

Federal Income Tax Products

Order Blank

2003

1 Current Shipping Address	2 Account Number <hr/> 3 Contact Name <hr/> 4 Telephone Number <hr/> 5 Email Address <hr/> 6 How many locations will receive stock from this order? <hr/> 7 Complete worksheet in the instructions (on back, #7) to determine motor freight requirements. <hr/> Please remove my account from the program <input type="checkbox"/>
Yes <input type="checkbox"/> No <input type="checkbox"/>	

8 Tax Product Plans - Checked below is the tax product plan you ordered last year. See instructions if you wish to change your plan.

Items in Plans	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	ZZ
Form 1040	25	50	100	200	300	500	750	1000	1500	3000	6000	9000	
Form 1040 A	25	50	100	200	300	475	700	950	1350	2600	5175	7500	
Form 1040 EZ	25	50	100	200	275	500	700	950	1350	2700	5300	8000	
Form 1040 Sch A/B	25	25	50	100	150	275	400	550	800	1700	3475	5275	
Form 1040 A Sch 1	25	25	25	50	75	100	125	200	300	700	1250	1950	
Form 1040 A Sch 2	25	25	25	50	50	75	125	175	250	500	1000	1575	
Form 1040 Sch EIC	25	25	25	75	100	150	200	275	450	800	1800	2700	
Instr. 1040	10	20	30	70	140	140	280	350	420	700	1260	1750	
Instr. 1040 A	10	20	30	60	110	220	220	330	440	550	1100	1650	
Instr. 1040 EZ	10	20	40	70	110	250	250	500	500	750	1500	2250	
Estimated Total Cartons	2	2	2	3	5	7	8	12	14	22	42	61	

9 Additional Tax Products - Listed below are additional tax products, see instructions if you wish to make changes.

Tax Product	Qty	Tax Product	Qty	Tax Product	Qty	Tax Product	Qty
Instr. 1040 A Sch 2 Instructions 1040 A Sch 2		Instr. 1040 NR-EZ Instructions 1040 NR-EZ		Form 8606 Nondeductible IRA		Pub 533 Self-Employment Tax	
Form 1040 A Sch 3 Credit Elderly/Disability		Form 1040 X Amended Individual Return		Instr. 8606 Instructions 8606		Pub 535 Business Expenses	
Instr. 1040 A Sch 3 Instructions 1040 A Sch 3		Instr. 1040 X Instructions 1040 X		Form 8812 Additional Child Tax Credit		Pub 590 IRAs	
Form 1040 Sch C Profit/Loss- Business		Form 2106 Employee Business Expense		Form 8822 Change of Address		Pub 596 Earned Income Credit	
Form 1040 Sch C-EZ Profit/Loss- Business (Short)		Instr. 2106 Instructions 2106		Form 8829 Business Use of Home		Pub 929 Rules/Children & Dependents	
Form 1040 Sch D Capital Gains & Losses		Form 2210 Underpayment Estimated Tax		Instr. 8829 Instruction 8829		Pub 936 Mortgage Tax	
Form 1040 Sch E Supplemental Income		Instr. 2210 Instructions 2210		Form 8863 Education Credits		Pub 970 Tax benefits for Higher Educ.	
Form 1040 Sch F Profit/Loss- Farming		Form 2441 Child/Dependent Care		Pub 1 Taxpayer Rights		Pub 972 Child Tax Credit	
Form 1040 Sch R Credit Elderly Disabled		Instr. 2441 Instructions 2441		Pub 17 Taxpayer Guide		Pub 1132 VOL 1-2 Repro. Fed. Tax Forms	
Instr. 1040 Sch R Instructions 1040 Sch R		Form 3903 Moving Expenses		Pub 334 Small Business Guide		Pub 1194 VOL 1-2 Select Tax Info. Pubs.	
Form 1040 Sch SE Self Employment Tax		Form 4562 Depreciation/Amortization		Pub 501 Exemptions/Deductions/Info		Pub 1194 B VOL 1-2 Business Info. Pubs.	
Form 1040 ES Estimated Tax Individual		Instr. 4562 Instructions 4562		Pub 505 Tax Withholding/Est. Tax		Pub 1796 Limit 1 CD ROM Tax Products	
Form 1040 NR Nonresident Alien Tax Return		Form 4868 Extension to File		Pub 523 Selling Your House		Pub 2053 Quick and Easy Help	
Instr. 1040 NR Instructions 1040 NR		Form 8283 Non- Cash Charitable Cont.		Pub 529 Misc. Deductions		Pub 3194 Laminated forms	
Form 1040 NR-EZ Nonresident Alien/Single		Instr. 8283 Instructions 8283		Pub 530 Info. First Time Homeowners		Pub 3201 (pads of 50) IRS Tax Info. Resources	

10 Informational Posters - Checked below are posters you ordered last year. See instructions if you wish to make changes.

Pub 1169 Limit 1 <input type="checkbox"/> Need Tax Help	Pub 1258 Limit 1 <input type="checkbox"/> Where Should I Send This?	Pub 1309 Limit 1 <input type="checkbox"/> Tax Forms This Way	Pub 1725 Limit 1 <input type="checkbox"/> If the Form Fits...Use It!
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Line 1 Current Shipping Address

Verify the name and address where we will ship your order. If you prefer to receive your order at a different address, cross this one out and CLEARLY print the new address. If you do not wish to participate in the BPOL program any longer please place an "X" in the box marked *Please remove my account from the program.*

Line 2 Account Number

Your account number is located next to the bar code. Use this number when placing an order or inquiring about your account.

Line 3 Contact Name

This is the name of the current contact person on file. Verify the name, and correct if necessary.

Line 4 Telephone Number

This is the Telephone Number on file for the current contact person. If we have any questions about your order or account information, we will call the contact person at this phone number.

Line 5 Email Address

To receive BPOL information, please provide your email address.

Line 6 Branches

This indicates the total number of locations that will receive tax products from this order. For Example, if ordering for only your branch, write "1." However, if you are ordering for your branch and 5 others, write "6." If the preprinted numbered response is incorrect cross it out and print in the correct number.

Line 7 Motor Freight Shipments

To keep shipping costs low and save taxpayer dollars, shipments of 16 or more cartons are usually sent via motor freight. However, trucking companies can only deliver to you if you meet certain requirements. Complete the worksheet below to find out if you meet the requirements and are able to receive motor freight shipments.

If you answer yes to **all** questions below, you are able to receive shipments by motor freight and should check the box marked "Yes" on line 7.

	Yes	No
1. Do you have a loading dock that will accommodate a large truck unit?	<input type="checkbox"/>	<input type="checkbox"/>
2. Can you accept one or more pallets of up to 63 cartons, maximum size 48" X 40" X 55"?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have storage space for at least 16 cartons of product?	<input type="checkbox"/>	<input type="checkbox"/>

If you cannot accept motor freight, you have two options:

- Reduce your Plan size to one with less than 16 cartons, and order additional tax products as you need them by calling 1-800-829-2765. Be sure to change your Plan size on Line 8.
- Order a Plan size with 16 or more cartons and the materials will ship via USPS or small package carrier instead of motor freight

Where will my stock be delivered?

The IRS pays carriers for inside delivery and our Internal Revenue Bill of Lading (IRBL) specifies inside delivery. Unfortunately, each carrier has a different definition of inside delivery.

Motor freight carriers are obligated to place their truck immediately adjacent to the delivery location so the freight is easily available for unloading, usually at the tailgate of the truck. If personnel from the receiving location cannot unload from the tailgate, and a dock, platform, or ramp is directly accessible to the carrier's truck, the request of "inside delivery" will direct the carrier to unload the shipment. The carrier will then move the load under the first available cover. Unloading service does not include unpacking, dismantling, scanning, sorting, segregating,

or stocking shipped items.

What should I do if a carrier wants payment on delivery?

Do not pay the carrier. The IRS pays all freight charges. Although the charge may appear on your delivery papers, the carrier should not ask for payment. If they will not leave the order without payment, please call the BPOL HOTLINE, 1-800-829-2765 for assistance.

Line 8 Tax Product Plans

Tax Products Plans, hereafter referred to as Plans, help facilitate ordering and shipping tax materials. There are 12 Plan sizes from which to choose, Plans AA through LL on the order blank. All Plans include Forms and Instructions 1040, 1040A, 1040 EZ; 1040 Schedules A/B, EIC; and 1040A Schedules 1 and 2. The Plans all contain the same ten products, while the quantity of each product in the plan differs based on Plan size. To simplify the ordering process, choose the Plan size that will best fit your needs. If you ordered a Plan last filing season, an "X" is preprinted in the box above the Plan size you ordered. You will receive this same Plan again unless you change it. Should you decide to decrease or increase your Plan size, cross out the prechecked box and place an "X" in the box above the Plan you want to receive.





Ordering additional quantities of Plan products

If you need additional quantities of any of the ten Plan products, then write the additional quantity in the ZZ column and place an "X" above that column. In this case you will have two columns checked. Example: you order Plan CC but need 50 additional copies of Form 1040 and 30 more copies of Form 1040A. You will place an "X" above the CC column and an "X" above the ZZ column. In the ZZ column, write in "50" next to Form 1040 and "30" next to Form 1040A.

Ordering quantities larger than a Plan

If you need larger quantities than those contained in Plan LL, cross out the prechecked box and place an "X" above the ZZ column. Write in the quantities you want next to each individual tax product.

Note: If you add additional quantities to your Plan order, the 'estimated total cartons' listed on the front of the order blank, may change. To help estimate the additional number of cartons you will receive, refer to the chart below:

 Forms	3000/carton
 Instructions 1040	70/carton
 Instructions 1040 A	110/carton
 Instructions 1040 EZ	250/carton

Line 9 Additional Tax Products

A quantity is preprinted next to each additional tax product you ordered last year. If you wish to make changes to the quantity of additional tax products you ordered last year, cross out the preprinted quantity and CLEARLY print the new quantity. If you want other products not listed, attach a list of the products and quantities.

Line 10 Informational Posters

A box with a preprinted "X" marks a poster you ordered last year. If you wish to make changes, mark an "X" next to a poster you want, or cross out the preprinted "X" of a poster you no longer wish to receive.

Privacy Act and Paperwork Reduction Act Notice

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

As a participant of the Bank, Post Office, and Library (BPOL) Program, your response is voluntary to obtain the tax items and tax information offered in the distribution program. If you do not submit the requested information, your account may not remain in the BPOL Program.

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 Code section 6103.

The time needed to complete Form 8635 will vary depending on individual circumstances. The estimated average time is six minutes.

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 the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **DO NOT** mail your order blank (Form 8635) to this address.