

**EXPEDITE
PROCESSING BY
ON-LINE
ORDERING**

Reference Copies of
Federal Tax Forms and
Instructions
(Package X) from
Internal Revenue Service

Federal Tax Forms
CD-ROM
(Publication 1796) from
National Technical
Information Service

Printed Products (various
forms and publications)
from Superintendent of
Documents

See Page 6 for more
details.

**EXPEDITE
DELIVERY**

Mail or Transmit
Form 3975 (See Page 6 for
additional Information)

IRS e-file

CLICK. ZIP. FAST ROUNDTRIP.



Department of the Treasury
Internal Revenue Service

www.irs.gov

Catalog Number 11090W

1999 PUBLICATION 1045

TAX

PROFESSIONALS

PROGRAM

**PROGRAM APPLICATION
AND
PRODUCT ORDER BLANKS
FOR TAX YEAR 1999**

VISIT TAXPRO'S CORNER @
www.irs.gov/bus_info/tax_pro

THE IRS MISSION

Provide America's taxpayers top quality service
by helping them understand and meet their tax
responsibilities and by applying the tax law with
integrity and fairness to all.

**FILING TAXES
WAS
NEVER EASIER**

IRS e-file is an electronic filing service that is the fastest, most accurate way to file tax returns.

IRS e-file can be a valuable addition to your client services.

Tap Into a Growing Market – Become an authorized IRS e-file Provider and appeal to a growing market. More than 29 million individual returns were filed electronically during the 1999 Filing Season, a 19 percent increase over last year. IRS has a national marketing campaign supporting e-file and provides a free marketing kit to authorized providers to help them market the program to their clients.

Improve Accuracy of Returns Filed – IRS e-file software alerts you to errors and allows you to correct them before the return is filed. Filing an accurate return decreases the chances of your clients getting error notices from the IRS.

Reduce Your Handling Costs – IRS e-file requires less paper handling by you and your staff. No more envelopes to address. No more trips to the post office.

Your Clients Benefit – With IRS e-file, your clients receive their refunds in half the time—faster with Direct Deposit. Within 48 hours of filing, the IRS delivers proof that your clients' returns are accepted.

File Now, Pay Later – Your clients can file their returns and authorize direct debit from their checking or saving accounts on a date they specify, or pay by credit card until April 17, 2000.

Best of All—Customer Satisfaction – Most people who e-filed liked it. A survey of taxpayers who e-filed their 1998 returns show that 3 out of 4 would do so again.

How Can I Participate? What if I Have Questions? – Contact your Electronic Tax Administration (ETA) Coordinator. Names and phone numbers can be found on the Internet at www.irs.gov, click on "Electronic Services" then "ETA Coordinators". You can also call, toll-free, 1-800-691-1894 and ask for the ETA Coordinator nearest you. We encourage you to speak to a coordinator and request the "IRS e-file Application Package," Publication 3112. This contains the application form and instructions.

Your ETA Coordinator's role is to ensure that IRS e-file works well for you and your clients. Contact your ETA Coordinator today!

IMPORTANT INFORMATION

**TY1999 FILING SEASON
REFUND/REMIT SORT INITIATIVE**

For the upcoming filing season (Tax Year 1999) most of the 1040 Tax Packages will contain an envelope with two labels. The two labels will enable the IRS to more efficiently sort the refund returns from the remittance returns.

These labels will contain the address of the IRS Service Center and separate Zip+4 Zip Codes and PostNet barcodes. One of the labels will be used by taxpayers filing for a refund and the other will be for taxpayers filing a balance due return and remittance.

In addition, the "Where-To-File" instructions will have the same service center addresses with the same two Zip Codes. This will allow the taxpayers or practitioners to place a handwritten address on their tax return envelope and the U.S. Postal Service will imprint the proper PostNet barcode on the face of the envelope. The barcodes will permit the tax returns to be sorted as ones containing the preprinted labels.

**"WHERE TO FILE"
YOUR TAXES
FOR TAX YEAR 1999**

If you ARE requesting a REFUND,
send your return to these addresses:

Internal Revenue Service
Atlanta GA 39901-0102

Internal Revenue Service
Andover MA 05501-0102

Internal Revenue Service
Austin TX 73301-0102

Internal Revenue Service
Holtsville NY 00501-0102

Internal Revenue Service
Cincinnati OH 45999-0102

Internal Revenue Service
Fresno CA 93888-0102

Internal Revenue Service
Kansas City MO 64999-0102

Internal Revenue Service
Memphis TN 37501-0102

Internal Revenue Service
Ogden UT 84201-0102

Internal Revenue Service
Philadelphia PA 19255-0102

If you ARE NOT requesting a REFUND,
send your return to these addresses:

Internal Revenue Service
Atlanta GA 39901-0002

Internal Revenue Service
Andover MA 05501-0002

Internal Revenue Service
Austin TX 73301-0002

Internal Revenue Service
Holtsville NY 00501-0002

Internal Revenue Service
Cincinnati OH 45999-0002

Internal Revenue Service
Fresno CA 93888-0002

Internal Revenue Service
Kansas City MO 64999-0002

Internal Revenue Service
Memphis TN 37501-0002

Internal Revenue Service
Ogden UT 84201-0002

Internal Revenue Service
Philadelphia PA 19255-0002



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

COMMISSIONER

August 23, 1999

Dear Tax Professional,

In the past year, the Internal Revenue Service has undergone important and dramatic changes on the road to fulfilling our commitment to modernizing the Agency to meet all of our customers' needs. With our stakeholders, we developed and implemented a new mission for the IRS that reflects this commitment —

"Provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all."

Our goals are to provide service to each taxpayer in each and every transaction; to provide service to all taxpayers by ensuring that each taxpayer pays his or her fair share; and to achieve productivity by providing a quality work environment for employees.

Achieving this mission and attaining these goals requires fundamental changes to long-standing programs and structures. We are building a balanced set of performance measures that weighs customer and employee satisfaction along with business results. These three components will be measured at all levels of the organization, from the front-line employee through every level of management.

The Agency is also designing an organizational structure that best serves the needs of specific groups of taxpayers. Four operating divisions and their top management teams will be responsible for serving a set of taxpayers with similar needs: Wage and Investment, Small Business and Self-Employed, Large and Mid-size Business, and Tax Exempt and Government Entities. We will begin establishing these units, and other support elements, by the end of 1999.

We are also revamping our business practices with a focus on understanding, solving, and preventing taxpayer problems through early intervention, education, outreach, and assistance. And we will be replacing our technology base over the next several years to further enable the IRS to provide top quality service to America's taxpayers.

In the midst of all this change, the IRS must continue to administer a very large, complex, and ever-changing tax system. We are currently planning for the 2000 filing season, implementing hundreds of changes to the tax law, and completing the changes necessary to ensure our computers are compliant with the Century Date Change.

The tax practitioner community is an important partner in our ongoing efforts to educate and assist taxpayers. We recognize the importance of the tax professional community and are partnering with you in many capacities. Please visit the Tax Professional's Corner of the IRS Internet site at www.irs.gov for important up-to-date information. I look forward to working with you in the years to come.

Sincerely,

Charles O. Rossotti

A REMINDER

Tax Professionals can purchase through the Superintendent of Documents, U.S. Government Printing Office, the following products using **Form 3307** that is included in this publication or by World Wide Web at:

<https://orders.access.gpo.gov/IRS/taxforms.html>

- **Publication 17**, *Your Federal Income Tax*
- **Publication 334**, *Tax Guide for Small Business*
- **Publication 1132**, *Reproducible Federal Tax Forms and Instructions*
- **Publication 1194**, *Tax Information Publications*
- **Publication 1194B**, *Business Tax Information Publications*

Note:

For a description of the publications listed above, refer to page 12.

If you have any questions about your Superintendent of Documents order, please call (202) 512-1803 between 7:30 a.m. to 4:00 p.m., EST, Monday through Friday.

RESPONSIBILITIES OF RETURN PREPARERS

The importance of the role of income tax preparers is recognized in the Internal Revenue Code, which contains provisions that regulate conduct. These provisions include civil tax penalties that can be imposed on return preparers who:

1. Fail to meet disclosure requirements and certain administrative actions,
2. Engage in certain prohibited practices, or
3. Understate a taxpayer's tax liability on any return or claim for refund.

For more information, see Pub. 947, *Practice Before the IRS and Power of Attorney*; Circular 230, *Regulations Governing the Practice of Attorneys, Certified Public Accountants, Enrolled Agents, Enrolled Actuaries, and Appraisers before the IRS*; IRS Notice 90-20, 1990-1 C.B. 328, Rev. Proc. 95-95, 1995-2 C.B. 457, IRC sections 6060, 6109, 6662, 6694, 6695, and 7216; and related income tax regulations.

PREPARING FOR Y2K

Just like other federal government agencies, private corporations, utilities, and state and local governments, IRS is working steadily towards being Y2K compliant. At IRS, it's a big job considering we have over 80 mainframe, 1,400 mini, and 100,000 personal computers, plus a massive telecommunications network comprising more than 100,000 components.

But we're just one side of the coin – tax professionals who use electronic tax applications must also ensure that their systems are Y2K compliant before filing season 2000 begins. So, if you haven't started preparing for Y2K, the IRS encourages you to do so now. When we exchange data with you in 2000, both of our systems must be able to accept four-digit years and correctly interpret them.

The IRS does not expect to have any Y2K problems in January, but in the event that we do encounter a glitch, we're prepared to work with you to remedy the problem quickly in order to minimize any impact on you and your clients. We will be taking a proactive approach and notifying the public of any Y2K glitches via our web site at www.irs.gov.

If you have any questions about the IRS Y2K compliant, please call (202) 283-3878.

ALTERNATIVE PREPARER TAX IDENTIFICATION NUMBERS (PTINs)

Section 3710 of the IRS Reform and Restructuring Act of 1998 allowed the Service to provide tax return preparers with alternative identifying numbers (PTINs) to use in lieu of their Social Security Numbers (SSNs) on returns they prepare. The legislation addressed preparers' concern about unauthorized use of their SSNs. Notice 98-63 communicated the Service plan to implement this legislative change to IRC section 6109(a)(4) and provided a contact phone number (202-622-4405) for updated information and inquiries.

Form W-7P, Application for Preparer Tax Identification Number, will be available in early August. At that time, preparers will be able to access, download and print the Form W-7P from "News for Tax Professionals" on the IRS web site, or call the toll free 1-800-829-3676 for a copy. PTINs will first be issued in early October, and applications received by mid-November should be processed in time for the 2000 filing season.

Please Note: PTINs are not mandatory and preparers can continue to use their SSNs; however, use of the SSN is required until the PTIN is received. The PTIN does not substitute for the EIN of a firm preparing tax returns.

PROGRAM INFORMATION

The Tax Professional Program is designed to provide tax professionals with reference copies of the most frequently requested tax forms and instructions (Package X) and tax news and special events information for their localities (District and Service Center newsletters). This publication contains the application form and order blanks for federal tax products available from the Internal Revenue Service (IRS) Superintendent of Documents (SUPDOCS), U.S. Government Printing Office (GPO) and National Technical Information Service for tax year 1999.

The Tax Professional's Corner (TaxPro's Corner) at www.irs.gov/bus_info/tax_pro contains detailed information about services and initiatives affecting tax professionals.

Drafts of certain high-usage products can be accessed via the TaxPro's Corner as early as May and approved copies of federal tax products are posted as early as September of each year. Products are usually posted 3 to 5 days after approval (see the Official Forms Release Schedule). The Local News Net available via the TaxPro's Corner is our electronic replacement for the printed local District and Service Center newsletters. **Subscribe today!**

PROGRAM PARTICIPATION

If you wish to continue or become a participant in the Program, Form 3975, Tax Professionals Annual Mailing List Application and Order Blank, must be transmitted (see on-line ordering for restrictions) or mailed to the appropriate IRS Area Distribution Center. Current program participants who do not submit (either electronically or via mail) a Form 3975 will be removed from the Program and will no longer receive Package X or local newsletters. A copy of Form 3975 is provided on page 9 of this publication and can be downloaded at www.irs.gov. Form 3975 should be submitted by only one representative for each firm.

Package X, Reference Copies of Federal Tax Forms and Instructions, is sent to each tax professional participating in the Program (upon request). Package X, a two volume set, and employer tax forms are the only products available to Tax Professionals at no cost. Employer tax forms (Forms W-2, W-3, 1096, 1099 series, etc.) can be obtained by calling 1-800-829-3676 or by mail via Form 7018-A, Employer's Order Blank for 2000 Forms.

The employer order blank (Form 7018-A) is included in Publication 15, Employer's Tax Guide. Publication 15 is sent to approximately 7.1 million employers in November. Additional products are available from SUPDOCS, www.irs.gov, commercial forms providers, or the IRS TaxFax Service. Package X can be ordered using Form 3975.

PRIVACY ACT & PAPERWORK REDUCTION ACT NOTICE

The Privacy Act of 1974 and the Paperwork Reduction Act require that when we ask you for information, we must first tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must tell you what could happen if we do not receive it and whether your response is voluntary, required to obtain a benefit, or mandatory under the law.

As a member of the Tax Professionals Program, your response is voluntary to obtain a benefit: the tax items and tax information offered via this distribution program. If you do not submit the requested information, we may not honor your application to maintain your participation in the Tax Professionals Program.

The time needed to complete Form 3975 will vary depending on individual circumstances. The estimated average time is 3 minutes.

You are not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Internal Revenue Code section 6103.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to:

Tax Forms Committee
Western Area Distribution Center
Rancho Cordova, CA 95743-0001

DO NOT send order forms to this address. See **Forms 3975, 3307, 3308, and NTIS CD-Rom order form** for specific mailing addresses.

BUSINESS TAXPAYER INFORMATION PUBLICATIONS

The 1999 Publication 1194-B, Business Taxpayer Information Publications will consist of two volumes. This is the first issuance of a two volume set of this publication. Both volumes will include the most frequently requested business publications and will contain approximately 424 pages. This publication can be purchased through Superintendent of Documents for \$68.00 per set.

(See pages 4 and 11 for additional information)

NEW FORM W-7P

Tax Professionals who do not wish to disclose their social security numbers on returns they prepare have another option. They may apply for a **Preparer Tax Identification Number (PTIN)** by filing **Form W-7P**, Application for Preparer Tax Identification Number. A PTIN is a permanent identification number assigned by the IRS to tax professionals for use on returns they prepare for payment. This will allow tax return preparers the choice of identifying themselves using either their PTIN or social security number.

TAX ADVANTAGE FOR BUSINESSES

Several tax advantages could await your clients who establish or operate their businesses in a distressed community. For details and a list of recently designated areas, order **Publication 954**, Tax Incentives for Empowerment Zones and Other Distressed Communities

PACKAGE X AVAILABILITY FOR TAX YEAR 1999

If we receive your order (Form 3975) for Package X by November 12, 1999, you will receive Volume 1 by mid-December and Volume 2 by mid-January. All orders received after November 12, 1999 will be processed on a weekly basis. Volume 1 weekly shipments will start on November 22, 1999, and Volume 2 shipments will begin on December 20, 1999. Please allow 7 to 10 workdays for delivery based on the date your order is processed. If you have any questions concerning your IRS Package X order, please call 1-800-829-3676 and ask for the "Tax Professional Gate".

ON-LINE ORDERING

Electronic submissions of Form 3975 can be made by current program participants via the TaxPro's Corner at www.irs.gov/bus_info/tax_pro (Only one on-line order will be accepted). This year, current program participants can make address changes on-line. If you are a new participant in the program you can not order on-line, Form 3975 must be mailed to the applicable IRS Area Distribution Center.

The Federal Tax Products CD-ROM (Publication 1796) is available from the National Technical Information Service (NTIS) at www.irs.gov/cdorders. All accounts wishing to order printed products from SUPDOCS can place their order at <https://orders.access.gpo.gov/IRS/taxforms.html>.

NOTE: SUPDOCS and NTIS orders can be placed electronically even if Form 3975 must be mailed to the IRS Distribution Centers.

LOCAL TAX NEWS ON-LINE

The IRS Local News Net is an electronic mail service designed to provide localized, targeted, and immediate federal tax news and information to tax professionals. Sign up at www.irs.gov, click on Tax Information for Business (at the bottom of the home page) and then enter the Tax Professional's Corner. To subscribe to one or more of the local mailing lists, just use the sign-up form provided by clicking on a state from the map provided.

For national tax news and information subscribe to the "IRS Digital Dispatch" from the Tax Professional's Corner. The "IRS Digital Dispatch" also contains information about new developments on the IRS web site.

IRS OFFERS TAX PRODUCTS & INFORMATION ON THE INTERNET



The IRS home page provides instant access to federal income tax forms, instructions, publications, information on free tax assistance programs, electronic tax filing "IRS e-file," and more 24 hours a day.

The Tax Professional's Corner is designed to make it easy for tax professionals to find everything they need. From the home page click on Tax Information for Business (at the bottom of the home page) and then enter the Tax Professional's Corner. The home page can be accessed by:

INTERNET

- World Wide Web - www.irs.gov
- FTP - [ftp.irs.gov](ftp://ftp.irs.gov)

Technical questions regarding IRS electronic services via the Internet, CD-ROM, TaxFax and Bulletin Board Services can be directed to the FedWorld help desk at (703) 487-4608.

IRS TAXFAX SERVICE



The most frequently requested tax forms are available through IRS TaxFax Service. Callers must phone directly from their fax machine (703) 368-9694. You can request up to 3 items per call. Follow the directions of the prompts and your items will be immediately faxed back to you.

IRS FEDERAL TAX FORMS AVAILABLE ON CD-ROM



The first release of the 1999 Federal Tax Products on CD-ROM (IRS Publication 1796) will be available in mid-December and the final release in late January. The CD-ROM is available from the National Technical Information Service (NTIS) this year and contains the following:

- Current year tax forms, instructions and publications
- Prior-year tax forms and instructions
- Prior year taxpayer information publications
- Popular tax forms which may be filled-in electronically, then printed for submission, and saved electronically for record-keeping
- Internal Revenue Bulletins

Save \$7.00 by placing your order on-line (\$16.00 plus \$5.00 handling fee).

Order by phone, fax, or mail for \$23.00 (plus \$5.00 handling fee).

Order 50 or more by phone, fax or mail and save \$7.00 per CD (\$16.00 each plus a \$5.00 order handling fee).

Order now for earliest delivery through one of the following methods. See NTIS order blank on Page 15 for additional information.

TELEPHONE

1-877-CDFORMS
1-877-233-6767

FAX

(703)605-6900

INTERNET

www.irs.gov/cdorders

MAIL

NTIS Order Form (See page 15)

CUSTOMER SERVICE & ASSISTANCE

IRS Form 3975 orders:

1-800-829-3676

(ask for the Tax Professionals Gate)

IRS Help Desk:

(for related technical problems on CD-ROM, Internet and TaxFax Services)

(703) 487-4608

IRS TaxFax Service:

(call from a fax machine)

(703) 368-9694

SupDocs Orders:

(Forms 3307 and 3308 orders)

(202) 512-1800

IRS Web Site:

www.irs.gov

Tax Professional's Corner:

www.irs.gov/bus_info/tax_pro

IRS On-Line Ordering:

www.irs.gov/bus_info/tax_pro

GPO On-Line Ordering:

<https://orders.access.gpo.gov/IRS/taxforms.html>

NTIS On-Line Ordering:

www.irs.gov/cdorders

Tax Professionals Annual Mailing List Application and Order Blank

► For Paperwork Reduction Notice, see page 5 in Publication 1045.
www.irs.gov



To expedite delivery, please transmit or mail your order (Form 3975) within ten (10) workdays of receipt of this form.



Submit your order (Form 3975) on-line at www.irs.gov/prod/bus_info/tax_pro/tprax

Section A

First time participant, skip to Section B.

Current participant, attach peel-off label (from back cover) here or indicate your account number. Make corrections in Section D only.

Account Number

Section B—Daytime Telephone Number

This will help us to get in touch with you if we have questions about your order.

-

Section C—Number of Tax Professionals in your firm.

Section D—Complete this section if name and address are different from the mailing label, or you are a New Applicant. Please indicate a street address, not a P.O. Box.

First name

Last name

Firm/Company

Apt. or Suite #

Street address

City or town

State or Province ZIP code (left justified)

Foreign Country

Foreign Zip Code

Section E—Job Code Check appropriate category that best describes your principal occupation or business. (Check ONLY ONE.)

- 1 Association 3 Banker 5 Accountant 7 Preparer of tax returns 9 Other
2 Attorney 4 CPA 6 Enrolled agent 8 Electronic filer "only"

Section F—Request for Package X, Volumes 1 and 2

Limit: 1 copy per practitioner in firm/company.

TO ORDER: Indicate the quantity needed in the box provided. If ordering more than 20 copies, please order in increments of 5.



Mail your Form 3975 to the nearest IRS Area Distribution Center

- Western part of the U.S. Western Area Distribution Center
Rancho Cordova, CA 95743-0001
- Central part of the U.S. Central Area Distribution Center
P.O. Box 8909
Bloomington, IL 61702-8909
- Eastern part of the U.S. and foreign addresses: Eastern Area Distribution Center
P.O. Box 27322
Richmond, VA 23261-7322

Catalog Number	Package X	Title	Quantity
102321	Volume 1	Reference Copies of Federal Tax Forms and Instructions	
63514Z	Volume 2		

Customer Name _____
 Company _____
 Attention _____
 Street Address _____
 City, State, Zip _____
 Foreign City _____
 Country _____

SHIP TO: (If other than address at left.)

Daytime Phone () _____
 E-Mail _____

Customer purchase order number (optional) _____

Section I

Qty.	Stock Number	1999 IRS Tax Form or Publication Number	Price Each	Total Price
	048-099-00001-7	Form 706 (package of 50)	\$87.00	
	048-099-00035-1	Publication 17 (single copy)	25.00	
	048-099-00036-0	Publication 334 (single copy)	5.00	
	048-099-00037-8	Publication 583 (single copy)	2.50	
Total for Section I				

Section II (Forms sold in packages of 100 only)

Number of packages	Stock Number	1999 IRS Tax Form Number	Price per 100	Total Price
	048-099-00002-5	940	\$20.00	
	048-099-00003-3	1040	17.00	
	048-099-00004-1	1040 Schedule A & B	20.00	
	048-099-00005-0	1040 Schedule C	20.00	
	048-099-00006-8	1040 Schedule D	20.00	
	048-099-00007-6	1040 Schedule E	20.00	
	048-099-00008-4	1040 Schedule EIC	20.00	
	048-099-00009-2	1040 Schedule F	20.00	
	048-099-00010-6	1040 Schedule R	20.00	
	048-099-00011-4	1040 Schedule SE	20.00	
	048-099-00012-2	1040A	16.00	
	048-099-00013-1	1040 ES OTC	68.00	
	048-099-00014-9	1040 EZ	17.00	
	048-099-00015-7	1040 X	20.00	
	048-099-00016-5	1041	37.00	
	048-099-00017-3	1041 Schedule K-1	20.00	
	048-099-00018-1	1065	37.00	
Total for Section II				

All prices include regular domestic shipping and handling.

Check method of payment:

- Check payable to Superintendent of Documents
 GPO Deposit Account -
 VISA MasterCard Discover/NOVUS

 _____ (expiration date)

(Authorizing signature) _____ 7/99

*Charge your order.
It's easy!*



Thank you for your order!
 Please do not send this order form to IRS.

Total for Section I	\$
Total for Section II	
Subtotal	
International orders add 25%	
Total cost of order	\$

Phone orders: (202) 512-1800
Fax orders: (202) 512-2250
Online orders: <https://orders.access.gpo.gov/IRS/taxforms.html>
Mail orders: Superintendent of Documents
 P.O. Box 371954
 Pittsburgh, PA 15250-7954

Ordering Federal Tax Forms and Official IRS Publications from the Superintendent of Documents

High usage IRS Federal tax forms and official publications are available for sale from the Superintendent of Documents, U.S. Government Printing Office. To order, use the appropriate Superintendent of Documents Order Form. (Form 3307 or 3308). Orders, including payment, should be mailed to:

Superintendent of Documents
PO Box 371954
Pittsburgh PA 15250-7954

Payment may be made by check or money order payable to Superintendent of Documents, or by VISA, MasterCard, Discover/NOVUS or GPO Deposit Account.

Orders by VISA, MasterCard, Discover/NOVUS or GPO Deposit Account may also be made by phone (202) 512-1800, by fax (202) 512-2250, and online at:
<https://orders.access.gpo.gov/IRS/taxforms.html>

The 24 U.S. Government Bookstores, located across the country, also accept orders. Check local phone listings for the location of the bookstore nearest to you.

Forms

High usage Federal tax forms are sold in packages of 100 only.

Publications

Publication 17 - Your Federal Income Tax (For Individuals) can help you prepare your tax return by taking you through each part of the tax return.

Publication 334 - Tax Guide for Small Business for Individuals Who Use Schedule C or C - EZ in doing their returns.

Publication 583 - Starting a Business and Keeping Tax Records explains information for business taxpayers.

Publication 1132 - Reproducible Federal Tax Forms and Instruction contains frequently requested forms, instructions, tax tables and other important tax materials. Printed on high quality paper and punched to fit a three-ring binder.

Publication 1194 - Taxpayer Information Publications contains IRS publications most frequently requested by individuals.

Publication 1194 B - Business Tax Information Publications contains IRS publications most frequently requested by businesses.

International Orders

A surcharge of 25 percent of the domestic price is added on all items shipped to a foreign address. International orders must be accompanied by payment in U.S. dollars, either in the form of a check drawn on a bank located in the U.S. or Canada, or as a UNESCO coupon or International Postal Money Order payable to Superintendent of Documents.

Tax professionals - Keep up with the latest developments in your field.

Internal Revenue Bulletins (IRB)

The IRB announces official IRS rulings and published Treasury Decisions, Executive Orders, Tax Conventions, legislation, and court decisions pertaining to Internal Revenue laws. It contains all substantive rulings needed for uniform application of tax laws, including rulings that supersede, revoke, modify, or amend those previously published.

Issued weekly for one year

\$148 (subscription)

IRS 1999 FEDERAL TAX PRODUCTS ON CD-ROM

See page 7 for description (WIN/MAC)

U.S. DEPARTMENT OF COMMERCE
TECHNOLOGY ADMINISTRATION
NATIONAL TECHNICAL INFORMATION SERVICE

ORDER FORM



NTIS Web Site — www.ntis.gov

SHIP TO ADDRESS (please print or type)

CUSTOMER MASTER NUMBER (IF KNOWN)		DATE
NAME		
ORGANIZATION	DIVISION / ROOM NUMBER	
STREET ADDRESS		
CITY	STATE	ZIP CODE
PROVINCE / TERRITORY	INTERNATIONAL POSTAL CODE	
COUNTRY		
PHONE NUMBER ()	FAX NUMBER ()	
CONTACT NAME	INTERNET E-MAIL ADDRESS	

ORDER ONLINE
\$16 + \$5 handling fee
www.irs.gov/cdorders

MAIL/FAX/PHONE
\$23 + \$5 handling fee

ORDER BY MAIL
National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161
Make checks payable to: NTIS

ORDER BY FAX
24 hours/7 days a week: (703) 605-6900
To verify receipt of fax call: (703) 605-6090
7:00 a.m. – 5:00 p.m. Eastern Time, M – F.

ORDER BY PHONE
8:00 a.m. - 6:00 p.m. Eastern Time, M – F.
Sales Desk: 1-877-CDFORMS
(1-877-233-6767)

TDD: (703) 487-4639 (8:30 a.m. - 5 p.m.)

METHOD OF PAYMENT (please print or type)

VISA MasterCard American Express Discover

CREDIT CARD NUMBER	EXPIRATION DATE
CARDHOLDER'S NAME	

NTIS Deposit Account Number:

Check / Money Order enclosed for \$ (PAYABLE TO NTIS IN U.S. DOLLARS)

BILL ME
(U.S., Canada, and Mexico only)
NTIS will gladly bill your order, for an additional fee of \$10.00. A request to be billed must be on a purchase order or company letterhead. An authorizing signature, contact name, and telephone number should be included with this request. Requests may be mailed or faxed.

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