



## It's time...

### to order 2021 Tax Forms!

Company Name: \_\_\_\_\_

Company Contact: \_\_\_\_\_

USPS Address: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Below are the payroll tax forms that you will need for the Red Wing CenterPoint Payroll program. For easy ordering and delivery, fill out the form above, **Circle** the estimated number of forms you will need, and email to [julia@csasoftwaresolutions.com](mailto:julia@csasoftwaresolutions.com) or fax to **501-801-3573**. **(If CSA is preparing your tax forms, you don't need to fill this out.)**

### 2021 Tax Forms and Envelopes for CenterPoint Fund Accounting and Payroll Software

<b>W-2/1099 Supplies</b> (Circle price of the number forms needed of each)	25	50	100	150	200	250
4-UP Blank Paper for W-2's (Sold in quantities of 50)		9.95	16.90	23.85	30.80	37.75
Form 1099-NEC (Sold in quantities of 25)*	24.95	30.95	41.90	62.85	---	---
Form 1099-R (Sold in quantities of 25)*	26.95	31.95	42.40	63.00	---	---
Additional 1096 Summary Forms (# needed? _____)	1.95 each					
W-2/1099 Mailing Envelopes (Sold in quantities of 25) (Envelopes work for both W-2 and 1099's)	15.45	19.95	25.90	31.95	39.95	49.95
	* Includes two (2) 1096 Summary Forms					
Actual shipping charge will be included on your invoice. Prices above do not include sales tax.						

# Don't Let Tax Time Be a *Big Deal*...

## Let CSA Prepare Your Tax Forms for You!



CSA is offering a tax service again this year. We will produce your 1099s, as well as all Federal and State documents pertaining to your W-2s. We will mail you the fully prepared documents for your review and signature.

This service has been a very popular service over the last few years, and we anticipate it will be again! The pricing for this service is variable based on the number of employees your city has. Our prices are listed below; check the appropriate boxes, sign and return to [julia@csasoftwaresolutions.com](mailto:julia@csasoftwaresolutions.com), or **fax to (501) 801-3573**.

# of Employees	W-2 Price	# of Vendors	1099-NEC Price	# of Retirees	1099R Price
1 – 15	\$245.00	1-5	\$100.00	1-5	\$100.00
16-30	\$280.00	6-10	\$125.00	6-10	\$120.00
31-50	\$340.00	11-15	\$200.00	11-15	\$175.00
51 – 100	\$420.00	16-25	\$310.00	16-25	\$275.00
101 +	\$500.00	26 +	\$415.00	26 +	\$385.00

- Yes, I want my W-2's prepared by CSA Software Solutions.
- Yes, I want my 1099-NEC's prepared by CSA Software Solutions.
- Yes, I want my 1099R's prepared by CSA Software Solutions.
- Yes, I want my ACA's prepared by CSA Software Solutions.\*

**\*Fill out the additional ACA order form**

**(501) 801-3573 (Fax)**  
**(800) 264-4465 (Phone)**

**CSAsolutions**  
 Accounting & Billing Specialists

Last Payroll Date of 2021? \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

USPS Address: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

To our knowledge, there have been no changes to the ACA reporting requirements. Unless changes are announced, employers should plan on producing ACA forms just as they have done in the past. CSA is offering an ACA service again this year. We will produce your required 1094 or 1095 forms (depending on your employer classification) and mail you the fully prepared documents for your review and distribution.

The pricing for this service is variable based on the number of employees who receive health insurance. Our prices are listed below; check the appropriate box for your expected number of forms in either the Forms Only Preparation or Complete Service section, sign and return by email to [julia@csasoftwaresolutions.com](mailto:julia@csasoftwaresolutions.com) or fax to (501) 801-3573 (Our charges for preparation will be based on the actual number produced.)

**Yes, I want Forms only prepared** OR  **Yes, I want the complete Service for Small Employers**

**ACA Forms Preparation Prices\*\***

✓	# of Employees	Price
	1 – 15	\$195.00
	16-30	\$225.00
	31-50	\$275.00
	51 – 100	\$350.00
	101+	\$425.00

**Requirements for Forms Only Preparation:** *You must provide CSA a CenterPoint database copy, including completed information in the ACA tab in the employee setup file for each employee who had wages in 2021. The accuracy of the data is the responsibility of the client and not CSA Software Solutions. CSA Software Solutions does not offer a warranty or representation as to the accuracy of these forms other than that the database's information is what is reflected on the actual forms.*

\*\*If CSA has to assist with setup, hourly fees may apply.

For employers with insurance through the Municipal Health Benefit Fund who are NOT classified as an "ALE - Applicable Large Employer" (50 or more full time + full-time equivalent employees), CSA is offering a full preparation service for your required 1094-b and 1095-b forms. ***Due to certain required reporting for ALE's, we will not be able to provide a "complete service" forms preparation for our ALE clients.***

**ACA Complete Service for Small Employers**

✓	# of Employees	Price
	1 – 19	\$350.00
	20 - 49	\$550.00

**Requirements for Complete Service:** *You must provide*

- A CenterPoint database backup
- The spreadsheet issued (typically in mid-December) by Municipal Health Benefit Fund, showing the coverage dates for employees.

Municipality/Organization Name: \_\_\_\_\_

Attention: \_\_\_\_\_ Phone: \_\_\_\_\_

USPS Address: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date