

IMMEDIATE RESPONSE FORM & AFFIDAVIT

Please mark an "X" in the appropriate box.	2021 Forms W-2	2021 Forms 1099
1. Using my figures on the completed questionnaire, I would like Blue & Co. to prepare:		
2. I will be preparing my own forms. If you would like Blue & Co. to provide you with blank forms, please send your request to the following email address: carmel.payroll@blueandco.com		

WE CANNOT GUARANTEE TIMELY FILING OF RETURNS IF INFORMATION IS RECEIVED AFTER JANUARY 13, 2022. RETURNS NOT FILED TIMELY MAY BE SUBJECT TO PENALTIES AND INTEREST.

Returns prepared by Blue & Co. for 2021 will be billed based upon the following fee schedule:

Standard Base Fee	\$275
Fee Per Form W-2	\$90
Fee Per Form 1099	\$65
Fee Per Form 941	\$335
Fee Per Form 943	\$175
Fee for Preparation of Form 940 or Form 940 Payment Calculation	\$335
Fee Per Form UC-1/UC-5A	\$225
Fee for Preparation of Other State/Local Tax Forms (Each)	\$225

Our work depends on the ability of you and your personnel to provide accurate information and required assistance in a timely manner. Otherwise, it may substantially increase the work we have to do to complete the preparation of these forms within the established deadlines, resulting in additional fees over our standard billing rates, or potential penalties and interest charges from the government agencies with whom these forms are filed. Your returns are, of course, subject to review by taxing authorities. In the event of an examination, we will be available to assist you. Billing for such services would be separate, and in addition to, our fees for tax or information return preparation.

Blue & Co. will transmit Forms W-2 and 1099 to the Internal Revenue Service, the Indiana Department of Revenue and Social Security Administration electronically. This means these forms will be sent directly by Blue & Co. to the corresponding agencies online using a secure line and encrypted files. Since this eliminates the paper transmittal forms that would require a signature, we are required to obtain similar representations and consent to transmit your information. Please read and sign the affidavit below. A separate affidavit is required for each company.

WE CANNOT TRANSMIT WITHOUT THIS SIGNED AFFIDAVIT

Under penalties of perjury, I grant my permission to Blue & Co. to transmit my 2021 Forms W-2 and/or 1099 to the corresponding agencies. I assume the forms will be prepared in a correct and complete manner. In the case of documents without recipient's identifying numbers, I have complied with the requirements of the law in attempting to secure such numbers from the recipients.

Signature: _____

Print Your Name: _____

Your Company's Name: _____

Please return this signed form to us immediately via email to carmel.payroll@blueandco.com or fax to (317) 564-5049.