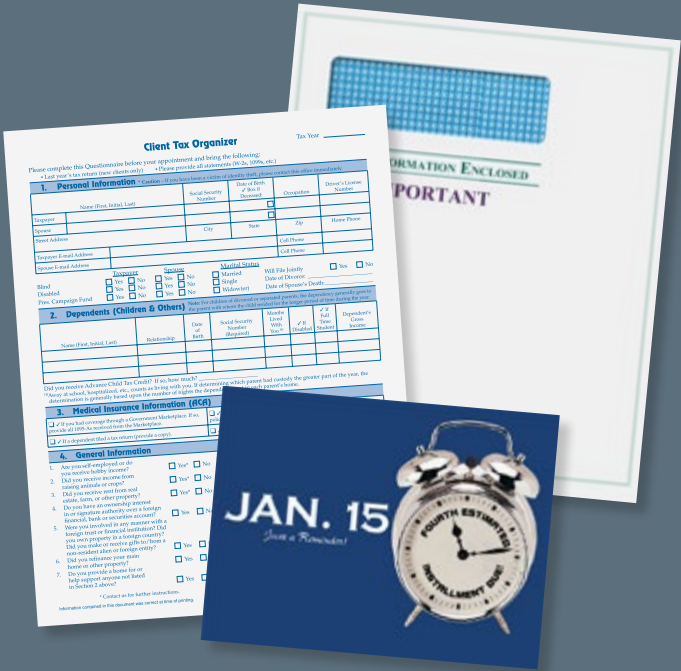


# 2022 INCOME TAX PRODUCTS

*High-Quality Client  
Income Tax Products*



- >> HIGH-QUALITY
- >> MULTIPLE STYLES
- >> OFFICIAL ENVELOPES

# Federal Income Tax Envelopes

## FEDERAL TAX RETURN ENVELOPES

- Official envelopes for filing tax returns with the IRS
- Addresses and processing centers shown here are correct at the time of printing. If changes occur, your order will be automatically corrected before shipping.
- Minimum quantity of 50

### #10 Envelopes With Zip Code Extensions

IRS Service Center	1040 Bal Due	1040 Refund
	-0102 Item #	-0002 Item #
Austin, TX	FTXNB10	FTXRF10
Kansas City, MO	FMONB10	FMORF10
Ogden, UT	FUTNB10	FUTRF10



### Envelopes With Zip Code Extensions

IRS Service Center	1040-V	1040-V
	#10 Item #	6" x 9" Item #
Cincinnati, OH	VOH210	VOH6210
Charlotte, NC (-1214)	VNC110	VNC6110
Louisville, KY	VKY110	VKY6110



### Envelopes With Zip Code Extensions—3 7/8" x 8 7/8"

IRS Service Center	1040-ES Payments
	Item #
Charlotte, NC	ESNC110
Cincinnati, OH	ESOH210
Louisville, KY	ESKY110

### Envelopes With Zip Code Extensions

IRS Service Center	1065	1065	1120	1120-S	1120-S
	6" x 9" Item #	9" x 12" Item #	6" x 9" Item #	6" x 9" Item #	9" x 12" Item #
Ogden, UT	—	FUTP910	FUTC610	FUTSC610	—
Kansas City, MO	FMOP610	—	FMOC610	—	FMOSC910

### Envelopes Without Zip Code Extensions

IRS Service Center	#10	6" x 9"	9" x 12"
	Item #	Item #	Item #
Kansas City, MO	4358	FMO610	FMO910
Austin, TX	4343	FTX610	FTX910
Ogden, UT	4364	FUT610	FUT910



### Envelopes for E-Filing

IRS Service Center	6" x 9"
	Item #
Austin, TX	EFRD TX610

# Postcards

## POSTCARDS

Reach your clients in a professional manner. Postcards offer an efficient and inexpensive way to keep your clients informed while keeping your business top-of-mind. Choose from multiple designs and messages.

- Size complies with USPS guidelines for First Class Mail postcard rate

### A. #PC49 Tax Reminder - June 15

**Message:** Your second quarterly estimated payment is now due. When making your payment, be sure to note your social security number, the tax year and the words "Estimated Payment" on your check. If you have any questions about the amount you should pay or have had changes in your situation which require a revision of your original estimate, please don't hesitate to call for assistance.



A. PC49



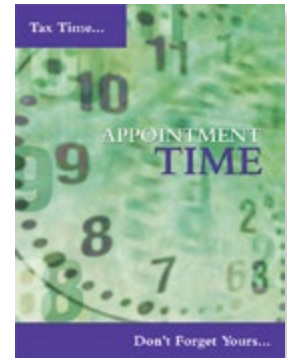
B. PC50

### B. #PC50 Tax Reminder - Sept. 15

**Message:** Your third quarterly estimated payment is now due. When making your payment, be sure to note your social security number, the tax year and the words "Estimated Payment" on your check. If you have any questions about the amount you should pay, or have had changes in your situation which require a revision of your original estimate, please don't hesitate to call for assistance.



C. PC51



D. 5094

### C. #PC51 Tax Reminder - Jan. 15

**Message:** Your fourth quarterly estimated payment is now due. When making your payment, be sure to note your social security number, the tax year and the words "Estimated Payment" on your check. If you have any questions about the amount you should pay, if you need any year-end tax planning assistance or if you have had changes in your situation which require a revision of your original estimate, please don't hesitate to call for assistance.

### D. #5094 Appointment Time

**Message:** FRIENDLY REMINDER.

Your tax appointment scheduled for:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

With: \_\_\_\_\_

Please call us ASAP if you need to reschedule.

### E. #CARD0414 Just A Reminder - Laser

- 4 perforated cards on an 8 1/2" x 11" sheet

**Message:** Please call soon to set up an appointment. We look forward to serving your tax needs again this year.



E. CARD0414

# Postcards (continued)

## F. #PC23 Don't Delay Setting Your Appointment

**Message:** It's countdown time and April 15 is not far off. To avoid delays in completing your income tax return and to give extra time for exploring all possible deductions that apply to you, please contact this office right away to schedule an appointment. It is advisable to get an appointment now even if you're missing information you feel is necessary to complete your return. In fact, there may be options available which will allow the return to be done with only the information you already have. Please call to schedule your appointment and get the answers to any questions you may have!



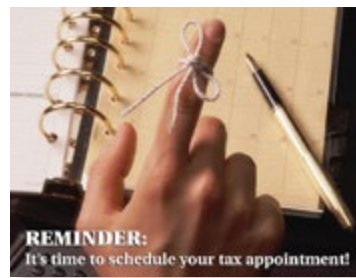
F. PC23



G. PC56

## G. #PC56 Tax Appointment Scheduling Reminder

**Message:** It's countdown time and April 15 is not far off. To avoid delays in completing your income tax return and to give extra time for exploring all possible deductions that apply to you, please contact this office right away to schedule an appointment. It is advisable to get an appointment now even if you're missing information you feel is necessary to complete your return. In fact, there may be options available which will allow the return to be done with only the information you already have. Please call to schedule your appointment and get the answers to any questions you may have!



H. 5092

## H. #5092 Tax Appointment Reminder

**Message:** It's tax time again! We're ready to help make it easy. Call us to set up an appointment.

# Client Tax Envelopes

## TAX RETURN ENVELOPES

Confidentially mail tax returns to your clients. The envelope windows align with virtually all 1040 forms. Add your return address on the flap for more efficient mailing process.

- 28# white wove stock
- Security tint
- Single cellophane window
- Flap opens on short edge
- 9 1/2" x 11 1/2"

### Peel & Close Envelopes

Item	Item #	Description
A	80919	Important Tax Information
B	CLNT9PS10	First Class Envelope
C	CLNT9FPS10	Stars Envelope
D	80920	Stars & Stripes Envelope
E	80918	Patriotic Envelope

### Moisture Seal Envelopes

Item	Item #	Description
A	CLNT9E10	Important Tax Information
B	CLNT910	First Class Envelope
C	CLNT9F10	Stars Envelope
D	CLNT9D10	Stars & Stripes Envelope
E	CLNT9P10	Patriotic Envelope



*Peel & Close saves time spent on mail preparation.*



A. **80919** Peel & Close  
**CLNT9E10** Moisture Seal



B. **CLNT9PS10** Peel & Close  
**CLNT910** Moisture Seal



C. **CLNT9FPS10** Peel & Close  
**CLNT9F10** Moisture Seal



D. **80920** Peel & Close  
**CLNT9D10** Moisture Seal



E. **80918** Peel & Close  
**CLNT9P10** Moisture Seal

# General Use Envelopes

## "IMPORTANT INFORMATION ENCLOSED" ENVELOPE

Use for mailing tax returns or other related information.

- 28# White Wove stock with black ink
- 10" x 13" landscape
- Peel & close flap opens on long edge

Item	Item #	Description
A	FLDENV10	Important Information Enclosed



A. FLDENV10



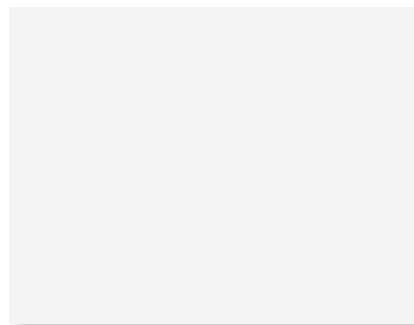
B. 2262

## FIRST CLASS ENVELOPE

Use for mailing large tax returns and reports.

- 14# Tyvek stock with green ink
- 10" x 13" landscape
- Peel & close flap opens on short edge

Item	Item #	Description
B	2262	First Class Border



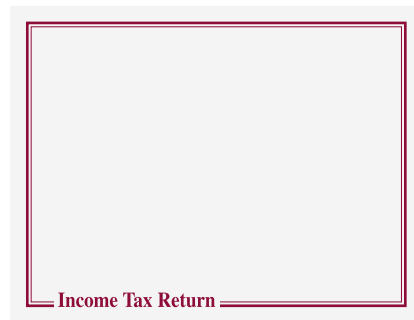
C. 80082

## BLANK ENVELOPE

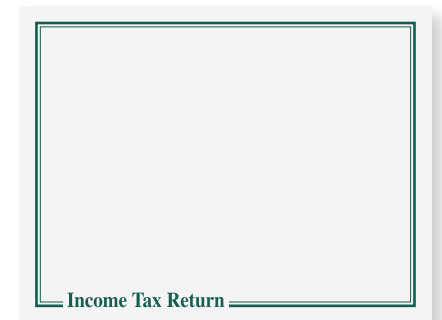
Perfect for mailing or storing virtually any document.

- 28# white wove stock
- 10" x 13"
- Moisture seal flap opens on short edge

Item	Item #	Description
C	80082	Blank



D. COMPENV310



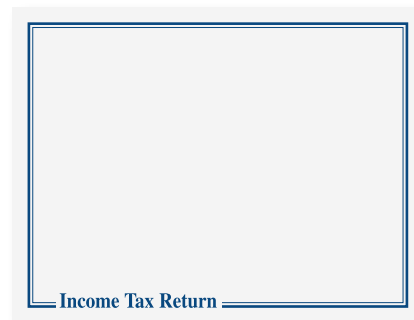
E. COMPENV410

## COORDINATING ENVELOPES

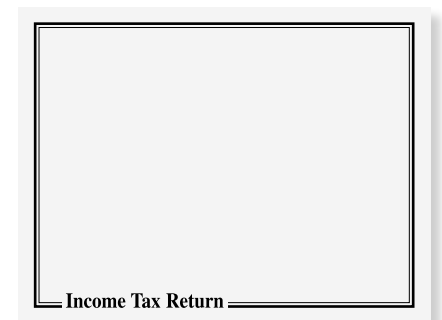
Deliver a complete, color-coordinated package with envelopes that match many of our folders. Ask for our Folders & Envelopes catalog for a complete listing of our folders.

- 28# white wove stock
- 10" x 13" landscape
- Moisture seal flap opens on long edge

Item	Item #	Description
D	COMPENV310*	Burgundy Border
E	COMPENV410*	Green Border
F	COMPENV510*	Blue Border
G	COMPENV610*	Black Border



F. COMPENV510



G. COMPENV610

\*Ensure immediate client recognition when you imprint your company name and address. Call for details.



# Client Organizer Envelopes

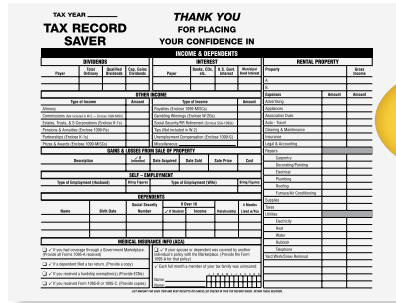
## CLIENT ORGANIZER ENVELOPES

Get an at-a-glance view of your clients' tax return information with these handy envelopes.

Add the finishing touch by imprinting your name and address. Call for details.

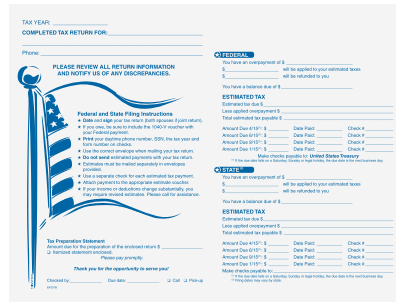
- 28# white wove stock
- 9" x 12"

Item	Item #	Description
A	TRSENV	Tax Record Saver Envelope
B	TXINSTENV	Tax Instruction Envelope
C	TAXENV10	Tax Record & Recipient Envelope



Includes  
**ACA**  
Requirements

A. TRSENV



B. TXINSTENV



C. TAXENV10

## RECORD-KEEPING ENVELOPES

Clients find these envelopes invaluable for storage of tax documents—they make finding information quick and easy.

- 28# white wove stock (unless noted)
- Flap opens on long edge
- Imprint your name for a more professional look. Call for details.

Item	Item #	Description
D	E046	9 1/2" x 12 5/8" Tax Organizer Envelope
E	E027*	4 3/4" x 11" Estimated Tax Payments Envelope
F	E047	9 1/2" x 12 5/8" Tax Return Envelope

\*24# white wove stock



D. E046



E. E027



F. E047

# Client Organizers

## CLIENT RECORD-KEEPING BOOKLETS

Good records are the best protection you and your clients can have. A great client giveaway—keeps clients organized and coming back.

- 5½" x 8½" booklets
- Includes easy-to-understand client instructions
- Imprint your name to build your business identity

### A. Auto, Travel and Business Expense Record

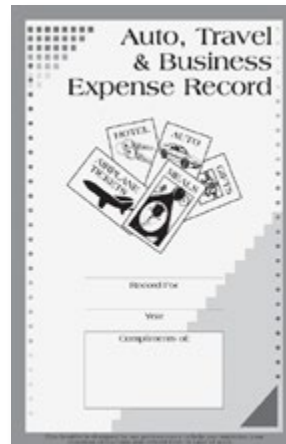
Tracks away-from-home expenses, entertainment and auto expenses. Consider giving a supply to local travel agents to pass out to their business travelers.

**#A015**

### B. Schedule C – Income & Expense Record

Sections include: income record, cost of goods, operating expenses, auto & travel, office-in-home, annual income & expense summary, retirement plans, payroll reports and capital purchases.

**#A021**



**A. A015**



**B. A021**



# Client Tax Organizers

## 1040 TAX APPOINTMENT ORGANIZERS

Three styles available for efficient information gathering. Includes ACA requirements.

- Sold flat or folded for convenient mailing

### A. Appointment Organizers

For returns prepared by appointment or mail, & electronic returns

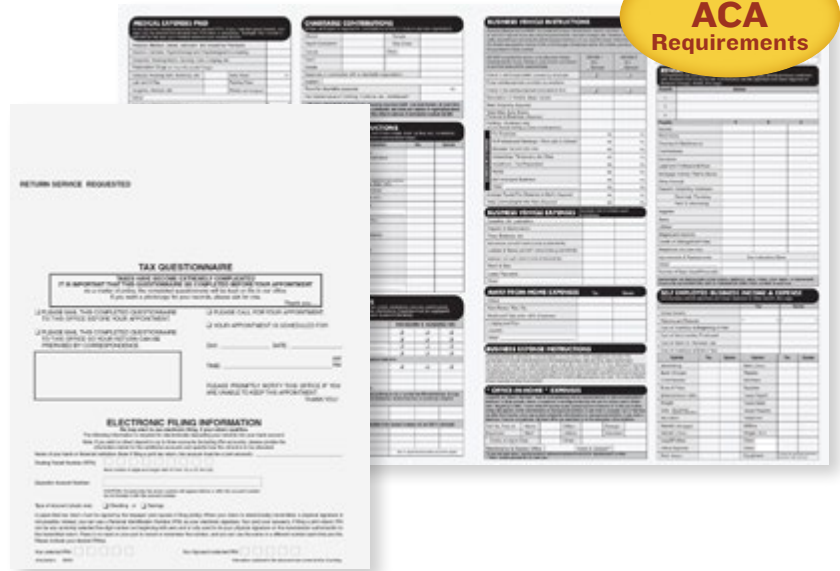
- #A009 folded
- #A009F flat (shown)

For returns prepared by appointment, includes appointment information—time, day and date

- #A010G folded
- #A010GF flat

For Returns prepared by mail

- #A011 folded
- #A011F flat



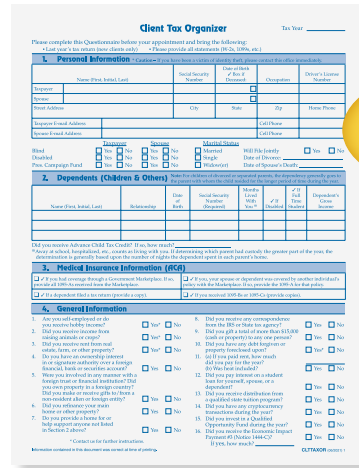
A. A009F

## TAX ORGANIZER WORKSHEET

Get down to business at tax appointments when clients complete this 8 1/2" x 11" worksheet prior to meeting with you. Income, deduction, dependent and Affordable Care Act requirements are all captured in one convenient document.

### B. Organizer Worksheet

#CLTTAXOR10



B. CLTTAXOR10

# Tax Office Supplies

## TAX INDEX TABS

Ideal for organizing tax returns, these index tabs are designed for use with letter-sized folders. Descriptions printed on one side of the tabs. Mix and match any of the tabs.

- 8 1/2" x 11"
- Heavy, 90# white cover stock
- Each tab title sold separately

### A. Filing Instructions

#**TB101S** Side-Staple

Position: 3

#**TB101T** Top-Staple

Position: 1

### B. Federal Copy

#**TB102S** Side-Staple

Position: 4

#**TB102T** Top-Staple

Position: 2

### C. State Copy

#**TB103S** Side-Staple

Position: 5

#**TB103T** Top-Staple

Position: 3

### D. Estimates

#**TB104S** Side-Staple

Position: 3

#**TB104T** Top-Staple

Position: 1

### E. City/Local

#**TB105S** Side-Staple

Position: 4

#**TB105T** Top-Staple

Position: 2

### F. Other

#**TB106S** Side-Staple

Position: 5

#**TB106T** Top-Staple

Position: 3



# Tax Office Supplies




## REDI-TAGS®

Expedite tax preparation with these bright Redi-Tags that cut through the clutter and point to needed information.

### Standard Redi-Tags

- 
#8104114  
Refill: #81041R14
- 
#8112414  
Refill: #81124R14
- 
#8102414  
Refill: #81024R14
- 
#8134414  
Refill: #81344R14

### Tax Redi-Tags

- 
#CTSTENV14
- 
#CTPAY14
- 
#CTIRSENV14

## TAX POST-IT™ NOTES

Keep information organized during the tax preparation process. 50 sheets per pad.



Filing Instructions  
#2237



Processing Checklist for  
E-filed Returns  
#1208214



Tax Return Processing  
Checklist  
#1207614



Missing Tax Return Information  
#1209014

## TAXPAYER'S COPY LABELS

Add this label to your tax preparation and return materials to call out the Taxpayer's Copy.



ST05

# Tax Office Supplies

## TAX APPOINTMENT BOOKS

Next year's appointment books are available now, when you need them. Begin scheduling without waiting for next year's books to reach store shelves.

### A. Universal Tax Appointment Booklet #B160

- Weekly, 7-day schedule: Monday through Saturday 8:00 AM to 9:45 PM, and Sunday 8:00 AM to 5:45 PM (15-minute increments)
- Use for 1 preparer for 3 tax seasons, or 3 preparers for 1 tax season with book tabbed in thirds
- Wire-bound, heavy-duty cover lays flat



A. B160

### B. Multi-Preparer Tax Appointment Booklet #B161

- Daily appointment schedule; 8:00 AM to 9:45 PM (15-minute increments)
- Use for
  - 1-3 staff members (1 page per day)
  - 4-6 staff members (2 pages per day)
- Wire-bound, heavy-duty cover lays flat



B. B161

## MISSING INFORMATION FORM WITH CHECKLISTS

A real time saver!

- 8 1/2" x 11"
- Two-part NCR
  - Client Copy (part 1 - white)
  - Accountant Copy (part 2 - yellow)

**MISSING INFORMATION FORM TO COMPLETE YOUR TAX RETURN**

The following information is required to complete your tax return. Please check the box and all required information for the set used. All amounts in parentheses are approximate and do not represent actual tax amounts. Do not check off as "Not Applicable" if the information is missing.

**CLIENT INFORMATION (ALL INFORMATION IS REQUIRED)**

RETURN TO: \_\_\_\_\_ NAME: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 YEAR: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 DATE PREPARED: \_\_\_\_\_

**INCOME**

TAXABLE AND PREVIOUS YEAR'S AGI (Include previous year's AGI)	_____	_____	_____
TOTAL AGI (AGI) (Include all taxable income)	_____	_____	_____
EXEMPT INCOME (Include all exempt income)	_____	_____	_____
INTEREST INCOME	_____	_____	_____
OTHER INCOME	_____	_____	_____

**EXEMPTIONS**

EXEMPT FROM HOME OWNERSHIP	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
EXEMPT FROM CHILD HOME	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
EXEMPT FROM INTEREST	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
EXEMPT FROM OTHER	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

**CLIENT INFORMATION REQUIRED**

PREPARED BY	DATE PREPARED	DATE OF BIRTH
ADDRESS	ADDRESS 2	ADDRESS 3
EXEMPT FROM HOME OWNERSHIP	EXEMPT FROM INTEREST	EXEMPT FROM OTHER
EXEMPT FROM CHILD HOME	EXEMPT FROM INTEREST	EXEMPT FROM OTHER

C. A072

### C. Missing Information Form #A072