Do Not Staple 6969 OMB No. 1545-0108 1096 **Annual Summary and Transmittal of** U.S. Information Returns Department of the Treasury Internal Revenue Service FILER'S name Filer Name Street address (including room or suite number) Street Address Line 1 City or town, state or province, country, and ZIP or foreign postal code City, State 11111 For Official Use Only Name of person to contact John Smith (555) 555-5555 Email address john.smith@example.com (555) 555-5556 1 Employer identification number 2 Social security number 3 Total number of forms 4 Federal income tax withheld 5 Total amount reported with this Form 1096 111-111111 111-11-1111 123 \$123.456.78 6 Enter an "X" in only one box below to indicate the type of form being filed. 7 If this is your final return, enter an "X" here W-2G 1097-BTC 1098 1098-C 1098-E 1098-T 1099-A 1099-B 1099-C 099-CAP 1099-DIV 1099-G 1099-H 1099-INT 1099-K 1099-LT0 1099 1099-OID MISC Χ 1099 1099-O 1099-R 1099-8 1099-84 3921 3922 5498 498-FS 5498-S/ PATR 97

## Return this entire page to the Internal Revenue Service. Photocopies are not acceptable.

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature ▶ Title ▶ Date ▶

## Instructions

**Future developments.** For the latest information about developments related to Form 1096, such as legislation enacted after it was published, go to <a href="https://www.irs.gov/form1096">www.irs.gov/form1096</a>.

**Reminder.** The only acceptable method of filing information returns with Internal Revenue Service/Information Returns Branch is electronically through the FIRE system. See Pub. 1220, Specifications for Electronic Filing of Forms 1097, 1098, 1099, 3921, 3922, 5498, 8935, and W-2G.

**Purpose of form.** Use this form to transmit paper Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G to the Internal Revenue Service. Do not use Form 1096 to transmit electronically. For electronic submissions, see Pub. 1220.

**Caution.** If you are required to file 250 or more information returns of any one type, you must file electronically. If you are required to file electronically but fail to do so, and you do not have an approved waiver, you may be subject to a penalty. For more information, see part F in the 2014 General Instructions for Certain Information Returns.

Who must file. The name, address, and TIN of the filer on this form must be the same as those you enter in the upper left area of Forms 1097, 1098, 1099, 3921, 3922, 5498, or W-2G. A filer is any person or entity who files any of the forms shown in line 6 above.

Enter the filer's name, address (including room, suite, or other unit number), and TIN in the spaces provided on the form.

When to file. File Form 1096 as follows.

- With Forms 1097, 1098, 1099, 3921, 3922, or W-2G, file by March 2, 2015.
- With Forms 5498, file by June 1, 2015.

## Where To File

Send all information returns filed on paper with Form 1096 to the following:

If your principal business, office or agency, or legal residence in the case of an individual, is located in

Use the following three-line address

Alabama, Arizona, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Texas, Vermont, Virginia, West Virginia

Department of the Treasury Internal Revenue Service Center Austin, TX 73301