

Federal Income Tax Products

Order Blank

2004

1 Current Shipping Address (Note: Please include any suite or floor number, and use street address for Small Package Carrier delivery)

2 Account Number

3 Contact Name

4 Telephone Number

5 Email Address

6 How many locations will receive stock from this order?

7 Complete worksheet in the instructions (on back, #7) to determine motor freight requirements.

Please remove my account from the program

Yes

No

8 Tax Product Plans - Checked below is the tax product plan you ordered last year. See instructions if you wish to change your plan.

Items in Plans	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	ZZ
Form 1040	25	50	100	200	300	500	700	1000	1500	3000	5500	8500	
Form 1040 A	25	50	100	200	300	475	650	950	1250	2500	5000	7300	
Form 1040 EZ	25	50	100	200	275	500	650	950	1250	2600	5200	7900	
Form 1040 Sch A/B	25	25	50	100	150	275	375	550	750	1650	3300	5175	
Form 1040 A Sch 1	25	25	25	50	75	100	125	200	250	650	1200	1850	
Form 1040 A Sch 2	25	25	25	50	50	75	100	175	200	450	1000	1475	
Form 1040 Sch EIC	25	25	25	75	100	150	200	275	400	750	1800	2600	
Instr. 1040	10	20	30	70	140	140	280	350	420	700	1260	1750	
Instr. 1040 A	10	20	30	60	110	220	220	330	440	550	1100	1650	
Instr. 1040 EZ	10	20	40	70	110	250	250	500	500	750	1500	2250	
Instr. 1040 A Sch 2	10	10	20	30	40	50	100	100	200	200	500	600	
Estimated Total Cartons	2	2	2	3	5	6	8	12	14	22	42	61	

9 Additional Tax Products - Listed below are additional tax products, see instructions if you wish to make changes.

Tax Product	Qty	Tax Product	Qty	Tax Product	Qty	Tax Product	Qty
Form 1040 A Sch 3 Credit Elderly or Disabled		Form 1040 X Amended Individual Return		Instr. 8606 Instructions 8606		Pub 535 Business Expenses	
Instr. 1040 A Sch 3 Instructions 1040 A Sch 3		Instr. 1040 X Instructions 1040 X		Form 8812 Additional Child Tax Credit		Pub 590 IRA's	
Form 1040 Sch C Profit or Loss From Business		Form 2106 Employee Business Expenses		Form 8822 Change of Address		Pub 596 Earned Income Credit	
Form 1040 Sch C-EZ Profit/Loss - Business (Short)		Instr. 2106 Instructions 2106		Form 8829 Exp. Business Use of Home		Pub 929 Rules/Children & Dependents	
Form 1040 Sch D Capital Gains & Losses		Form 2210 Underpayment Estimated Tax		Instr. 8829 Instruction 8829		Pub 936 Mortgage Interest Deduction	
Form 1040 Sch E Supplemental Income & Loss		Instr. 2210 Instructions 2210		Form 8863 Education Credits		Pub 970 Tax Benefits for Higher Educ.	
Form 1040 Sch F Profit or Loss From Farming		Form 2441 Child/Dependent Care Exp.		Pub 1 Your Rights as a Taxpayer		Pub 972 Child Tax Credit	
Form 1040 Sch R Credit Elderly or Disabled		Instr. 2441 Instructions 2441		Pub 17 Your Federal Income Tax		Pub 1132 VOL 1-2 Repro. Fed. Tax Forms	
Instr. 1040 Sch R Instructions 1040 Sch R		Form 3903 Moving Expenses		Pub 334 Guide For Small Business		Pub 1194 VOL 1-2 Select Tax Info. Pubs.	
Form 1040 Sch SE Self - Employment Tax		Form 4562 Depreciation and Amortization		Pub 501 Exemptions/Deductions/Info		Pub 1194 B VOL 1-2 Business Info. Pubs.	
Form 1040 ES Estimated Tax Individuals		Instr. 4562 Instructions 4562		Pub 505 Tax Withholding/Est. Tax		Pub 1796 Limit 1 CD ROM Tax Products	
Form 1040 NR Nonresident Alien Tax Return		Form 4868 Application/Extension to File		Pub 523 Selling Your House		Pub 2053 A Quick and Easy Help	
Instr. 1040 NR Instructions 1040 NR		Form 8283 Non-Cash Charitable Cont.		Pub 529 Misc. Deductions		Pub 3194 Laminated Tax Forms	
Form 1040 NR-EZ Nonresident Alien/Single		Instr. 8283 Instructions 8283		Pub 530 Info. First Time Homeowners		Pub 3201 (pads of 50) IRS Tax Info. Resources	
Instr. 1040 NR-EZ Instructions 1040 NR-EZ		Form 8606 Nondeductible IRA's		Pub 533 Self-Employment Tax		Poster Package 4 posters (see instructions)	

Line 1 Current Shipping Address

Verify the name and address where we will ship your order. If you prefer to receive your order at a different address, cross this one out and CLEARLY print the new address. If you do not wish to participate in the BPOL Program any longer please place an "X" in the box marked *Please remove my account from the program.*

Line 2 Account Number

Your account number is located next to the bar code. Use this number when placing an order or inquiring about your account.

Line 3 Contact Name

Enter the name of the person that we can contact if we have questions about your order.

Line 4 Telephone Number

Enter phone number of the contact person.

Line 5 Email Address

To receive BPOL information, enter the email address of the contact person.

Line 6 Branches

Indicate the total number of locations that will receive tax products from this order. For example, if ordering for only your branch, write "1." If you are ordering for your branch and 5 others, write "6."

Line 7 Motor Freight Shipments

To keep shipping costs low and save taxpayer dollars, shipments of 24 or more cartons are usually sent via motor freight. However, trucking companies can only deliver to you if you meet certain requirements. Complete the worksheet below.

If you answer yes to all questions below, you are able to receive shipments by motor freight and should check the box marked "Yes" on line 7. If you answer no to any of the questions mark "No" on line 7.		
	Yes	No
1. Do you have a loading dock or unloading area that will accommodate a large truck unit?	<input type="checkbox"/>	<input type="checkbox"/>
2. Can you accept one or more pallets of up to 63 cartons, maximum size 48" X 40" X 55"?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have storage space for at least 24 cartons of product?	<input type="checkbox"/>	<input type="checkbox"/>

If you cannot accept motor freight, shipments greater than 24 cartons will ship via small package carrier instead of motor freight.

Where will my stock be delivered?

The IRS pays motor freight carriers for inside delivery and our Internal Revenue Bill of Lading (IRBL) usually specifies inside delivery. If the IRBL does not specify inside delivery, you are authorized to request this service and note that request on the driver's copy of the bill. The IRS will pay for the inside delivery service when billed by the carrier. Unfortunately, each carrier has a different definition of inside delivery.

Motor freight carriers are obligated to place their truck immediately adjacent to the delivery location so the freight is easily available for unloading, usually at the tailgate of the truck. If personnel from the receiving location cannot unload from the tailgate, and a dock, platform, or ramp is directly accessible to the carrier's truck, the request of "inside delivery" will direct the carrier to unload the shipment. The carrier will then move the load under the first available cover. Unloading service does not include unpacking, dismantling, scanning, sorting, segregating, or stocking shipped items.

What should I do if a carrier wants payment on delivery?

DO NOT PAY THE DRIVER. The IRS pays all freight charges when invoiced. Although the charge may appear on your delivery papers, the driver should not ask for payment, and you should not offer. However, the driver may ask you to sign for the liftgate or inside delivery services

provided. You may sign to indicate services were performed and the number of cartons received in good or damaged condition. If they will not leave the order without payment, please call 1-800-829-2765 for assistance.

Line 8 Tax Product Plans

Tax Products Plans (Plans) help facilitate ordering and shipping tax materials. There are 12 Plan sizes from which to choose, Plans AA through LL. All Plans include Forms and Instructions 1040, 1040A, 1040 EZ; 1040 Schedules A/B, EIC; and 1040A Schedules 1 and 2. All the Plans contain the same eleven products. Only the quantities are different. To simplify the ordering process, choose the Plan size that will best fit your needs. If you ordered a Plan last filing season, an "X" is preprinted in the box above the Plan size you ordered. You will receive this same Plan again unless you change it. Should you decide to decrease or increase your Plan size, cross out the prechecked box and place an "X" in the box above the Plan you want to receive.

Ordering additional quantities of Plan products

If you need additional quantities of any of the eleven Plan products, write the additional quantity in the ZZ column and place an "X" above that column. In this case you will have two columns checked. Example: you order Plan CC but need 50 additional copies of Form 1040 and 30 more copies of Form 1040A. You will place an "X" above the CC column and an "X" above the ZZ column. In the ZZ column, write in "50" next to Form 1040 and "30" next to Form 1040A.

Ordering quantities larger than a Plan

If you need larger quantities than those contained in Plan LL, cross out the prechecked box and place an "X" above the ZZ column. Write in the quantities you want next to each individual tax product.

Note: If you add additional quantities to your Plan order, the 'estimated total cartons' listed on the front of the order blank, may change. You do not need to enter the number of cartons. To help estimate the additional number of cartons you will receive, refer to the chart below:

Forms	3000/carton
Instructions 1040	70/carton
Instructions 1040 A	110/carton
Instructions 1040 EZ	250/carton
Instructions 1040 A Sch 2	2000/carton

Line 9 Additional Tax Products

A quantity is preprinted next to each additional tax product you ordered last year. To make changes to the quantity of additional tax products you ordered last year, cross out the preprinted quantity and CLEARLY print the new quantity. If you want other products not listed, attach a list of the products and quantities.

Poster Package

The Poster Publications (Pubs) include: Pub 1169, Need Tax Help?, Pub 1258, Where Should I Send This?, Pub 1309, Tax Forms This Way, and Pub 1725, If The Form Fits...Use It!, are being packaged and shipped together.

Privacy Act and Paperwork Reduction Act Notice

The Privacy Act and the Paperwork Reduction Act require that when we ask you for the information, we must first tell you our legal right to ask you for information, why we are asking for it, and how it will be used. We must tell what could happen if we do not receive it and whether your response is voluntary, require to obtain a benefit, or mandatory under the law.

As a participant of the Bank, Post Office, and Library (BPOL) Program, your response is voluntary to obtain the tax items and tax information offered in the distribution program. If you do not submit the requested information, your account may not remain in the BPOL Program.

You are not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue Law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The time needed to complete Form 8635 will vary depending on individual circumstances. The estimated average time is six minutes.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Products Coordinating Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **DO NOT** mail your order blank (Form 8635) to this address.