

Form **12196**
(Rev. February 2007)**Small Business Tax Product Order Blank For IRS
Designated Partners
Review Instructions Before Ordering**

OMB No. 1545-1638

For more information on small business – www.irs.gov/businesses/small/index.htmlFor additional tax products – www.irs.gov/formspubs/index.htmlPrint or type your name and address legibly in the space provided below and FAX your order to **1-309-662-2432**. You may call **1-800-829-2765** to place an order or to inquire about the status of your order.A valid **Account Number** is **REQUIRED** to process your request.**1. ACCOUNT NUMBER:**

2. Date

3. Name

4. Daytime telephone number

5. Date needed

() - ext.

6. Delivery location (organization name/bldg./rm./floor)

7. Address (number and street) P.O. Boxes are not preferred

8. City, State, and Zip Code

9. Last date item can be accepted _____

Note: Back-ordered items will cancel two days before this date. If item(s) is (are) still needed, you must reorder.

Cat. No.	Qty.	Product Number/Name	Cat. No.	Qty.	Product Number/Name
1	39085X	Publication 1066 C - A Virtual Small Business Tax Workshop DVD	Tax Publications Used for Small Business Tax Workshops		
Useful Publications for All Small Businesses			18	15065Z	Publication 535 - Business Expenses
2	15315W	Publication 910 - IRS Guide to Free Tax Services	19	15068G	Publication 538 - Accounting Periods and Methods
3	12350Z	Publication 1518 - IRS Tax Calendar for Small Businesses and Self-Employed	20	15071D	Publication 541 - Partnerships
4	37263R	Publication 1518 SP - IRS Tax Calendar for Small Businesses and Self-Employed (Spanish)	21	15072O	Publication 542 - Corporations
5	26757M	Publication 3207 - The Small Business Resource Guide, CD-ROM	22	15094C	Publication 551 - Basis of Assets
6	30939G	Publication 3699 - Small Business and Self-Employed Community Website Brochure	23	46574N	Publication 560 - Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans)
7	33989Q	Publication 3995 - Recognizing Illegal Tax Avoidance Schemes	24	15150B	Publication 583 - Starting a Business and Keeping Records
Filing and Paying Taxes Electronically			25	15154T	Publication 587 - Business Use of Your Home (Including Use by Daycare Providers)
8	22397E	Publication 966 - The Secure Way to Pay Your Federal Taxes	26	15160X	Publication 590 - Individual Retirement Arrangements (IRAs)
9	29593G	Publication 3603 - IRS e-file, Business Return Options Brochure	27	13081F	Publication 946 - How to Depreciate Property
10	33342B	Publication 3959 - The Convenient Way to Learn about EFTPS (CD-ROM)	28	14332X	Publication 1635 - Understanding Your EIN - Employer Identification Number
Tax Publications Used for Small Business Tax Workshops			29	16134L	Publication 1779 - Independent Contractor or Employee
11	10000W	Publication 15 - (Circular E), Employer's Tax Guide	30	27940D	Publication 3402 - Tax Issues for Limited Liability Companies
12	21453T	Publication 15 A - Employer's Supplemental Tax Guide	31	34066S	Publication 3998 - Choosing a Retirement Solution for Your Small Business
13	29744N	Publication 15 B - Employer's Tax Guide to Fringe Benefits	32	34333A	Publication 4035 - Home-Based Business Tax Avoidance Schemes
14	11063P	Publication 334 - Tax Guide for Small Business	33	35291P	Publication 4035 SP - Home-Based Business Tax Avoidance Schemes (Spanish)
15	11081L	Publication 463 - Travel, Entertainment, Gift, and Car Expenses	Useful Publications for Certain Businesses		
16	15008E	Publication 505 - Tax Withholding and Estimated Tax	34	44472W	Publication 1244 - Employee's Daily Record of Tips and Report to Employer
17	15059V	Publication 531 - Reporting Tip Income	35	22209J	Publication 1872 - Tips on Tips - A Guide to Tip Income Reporting for Employees in the Food and Beverage Industry

Cat. No.	Qty.	Product Number/Name	Cat. No.	Qty.	Product Number/Name
Useful Publications for Certain Businesses (Cont.)			Additional Requested Products		
36	22212G	Publication 1875 - Tips on Tips - A Guide to Tip Income Reporting for Employers in the Food and Beverage Industry	50	14425J	Form 1099-MISC - Miscellaneous Income
37	26288G	Publication 3144 - Tips on Tips - A Guide to Tip Income Reporting for Employers in Businesses Where Tip Income Is Customary	51	27982J	Instructions - Form 1099-MISC
38	26307C	Publication 3148 - Tips on Tips - A Guide to Tip Income Reporting for Employees Who Receive Tip Income	52	11234O	Form 940 - Employer's Annual Federal Unemployment (FUTA) Tax Return
39	31997W	Publication 3780 - Tax Information for Small Construction Businesses	53	13660I	Instructions - Form 940
40	47514V	Publication 4492 - Information for Taxpayers Affected by Hurricanes Katrina, Rita, and Wilma	54	17001Z	Form 941 - Employer's Quarterly Federal Tax Return
Additional Requested Products			55	14625L	Instructions - Form 941
41	16055N	Form SS-4 - Application for Employer Identification Number	56	11320B	Form 1040 - U.S. Individual Income Tax Return
42	62736F	Instructions - Form SS-4	57	11325E	Instructions - Form 1040 with Schedules A, B, C, D, E, F, J, and SE
43	10134D	Form W-2 - Wage and Tax Statement	58	11334P	Form 1040, Schedule C - Profit or Loss from Business (Sole Proprietorship)
44	10159Y	Form W-3 - Transmittal of Wage and Tax Statements	59	14374D	Form 1040, Schedule C-EZ - Net Profit from Business (Sole Proprietorship)
45	25979S	Instructions - Forms W-2 and W-3	60	11344L	Form 1040, Schedule E - Supplemental Income and Loss
46	10220Q	Form W-4 - Employee's Withholding Allowance Certificate	61	11358Z	Form 1040, Schedule SE - Self-Employment Tax
47	10231X	Form W-9 - Request for Taxpayer Identification Number & Certification	62	24334P	Instructions - Form 1040, Schedule SE
48	20479P	Instructions for the Requester - Form W-9	63	11340T	Form 1040ES - Estimated Tax for Individuals
49	14400O	Form 1096 - Annual Summary and Transmittal of U.S. Information Returns	64	18629R	Form 2553 - Election by a Small Business Corporation
			65	49978N	Instructions - Form 2553
			66	13232M	Form 8829 - Expenses for Business Use of Your Home
			67	15683B	Instructions - Form 8829

Purpose

Form 12196 is used only by IRS designated partners for requesting tax products for use as training material in conducting educational services on IRS' behalf. Partners may include instructors for Small Business Tax Workshops, Small Business Development Centers (SBDCs), Service Corps of Retired Executives (SCORE) offices, Chambers of Commerce, or other like educational organizations.

When ordering, please follow these guidelines: (Products May Be Delivered in Multiple Shipments)

1. Enter a valid account number which was provided by your Stakeholder Liaison Representative. Only orders with valid accounts will be processed.
2. Enter today's date.
3. Enter the name of the person to whom the order will be shipped.
4. Enter the daytime telephone number of the person receiving the order.
5. Enter the date the order is needed.
6. Enter the delivery location, be specific.
7. Enter the complete mailing delivery address where the order is to be shipped. P.O. Boxes are not preferred.
8. Enter city, state, and ZIP code.
9. Give the last date order will be accepted (only products in backorder status after the date given will need to be reordered).

You may FAX your order blank to the IRS National Distribution Center. FAX to: 1-309-662-2432. This is not a toll-free telephone number and there is no acknowledgement of receipt of your fax.

Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. Your response is voluntary. You are not required to provide the 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 this form will vary depending on the individual circumstances. The estimated average time is 5 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to: Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Avenue NW, Washington, DC 20224.

DO NOT send your order blank to the Tax Products Coordinating Committee. FAX it to: 1-309-662-2432.