

Small Business Tax Products Order Form For IRS Designated Partners

Please read the **Instructions** before you begin completing the form. Select the **"Instructions"** tab above.

Contact and Shipping Address Information

To make corrections, highlight entire box and then type over current information.

***Required**

1. Account number		2. Organization*			3. Additional organization information	
4. Contact name*			5. Shipping address*		6. Additional delivery information	
7. City*		8. State*	9. ZIP code* + 4	10. Telephone number* Extension		11. Email address*
12. Country code*	13. Date needed*		14. Last date order can be accepted*		Note: Place orders at least 3-4 weeks in advance of the "Date Needed." Back-ordered items will cancel AFTER the "Last Date Order Can Be Accepted". If you still need the items, please reorder.	

In the Quantity column, enter a quantity for each product you need.

Need Other Products? Go to www.irs.gov/smallbiz to print or download tax products or send an Email to wi.sb.administrator@irs.gov. Include your Account Number, Product Name and Product Quantity in the email.

Need Multilingual products? Go to <https://www.irs.gov/> then select 'Language' at the top of the home page.

No.	Product Name	Title	Quantity	No.	Product Name	Title	Quantity
Resource Publications for SB/SE				19	Publication 1779	Independent Contractor or Employee	
1	Publication 334	Tax Guide For Small Business (For Individuals Who Use Schedule C or C-EZ)		20	Publication 3402	Taxation of Limited Liability Companies	
2	Publication 505	Tax Withholding and Estimated Tax		21	Publication 4591	Small Business Federal Tax Responsibilities	
3	Publication 1769 (EN/SP)	IRS (English and Spanish) Bookmark		Employer Specific Publications			
4	Publication 3151-A	The ABC's of Federal Tax Deposits (Resource Guide)		22	Publication 15	(Circular E), Employer's Tax Guide	
5	Publication 4535 (EN/SP)	Identity Theft Prevention and Victim Assistance (English/Spanish)		23	Publication 15-A	Employer's Supplemental Tax Guide	
6	Notice 1015	Have You Told Your Employees About the Earned Income Credit (EIC)?		24	Publication 15-B	Employer's Tax Guide to Fringe Benefits	
Small Business Workshop Starter Kit				Industry Specific Publications			
7	Publication 463	Travel, Entertainment, Gift, and Car Expenses		25	Publication 51	(Circular A), Agricultural Employer's Tax Guide	
8	Publication 509	Tax Calendars for 2017		26	Publication 225	Farmer's Tax Guide	
9	Publication 510	Excise Taxes		27	Publication 3148	Tips on Tips (A Guide to Tip Income Reporting) for Employees	
10	Publication 531	Reporting Tip Income		28	Publication 4900	E-file and E-pay Your Heavy Highway Vehicle Use Tax	
11	Publication 535	Business Expenses		29	Publication 4902	Tax Tips for the Cosmetology and Barber Industry	
12	Publication 541	Partnerships		Tax Reporting Forms			
13	Publication 542	Corporations		30	Form 720	Quarterly Federal Excise Tax Return	
14	Publication 560	Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans)		31	Form 940	Employer's Annual Federal Unemployment (FUTA) Tax Return	
15	Publication 583	Starting a Business and Keeping Records		32	Form 941	Employer's Quarterly Federal Tax Return	
16	Publication 587	Business Use of Your Home		33	Form 941-X	Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund	
17	Publication 946	How to Depreciate Property		34	Form W-2	Wage and Tax Statement	
18	Publication 1544	Reporting Cash Payments Over \$10,000 (Received in a Trade or Business)		35	Form W-3	Transmittal of Wage and Tax Statements	

No.	Product Name	Title	Quantity	No.	Product Name	Title	Quantity
36	Form W-4	Employee's Withholding Allowance Certificate		44	Form 1099 MISC	Miscellaneous Income	
37	Form 2290	Heavy Highway Vehicle Use Tax Return		45	Form 1120	U.S. Corporation Income Tax Return	
38	Form 1040	U.S. Individual Income Tax Return		46	Form 1120-S	U.S. Income Tax Return for an S Corporation	
39	Form 1040 Schedule C	Profit or Loss from Business (Sole Proprietorship)		47	Form 4562	Depreciation and Amortization (Including Information on Listed Property)	
40	Form 1040, Schedule SE	Self-Employment Tax		48	Form 8829	Expenses for Business Use of Your Home	
41	Form 1040-ES	Estimated Tax for Individuals		49	Form 8941	Credit for Small Employer Health Insurance Premiums	
42	Form 1065	U.S. Return of Partnership Income		50	Form SS-4	Application for Employer Identification Number	
43	Form 1096	Annual Summary and Transmittal of U.S. Information Returns		51	Form W-9	Request for Taxpayer Identification Number and Certification	



Instructions for Form 12196, Small Business Tax Products Order For IRS Designated Partners

- Box 1 Account number** – This is your account number of record. Use this number to inquire on your order or account information.
- Box 2 Organization (Required)** – Verify or update the name of your organization.
- Box 3 Additional organization information (if needed)** – Verify or update the name of your department within your organization (ex: Human Resources).
- Box 6 Additional delivery information (if needed)** – Verify or update the additional delivery information (ex: 1st FL, Commerce Bldg.).
- Box 10 Telephone number (Required)** – Verify or update the 10-digit telephone number (ex: 555-111-1111) and extension.
- Box 11 Email address (Required)** – Verify or update the email address.
- Box 12 Country code (Required)** – If not U.S., then select your country's 2-letter identifier from the drop-down menu.
- Box 13 Date needed (Required)** – Select the date order is needed (mm/dd/yyyy).
- Box 14 Last date order can be accepted (Required)** – Select the last date (mm/dd/yyyy) order can be accepted.

How to Save and Send Your Order

Once you have completed the form:

1. Select the "Save" button located at the top right corner of this form to save it on your computer.
2. Attach the completed Form 12196 to an email.
 - a. On the To: line, type pdf.orders@eforms.enterprise.irs.gov
 - b. On the Subject: line, type "SB Program Order".
 - c. No message text is needed.
3. Click 'Send' to submit your order.

You will receive an email acknowledging receipt of your order. Contact the [IRS Small Business Program Administrator](#) if you do not receive an email acknowledgment within 24 hours of submitting your order or if you have any questions about your order.

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. Complete boxes 13 and 14.
3. Enter quantities for the products you need.
4. Follow the instructions above to 'Submit Your Order'

Privacy Act

We are requesting information under authority of 5 USC301. 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.