



Complete this form or order online at www.checkmark.com/account/updates

Scan or take a pic of the completed form and email it back to us at sales@checkmark.com

Step 1. Choose which type of W-2s you would like to order. Details about each type of W-2 can be found on the website.

Circle your selections below and add the total on the **FORMS TOTAL** (line 6). Calculate and enter the shipping below line 5.

Step 2. Review the software updates and support options on page 2. Total up your Software and Support purchases from the back side of this page and add the total to the bottom of this page on the **SOFTWARE/SUPPORT TOTAL** (line 7).

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Step 3. Add **FORMS TOTAL** (from line 6 - making sure you added in the shipping) and **SOFTWARE/SUPPORT TOTAL** (from Line 7) and enter in the **TAXABLE SUBTOTAL** field. Review your order, if correct, add sales taxes if applicable, then enter the final total in **GRAND TOTAL**.

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Blank Sheets for Printing W-2s and 1099s

ENTER \$ AMOUNTS

Number of Sheets:	10	25	50	100	200	300	400	500	1000		
4-Up Employee Blank W-2s & Envelopes	\$33	\$48	\$77	\$120	\$184	\$243	\$288	\$341	\$521	Circle your selection(s)	
2-Up Blank Sheets	\$20	\$25	\$35	\$44	\$77	\$103	\$123	\$138	\$193		
										Blank W-2 & 1099	\$ _____

4-Up Blank W-2 Sets: Include one 4-up sheet and one envelope. Use for printing W-2s or 1099s.

Requirements: Printing W-2s requires the 2025 version of CheckMark Payroll.

Printing 2024 1099s requires MultiLedger 15.0 or 2024 version of CheckMark 1099 software.

2-Up Blank Sheets: Print W-2s with 2 employees per sheet. Use for: State Copy, Local Copy, and Employer File Copy.

Preprinted W-2 & W-3 Forms

Number of Employees:	25	50	100	200	300	400	500		
4-Part Laser Sets	\$103	\$132	\$159	\$244	\$328	\$399	\$445	Circle your selection(s)	
6-Part Laser Sets	\$114	\$138	\$172	\$260	\$341	\$433	\$507		
8-Part Laser Sets	\$123	\$155	\$192	\$288	\$368	\$433	\$524		
								Preprinted W-2 & W-3 Forms	\$ _____

Envelopes are included. If you require continuous W-2 forms for a dot-matrix printer, please call and ask for Twin Sets.

Preprinted W-2 orders include two free W-3s. Additional W-3s are 40¢ each.

Ship _____ W-3s at 40¢ each \$ _____

Preprinted 1099 & 1096 Tax Forms

Number of Recipients:	10	25	50	100	200	300	400	500	
1099-MISC. Sets (5-part)	\$45	\$85	\$109	\$152	\$236	\$323	\$399	\$444	Circle your selection(s)
1099-NEC. Sets (5-part)	\$45	\$85	\$109	\$152	\$236	\$323	\$399	\$444	
								1099 & 1096 Tax Forms	\$ _____

Printing 2024 1099s requires MultiLedger 15.0 or 2024 version of CheckMark 1099 software. Envelopes are included.

Preprinted 1099 orders include two 1096-Transmittal Forms. Additional 1096s are 40¢ each.

Ship _____ 1096s at 40¢ each \$ _____

CheckMark also offers 1099 INT, DIV, R & S sets. Please contact us at sales@checkmark.com or 970.225.0522 for ordering.

Ground Shipping	\$50.00 or less.....\$15	\$200.01 to 300.00...\$40	Subtotal of forms ordered	\$ _____
for Contiguous U.S.	\$50.01 to 100.00.....\$23	\$300.01 to 400.00...\$49	Calculate S&H based on Forms Subtotal	\$ _____
Ask about rates to AK, HI, PR, VI, Guam, Canada	\$100.01 to 150.00...\$29	\$400.01 to 500.00...\$56	Shipping & Handling from Chart	\$ _____
	\$150.01 to 200.00...\$32	\$500.01 and over...\$66	FORMS TOTAL	\$ _____

Total of lines 1-5

Software and Support Options

Your Current Payroll Support:

Expires:

SOFTWARE/SUPPORT TOTAL

Your Current MultiLedger Support:

Expires:

From Reverse Side

<input type="checkbox"/> Check Enclosed	<input type="checkbox"/> Visa/MasterCard/AMEX
Card# _____	Expiration _____
Payment Options	
Name _____	
Signature _____	
Billing Address _____	

Payment Options

Total of lines 6-7 Taxable Subtotal	\$ _____
Colo. residents ONLY, add 2.9% state tax	\$ _____
Larimer County residents ONLY, add 0.80% tax	\$ _____
Fort Collins residents ONLY, add 3.85% tax	\$ _____
Allow 1 to 2 weeks for delivery. GRAND TOTAL	\$ _____

If you need to make corrections, provide your updated shipping address, phone number, and email address.

Customer #:

Email:

Phone #:

MAILING ADDRESS:

SHIP TO (If different from mailing address) ADDRESS:

We're introducing a licensing system to enhance the security of our software. Each initial license for the Pro and Pro+ plans includes one company and one computer installation. If you need to add more companies or install the software on additional computers, you can specify your requirements in each section and calculate your total software update price. An internet connection will be required for installation, license activation, and software usage. The software will no longer be available in CD or serial format. All new purchases must be downloaded and activated online. If you manage 6 or more companies in CheckMark Payroll or MultiLedger, contact our sales team for bulk discounts.

NOTE: Download includes the newest software and online patches. All updates include a PDF manual under the help menu in the program.

ENTER \$
AMOUNTS

Payroll 2025 Update		
Payroll Update (Pro - \$369 / Pro+ - \$439) - Choose one option - Includes 1 company & 1 computer installation		
Additional Companies (\$50/Company)	\$50 x companies	
Additional Computer Installations (\$99/Installation)	\$99 x computers	
Total		\$ _____ 1
MultiLedger 15.0 Update		
This update is for MultiLedger users running version 13.0 and 14.0. If you are running MultiLedger 12.0 or earlier, or do not currently own MultiLedger, contact sales for pricing at 970.225.0522 or email sales@checkmark.com for additional information.		
MultiLedger Update (Pro - \$259 / Pro+ - \$329) - Choose one option - Includes 1 company & 1 computer installation		
Additional Companies (\$50/Company)	\$50 x companies	
Additional Computer Installations (\$99/Installation)	\$99 x computers	
Total		\$ _____ 2
1099 Print Software for 2024		
CheckMark 1099 Print (Pro - \$239 / Pro+ - \$259) - Choose one option - Includes 1 company & 1 computer installation		
Additional Companies (\$30/Company)	\$30 x companies	
Additional Computer Installations (\$99/Installation)	\$99 x computers	
Total		\$ _____ 3
1099 eFile Software for 2024		
CheckMark 1099 eFile (Pro - \$319 / Pro+ - \$339) - Choose one option - Includes 1 company & 1 computer installation		
Additional Companies (\$30/Company)	\$30 x companies	
Additional Computer Installations (\$99/Installation)	\$99 x computers	
Total		\$ _____ 4
1095 Print Software for 2024		
CheckMark 1095 Print (Pro - \$319 / Pro+ - \$339) - Choose one option - Includes 1 company & 1 computer installation		
Additional Companies (\$30/Company)	\$30 x companies	
Additional Computer Installations (\$99/Installation)	\$99 x computers	
Total		\$ _____ 5
1095 eFile Software for 2024		
CheckMark 1095 eFile (Pro - \$449 / Pro+ - \$469) - Choose one option - Includes 1 company & 1 computer installation		
Additional Companies (\$30/Company)	\$30 x companies	
Additional Computer Installations (\$99/Installation)	\$99 x computers	
Total		\$ _____ 6
CheckMark Cloud Backup		
Your payroll, accounting and tax reporting data is an asset that should be protected with a reliable backup-and-recovery solution. Viruses, hard-drive crashes, data corruption or user errors on your computer can devastate your business. With CheckMark Cloud Backup Add-On, you can now back up your data directly from the software to the Cloud at any point of the day, many times per day, at exceptionally low cost. Restore files 24/7 and get up and running again in a short time.		
	Single Software \$59/yr	
	Software.....	
	All Software \$119/yr	
Total		\$ _____ 7
HR Online Support Center & HR On-Demand Program		
HR Support Center: Get 24/7 online access to essential HR services, including policy libraries, legal guides, forms, audits, alerts, checklists, job descriptions, Q&A, newsletters, podcasts, & more.		
HR On-Demand Program: Speak directly with the HR professionals and have a full HR Support Solution for your business without having a dedicated HR department.		
	HR Support Center \$84/yr	
	HR On-Demand Program \$360/yr	
Total		\$ _____ 8
Please call us at 970.225.0522 for information about our Time & Attendance Solutions.		
TOTAL of software and support. Add this total to other side of Order Form in Line 7		\$ _____