

Assisted Payroll – Copy Request for Filed Payroll Tax Forms

Save time by accessing your filed copies securely through QuickBooks!

Here's how:

QuickBooks version 2006 and later customers:

1. In the Payroll Center, select **View/Download Tax Forms**.
2. Enter your **payroll PIN** when prompted.

QuickBooks version 2005 customers:

1. From the **Employees** menu, select **Payroll Services**, then **View/Change Payroll Service Account Information**.
2. Select the **View/Download Tax Forms** link near the bottom of the page.
3. Enter your **payroll PIN** when prompted.

Click [here](#) for more information on how to access copies of your filed payroll tax forms within QuickBooks, or type www.payroll.com/support/assisted/filedtaxforms.html into your internet browser address bar.

Forms prepared and filed since 3rd Quarter 2005 are available online through QuickBooks, and you must have a live connection to the internet in order to view your filed payroll tax forms. We can provide copies only for items that were prepared and filed by our service.

If you are unable locate your desired forms online, please complete this request form.

Instruction to request copies not displayed in QuickBooks

1. Print this form.
2. Fill in the top section of the form (company name and ID, etc.).
3. Select/ Fill in the copies you need (check quarters and/or circle annual withholding if necessary).
4. Fill in the Shipping Information, Customer Authorization, and Fee & Payment sections. (See the Explanation of Fees, below.)
5. Fax the form to **866.293.2069**.

Explanation of Fees

Type of Fee	Amount	Explanation
Document Fee	\$10.00 each	Fee for each document and filing period you request.
Historical research fee	\$50.00 for each year	This fee applies to each year prior to 2002 from which you request documents, and is in addition to the per-document fee listed above.
<u>Shipping</u> <ul style="list-style-type: none"> • Fax • U.S. Postal Service • UPS/ Fed Ex, next day 	No charge No charge \$30.00	
Sales tax	Your state's sales tax rate	Sales tax applies to all fees and shipping charges in Connecticut, District of Columbia, Hawaii, Ohio, South Dakota, Texas, and West Virginia.

Customer Request for Copies of Filed Payroll Tax Forms

ACTIVE TERM

Company FEIN _____ Company Name _____ Date of Request _____

Contact Name _____ Phone Number _____ Is this for amended returns? YES

MUST MATCH PAYROLL CONTACT PERSON ON RECORD Extension _____ E-Mail _____

FEDERAL Please check requested forms

	2006	2007	2008	2009
940	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
941 QUARTER	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

Notes: _____

W-3 2006 2007 2008 ONLY **W-2 Employer's Copy All Employees** 2006 2007 2008
W-2 2006, 2007 and 2008 ONLY Social Security # _____ 2006 2007 2008
 Social Security # _____ 2006 2007 2008

STATE • YEARS AVAILABLE 2000 TO CURRENT •

Quarter	1st	2nd	3rd	4th	YEAR	Quarter	1st	2nd	3rd	4th	YEAR
AL UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	MN UNEMPLOYMENT AVAILABLE AT www.uimn.org					_____
AL QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	MN ANNUAL RECONCILIATION	<input type="checkbox"/>				_____
AL ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	MS UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
AK UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	MO UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
AZ QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	MT UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
AZ ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	NE UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
AR UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	NE QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
AR ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	NE ANNUAL RECONCILIATION				<input type="checkbox"/>	_____
CA DE6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	NV UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CA DE7				<input type="checkbox"/>	_____	NH UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CO UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	NJ COMBINED UIWH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CO ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	NM UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CT UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	NM ANNUAL RECONCILIATION				<input type="checkbox"/>	_____
CT QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	NY COMBINED UIWH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CT ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	NC UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
DE UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	NC ANNUAL RECONCILIATION				<input type="checkbox"/>	_____
DC UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	ND UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
FL UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	ND QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
GA UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	ND ANNUAL RECONCILIATION				<input type="checkbox"/>	_____
GA QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	OH UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
GA ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	OH ANNUAL RECONCILIATION				<input type="checkbox"/>	_____
HI UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	OK UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
HI HW-14 CLEARANCE ONLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	OR COMBINED UIWH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
ID UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	PA UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
IL UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	PA QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
IL QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	RI UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
IL ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	RI UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
IN UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	SC QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
IA UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	SC ANNUAL RECONCILIATION				<input type="checkbox"/>	_____
IA ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	SD UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
KS UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	TN UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
KS ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	TX UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
KY UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	UT UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
KY QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	UT ANNUAL RECONCILIATION				<input type="checkbox"/>	_____
KY ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	VT UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
LA UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	VT QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
LA ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	VT ANNUAL RECONCILIATION				<input type="checkbox"/>	_____
ME UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	VA UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
ME QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	VA QUARTERLY WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
ME ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	VA ANNUAL RECONCILIATION				<input type="checkbox"/>	_____
MD UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	WA UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
MD ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	WV UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
MA UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	WV ANNUAL RECONCILIATION				<input type="checkbox"/>	_____
MA ANNUAL RECONCILIATION				<input type="checkbox"/>	_____	WI UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
MI UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	WI ANNUAL RECONCILIATION				<input type="checkbox"/>	_____
					_____	WY UNEMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

SHIPPING INFORMATION

I prefer you send my copies:

E-MAIL _____

FAX FAX# _____

Do you need a call before faxing? YES

U.S. MAIL **OVERNIGHT**

Address _____

Customer UPS Acct # _____

Customer FedEx Acct # _____

FEE & PAYMENT INFORMATION

Document Fee (\$10 each) + _____

Historical Research Fee + _____

(if applicable) (\$50 each year) + _____

Shipping
 e-Mail/Fax/ Mail No Charge

Overnight Delivery \$30 _____

SUBTOTAL = _____

Applicable Sales Tax + _____

TOTAL DUE = \$ _____

Payment for this request will be made by:

ACH (only available to current Tax clients)
 MasterCard VISA AmericanExpress Discover

Account # _____

Expiration Date (mmyy) _____

Name on Card _____

Auth. # _____

CUSTOMER AUTHORIZATION

I authorize the information listed above to be faxed to me at the number above. I accept responsibility for the confidentiality of this information and agree to pay the fee listed above.

SIGNATURE OF A PRINCIPLE OR DULY AUTHORIZED OFFICER OF THE COMPANY REQUIRED.

PRINT NAME OF AUTHORIZED REPRESENTATIVE _____ DATE _____

AUTHORIZED CUSTOMER SIGNATURE _____

Intuit Payroll Services P.O. Box 30005 Reno, Nevada 89520-3005

Please sign and fax this request to (866) 293-2069