INCOME TAX PRODUCTS

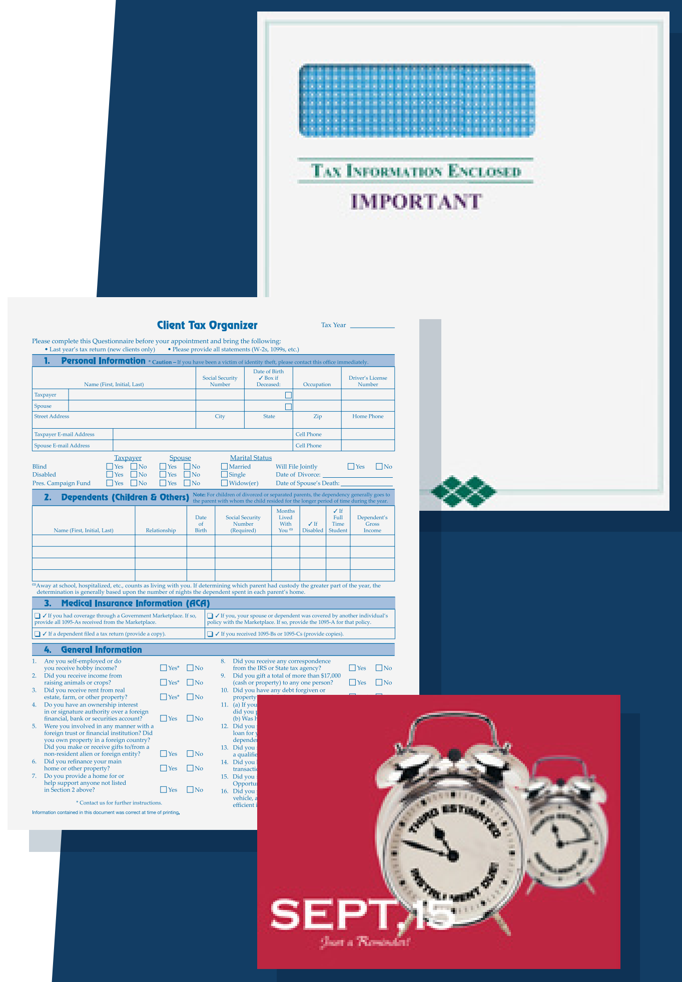
2025

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 -0102 Item #	1040 Refund -0002 Item #
Austin, TX	FTXNB10	FTXRF10
Kansas City, MO	—	FMORF10
Ogden, UT	FUTNB10	FUTRF10

Envelopes With Zip Code Extensions

IRS Service Center	1040-V #10 Item #	1040-V 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 Without Zip Code Extensions

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

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.*

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 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. #CARD0414 Just A Reminder - Laser

- 4 perforated cards on an 8$\frac{1}{2}$" x 11" sheet

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

E #5092 Tax Appointment Reminder

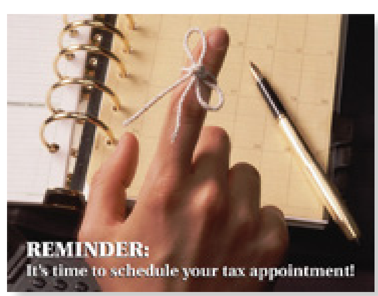
Message: *It's tax time again! We're ready to help make it easy. Call us to set up an appointment.*

A. PC49

B. PC50

C. PC51

D. CARD0414



E. 5092

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"

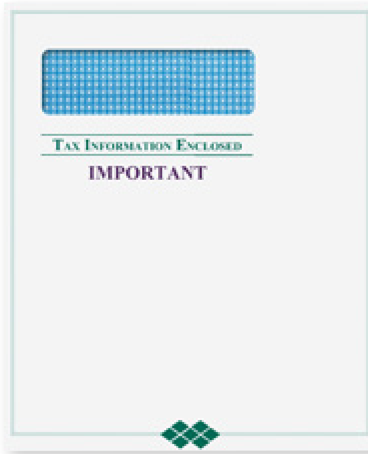
Peel & Close Envelopes

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

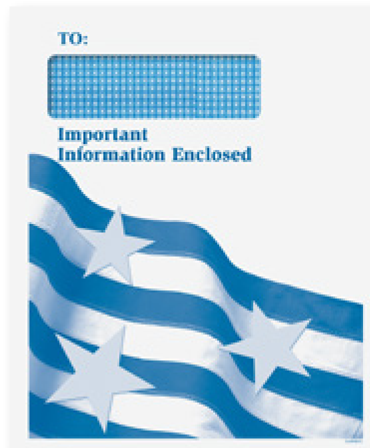
Peel & Close saves time spent on mail preparation.



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

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

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

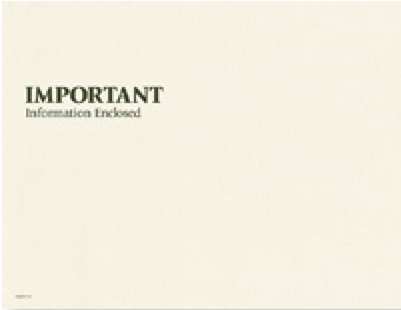
COORDINATING ENVELOPES

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

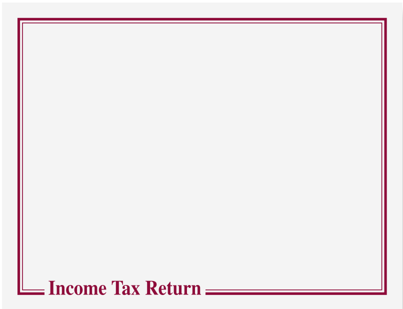
** Ensure immediate client recognition when you imprint your company name and address. Call for details.*



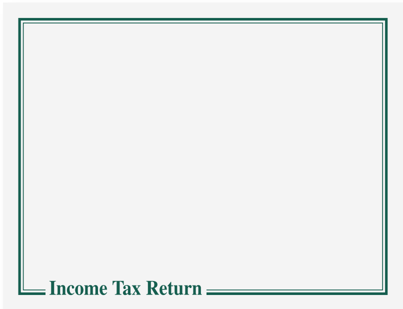
A. FLDENV10

B. 2262

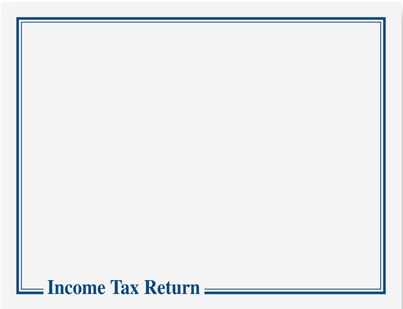
C. 80082



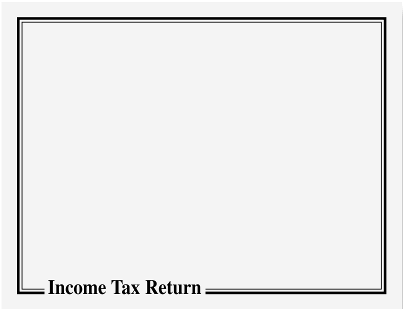
D. COMPENV310



E. COMPENV410



F. COMPENV510



G. COMPENV610

Client Organizer Envelopes

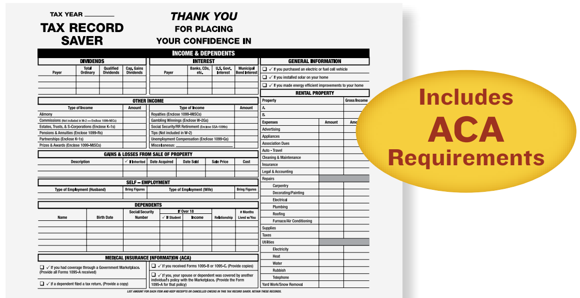
CLIENT ORGANIZER ENVELOPES

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

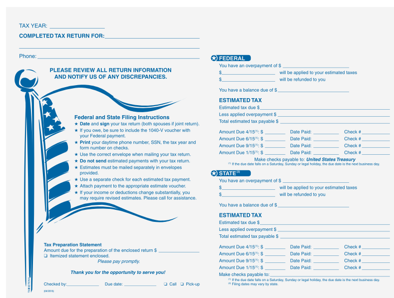
Add the finishing touch by imprinting your name and address. Call for details.

- 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



A. TRSENV



B. TXINSTENV

C. TAXENV10

RECORD-KEEPING ENVELOPES

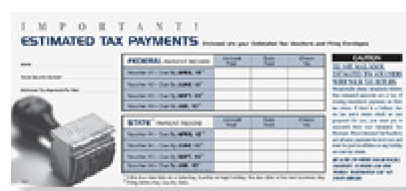
Clients find these envelopes invaluable for storage of tax documents—they make finding information quick and easy.

- 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	9½" x 12⅝" Tax Organizer Envelope
E	E027*	4¾" x 11" Estimated Tax Payments Envelope
F	E047	9½" x 12⅝" 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.

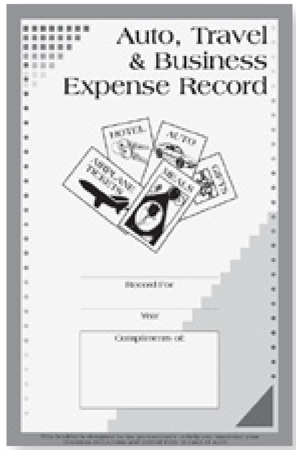
- 5 1/2" x 8 1/2" booklets
- Includes easy-to-understand client instructions
- Imprint your name to build your business identity

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.

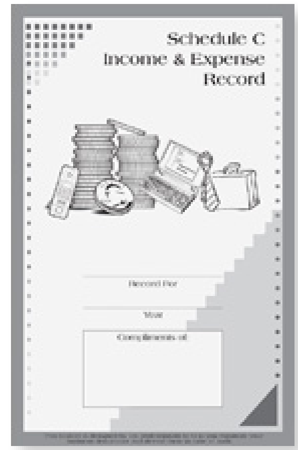
#A015

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

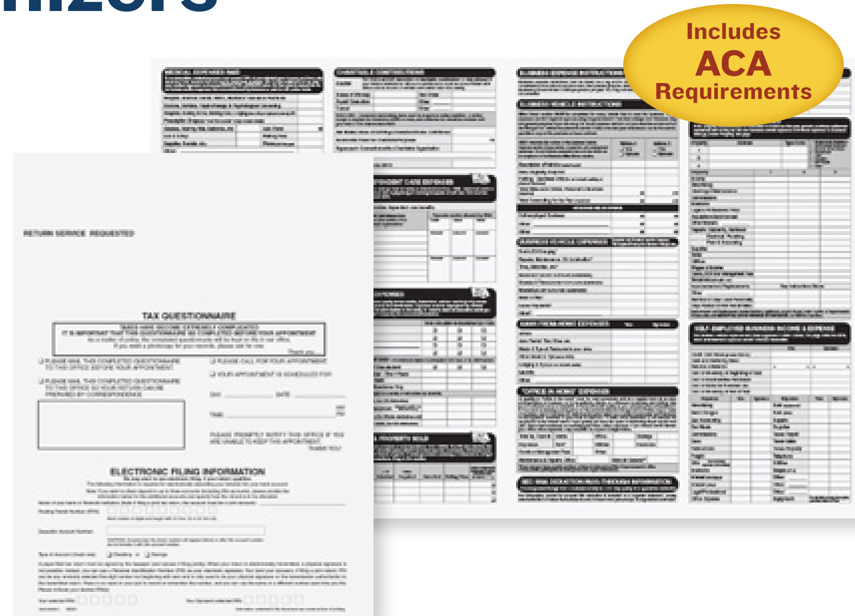
#A009 folded
#A009F flat (shown)

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



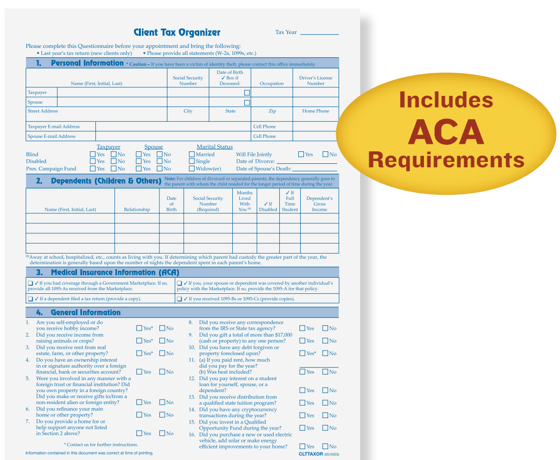
A. A009F

TAX ORGANIZER WORKSHEET

Get down to business at tax appointments when clients complete this 8½" 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.

- $8\frac{1}{2}$" 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

#8112414
Refill: #81124R14

#8102414
Refill: #81024R14

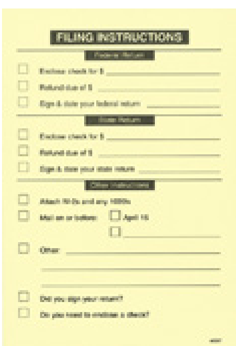
#8134414
Refill: #81344R14

Tax Redi-Tags

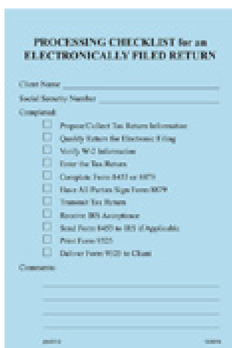
#CTIRSENV14

TAX POST-IT™ NOTES

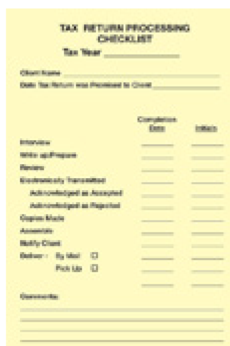
Keep information organized during the tax preparation process. 50 sheets per pad.



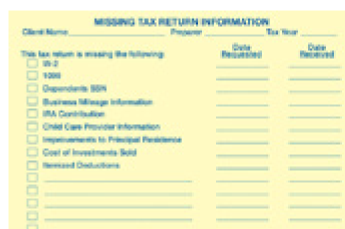
Filing Instructions
#2237



Processing Checklist for E-filed Returns
#1208214



Tax Return Processing Checklist
#1207614



Missing Tax Return Information
#1209014

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 LINES

A real time saver!

- $8\frac{1}{2}$" x 11"
- Two-part NCR
  - Client Copy (part 1 - white)
  - Accountant Copy (part 2 - yellow)

C. Missing Information Form

#A073

C. A073