

Order for Tax Forms Outlet Program (TFOP) 2014 Tax Forms, Instructions and Publications

Please remove my account from the program.

Important: If reordering, first select the **Reset Form** button above to clear all previous quantity entries before continuing.

Avoid order errors.
Submit your order form once.
Read "**Order Acknowledgement**" information below.

Contact and Shipping Address Information

1. Account number		2. Organization			3. Additional organization information		
4. Contact name*			5. Shipping address*			6. Additional delivery information	
7. City*		8. State Region*	9. ZIP code* + 4	10. Telephone number* Extension		11. Email address (Enter only one email address)*	
12. Country code*			13. Locations/Branches		*Required		

14. Trucking companies can only deliver if you have an unloading area that will safely accommodate a large truck.

Yes No

Forms, Instructions and Publications

Tax forms, instructions and publications will ship as they become available.

If a customer needs a tax form or publication that is not listed below, refer the customer to www.irs.gov or 1-800-TAX-FORM (829-3676) to place an order.

To Complete:

1. Click the drop down arrow under **Quantity Options**
2. Select a **quantity** (*Do not use Tab key.*)
 - The **Quantity** column will adjust after you make a selection.
 - For form orders, you may choose "**Other**" and use the drop down window under Quantity Options to select a quantity less than 500 in increments of 10.
3. When finished, select the Save tab at the top of the form.

No.	Product Name Title	Estimated Carton Quantity	Quantity Options	Quantity	No.	Product Name Title	Estimated Carton Quantity	Quantity Options	Quantity
1	Form 1040 U.S. Individual Income Tax Return	3000			11	Form 1040 SCH D Capital Gains and Losses	3000		
2	Instruction 1040 (Base)	92			12	Instruction 1040 SCH D Instructions for Sch D (Form 1040)	600		
3	Form 1040 A U.S. Individual Income Tax Return	3000			13	Form 1040 SCH EIC Earned Income Credit	3000		
4	Instruction 1040 A 1040A Instructions	108			14	Form 1040 SCH SE Self Employment Tax	3000		
5	Form 1040 SCH A Itemized Deductions	3000			15	Instruction 1040 SCH SE Instructions for Sch SE (Form 1040)	1600		
6	Instruction 1040 SCH A Instructions for Sch A (Form 1040)	600			16	Form 1040 ES (2015) Estimated Tax for Individuals	500		
7	Form 1040 SCH B Interest and Ordinary Dividend Income	3000			17	Form 1040 X Amended U.S. Individual Income Tax Return	3000		
8	Form 1040 SCH C Profit or Loss from Business (Sole Proprietorship)	3000			18	Instruction 1040 X Instructions for Form 1040X	800		
9	Instruction 1040 SCH C Instructions for Sch C (Form 1040)	480			19	Form 2441 Child and Dependent Care Expenses	3000		
10	Form 1040 SCH C-EZ Net Profit From Business (Sole Proprietorship)	3000			20	Instruction 2441 Instructions for Form 2441	1200		

No.	Product Name Title	Estimated Carton Quantity	Quantity Options	Quantity	No.	Product Name Title	Estimated Carton Quantity	Quantity Options	Order Quantity
21	Form 4868 Application for Automatic Extension of Time to File U.S. Individual Income Tax Return	1500			28	Publication 529 Miscellaneous Deductions	400		
22	Form 8962 Premium Tax Credit (PTC)	3000			29	Publication 590 A Contributions to Individual Retirement Arrangements	82		
23	Instruction 8962 Instructions for Form 8962	600			30	Publication 590 B Distributions from Individual Retirement Arrangements	82		
24	Form 8965 Health Coverage Exemptions	3000			31	Publication 596 Earned Income Credit (EIC)	240		
25	Instruction 8965 Instructions for Form 8965	800			32	Publication 4604 (EN/SP) Use the Web for IRS Tax Products & Information	9000		
Publications					Reference Aids Enter quantity needed for each product. Leave blank if '0'. <i>(Limited)</i>				
26	Publication 1 Your Rights as a Taxpayer	4500			33	Publication 1132 Reproducible Copies of Federal Tax Forms and Instructions			
27	Publication 501 Exemptions, Standard Deduction, and Filing Information	300			34	TFOP Poster Package 4 Posters — Includes: Publication 1169, Need Tax Help? Publication 1258, Where Should I Send This? Publication 1309, Tax Forms This Way Publication 1725, If The Form Fits...Use It!			

Estimated Total Cartons

Important Delivery Information for Large Shipments

Orders of more than 24 cartons are palletized and sent by truck. Although your order will arrive on one or more pallets, the driver will offload the cartons and remove the pallets, if asked. When necessary, inside delivery and lift gate service are included. If you are asked to authorize these services, please sign the driver's receipt so we will know the service(s) were performed.

Form 8635 Instructions

Remove account – Check this box **ONLY** if you want your account removed from the program. You will receive an email acknowledgement confirming the removal.

- Box 1** **Account number** – This is your TFOP account number. Use this number when making inquiries concerning your account. It cannot be changed.
- Box 3** **Additional organization information** – Verify or update the name of your department within your organization. (ex: Resources Desk, Postmaster's Office)
- Box 6** **Additional delivery information** – Verify or update your additional delivery information. (ex: 1st Fl, Commerce Bldg)
- Box 12** **Country code (Required)** – Select your country's 2-letter identifier if your address is outside of the U.S.
- Box 13** **Locations/Branches** – The number of locations/branches associated with this TFOP account number. To update, send the current number of branches to WI.TFOP.Administrator@irs.gov.
- Box 14** **Motor freight question (Required)** – Answer the question by checking the "Yes" or "No" box. Read, *'Important Delivery Information for Large Shipments'*, above.

How to Save and Email Form 8635

Save Form 8635

1. Select a quantity for each tax form, instruction and publication you need
2. Select 'Save' at the top of this form
3. Change 'File name'. See TIP below.
4. Select 'Desktop' or another location that is easily accessible
5. Select 'Save'

For Reorders – *All subsequent orders are considered reorders.*

1. Select '**Reset Form**' at the top of the order form to *clear* all previous quantity entries
2. Follow the instructions 1-5 above

TIP: When saving the order form, edit 'File name' to help you identify the correct order form. For example: **10-31-2014** TFOP_2014_F8635

Email Form 8635 (to submit your order)

1. Attach the **saved** Form 8635 to an email
2. On the 'To' line, copy & paste, or type pdf.orders@efirms.enterprise.irs.gov
3. On the 'Subject' line, type "TFOP 2014 Order" or "TFOP 2014 Reorder". Leave the body of the email blank
4. Then, click 'Send'

TIP: Before emailing, open to view attachment to ensure the correct order form 'file' is attached.

Order Acknowledgment

You should receive an email message within one hour acknowledging the receipt of your 2014 Form 8635. If you do not receive an email message, contact us at WI.TFOP.Administrator@irs.gov and type "Non-receipt of Order Acknowledgment" and your (TFOP) account number on the email Subject line. We will notify you about the status of your order.

Privacy Act

We are requesting information under authority of 5 USC 301. The primary purpose of requesting the information is to obtain your correct contact address. IRS may disclose information to mailing or distribution services contractors for the purpose of executing mail outs, order fulfillment, or subscription fulfillment. Providing the information is voluntary. If you do not provide any or all of the information, we may not be able to send your order to the correct address.

Is this your first order for 2014 tax forms,
instructions and publications (on Form 8635)?

Please do not submit a reorder before
receiving the original ordered quantities.