

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

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 UNEMPLOYMENT | <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 QUARTERLY WITHHOLDING | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | NE UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| AZ ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | NE QUARTERLY WITHHOLDING | <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 ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ |
| AR ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | NV UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| CA DE6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | NH UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| CA DE7 | | | | <input type="checkbox"/> | _____ | NJ COMBINED UIWH | <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"/> | _____ | NM UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| CO ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | NM ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ |
| CT UNEMPLOYMENT | <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 QUARTERLY WITHHOLDING | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | NC UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| CT ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | NC ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ |
| DE 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"/> | _____ |
| DC 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"/> | _____ |
| FL UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | ND ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ |
| GA UNEMPLOYMENT | <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 QUARTERLY WITHHOLDING | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | OH ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ |
| GA ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | OK UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| HI UNEMPLOYMENT | <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"/> | _____ |
| HI HW-14 CLEARANCE ONLY | <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"/> | _____ |
| ID 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 UNEMPLOYMENT | <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 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"/> | _____ | SC QUARTERLY WITHHOLDING | <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 ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ |
| IA UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | SD UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| IA ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | TN 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"/> | _____ | TX UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| KS ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | UT 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 ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ |
| KY QUARTERLY WITHHOLDING | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | VT UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| KY ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | VT QUARTERLY WITHHOLDING | <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 ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ |
| LA ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | VA UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ME UNEMPLOYMENT | <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 QUARTERLY WITHHOLDING | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | VA ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ |
| ME ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | WA UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| MD UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | WV UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| MD ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | WV ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ |
| MA UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | WI UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| MA ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ | WI ANNUAL RECONCILIATION | | | | <input type="checkbox"/> | _____ |
| MI UNEMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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**