

Order for Tax Forms Outlet Program (TFOP) 2019 Tax Forms, Instructions and Publications

Please remove my account from the program.

To avoid duplicate orders, submit your order once.
Read "Order Acknowledgement" information below.

To reorder, see instructions 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 accommodate a large truck.

Yes No **Read Important Delivery Information for Large Shipments (below).**

15. Enter Your Order.

Column A (Lines 1-3)

The **maximum quantity** we suggest you order.

(The maximum quantity is a suggestion that is based on your location's order history.)

Column B (Lines 1-3)

Enter the quantity of you need.

Important: Please note the number of **Estimated Cartons** your order will generate. Consider your available storage space. You do not have to order the total quantity you need at one time. See **Reorders** instructions below.

Forms, Instructions and Publications

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

If a customer needs a tax form or publication that is not listed below, refer the customer to IRS.gov or 800-829-3676 to place an order.

No.	Product Name Title	Suggested Order Quantity A	Enter Order Quantity B
1	Form 1040 Booklet Form 1040, Schedules 1 - 3, and Form 1040-SR (for Seniors)		
2	Instruction 1040 Booklet Instructions for Form 1040, Schedules 1 - 3, and Form 1040-SR (for Seniors)		
3	Publication 4604 (EN-SP) Use the Web for IRS Tax Products & Information		

Estimated Total Cartons

Your order could generate the number of cartons shown here.

Important Delivery Information for Large Shipments

Orders of more than 24 cartons are palletized and sent by truck. When necessary, inside delivery and lift gate service are included. If you are asked to authorize these services, sign the driver's receipt so we will know the service(s) were performed.

Reference Aids

Click the corresponding box below to add a reference aid to your order.

4	Publication 17 Your Federal Income Tax (Individual)		
5	Publication 1132 Reproducible Copies of Federal Tax Forms and Instructions		
6	TFOP Poster Package 4 Posters — Includes: Publication 1169, Need tax forms or assistance? Publication 1258, Where do I mail my tax return? Publication 1309, Tax Forms This Way Publication 1725, Which Schedule fits you?		

Order Acknowledgment

You will receive an email message within 30 minutes acknowledging the receipt of your 2019 Form 8635.

- If the email is an error message, correct the error or forward your completed order form to us at WI.TFOP.Administrator@irs.gov.
- If you do not receive an email message, contact us at WI.TFOP.Administrator@irs.gov. On the Subject line, type "Non-receipt of Order Acknowledgment" and your (TFOP) account number.

Form 8635 Instructions

Remove account – Click in 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 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)** – Click the “Yes” or “No” box. Read, *'Important Delivery Information for Large Shipments'*, above.
- Box 15** **Enter Your Order - In Column B.**, enter the number of individual copies you need of Form 1040 Booklet, Instruction 1040, and/or Publication 4604 (EN-SP).

How to Save and Email Form 8635

Save Form 8635

1. Select 'Save' at the top of this form.
2. Change 'File name'. See TIP below.
3. Select 'Desktop' or another location that is easily accessible.
4. Select 'Save'.

Can't Save or Email the Form?

If you can't save or email the completed form, email us at WI.TFOP.Administrator@irs.gov and list each product and the quantity you need.

Submitting a modified version (scanned, Word doc., handwritten, etc.) of this form will result in an email error message.

TIP: When saving the order form, edit 'File name' to help you identify the correct order form.

For example: **10-31-2019** TFOP_2019_F8635

Email Your Order

1. Attach the **saved** Form 8635 to an email.
2. On the 'To' line, copy & paste, or type pdf.orders@eforms.enterprise.irs.gov
3. On the 'Subject' line, type “TFOP 2019 Order” or “TFOP 2019 Reorder”. Leave the body of the email blank.
4. Click 'Send'.

Reorders – *All subsequent orders are considered reorders.*

You can request a reorder **after** receiving your initial order.

1. Delete previous order quantity entries in Column B, or click '**Reset Form**' at the top of the order form.
2. In **Column B.**, type in the number of additional copies you need.
3. Follow the **save** and **email** instructions above. Allow 10 business days for a reorder delivery.

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

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 the information, we may not be able to send your order to the correct address.

Is this your first order for 2019 tax forms,
instructions and publications (on Form 8635)?

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