



**Line 1 Current Shipping Address**

Verify the name and street address where we will ship your order. If you prefer to receive your order at a different address, cross out the old address and CLEARLY print the new address. If you do not wish to participate in the TFOP any longer, please place an "X" in the box marked *Please remove my account from the program.*

**Line 2 Account Number**

Your account number is located next to the bar code. Use this number when placing an order or inquiring about your account.

**Line 3 Contact Name**

Enter the name of the person that we can contact if we have questions about your order.

**Line 4 Telephone Number**

Enter phone number of the contact person.

**Line 5 Email Address**

To receive this form next year an email address is required. To ensure accuracy of the email address saved in the TFOP system, send an email to our server as noted in Publication 4607, Tax Forms Outlet Program Quick Reference Guide.

**Line 6 Branches**

Indicate the total number of locations that will distribute tax products to the public from this order. For example, if ordering for only your branch, write "1." If you are ordering for your branch and 5 others, write "6."

**Line 7 Motor Freight Shipments**

To reduce shipping costs, shipments of 24 or more cartons are usually sent via motor freight. However, trucking companies can only deliver to you if you meet certain requirements.

If you answer yes to these questions, check "Yes" on line 7. If you answer no to either question, check "No" on line 7.

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Do you have a loading dock or unloading area that will accommodate a large truck unit? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Can you accept one or more pallets of up to 63 cartons, maximum size 48" X 40" X 55"?  | <input type="checkbox"/> | <input type="checkbox"/> |

If you cannot accept motor freight, shipments greater than 24 cartons will ship via small package carrier instead of motor freight. You must provide a street address.

**Where will my stock be delivered?**

The IRS pays motor freight carriers for inside delivery and our Internal Revenue Bill of Lading (IRBL) usually specifies inside delivery. If the IRBL does not specify inside delivery, you are authorized to request this service and note that request on the driver's copy of the bill. The IRS will pay for the inside delivery service when billed by the carrier. Unfortunately, each carrier has a different definition of inside delivery.

Motor freight carriers are obligated to place their truck immediately adjacent to the delivery location so the freight is easily available for unloading, usually at the tailgate of the truck. If personnel from the receiving location cannot unload from the tailgate, and a dock, platform, or ramp is directly accessible to the carrier's truck, the request of "inside delivery" will direct the carrier to unload the shipment. The carrier will then move the load under the first available cover. Unloading service does not include unpacking, dismantling, scanning, sorting, segregating, or stocking shipped items.

**What should I do if a carrier wants payment on delivery?**

DO NOT PAY THE DRIVER. The IRS pays all freight charges when invoiced. Although the charge may appear on your delivery papers,

the driver should not ask for payment and you should not offer. However, the driver may ask you to sign for the liftgate or inside delivery services provided. You may sign to indicate services were performed and the number of cartons received in good or damaged condition. If they will not leave the order without payment, please call **1-800-829-2765** for assistance.

**Line 8 Tax Product Plans**

Tax Products Plans (Plans) help facilitate ordering and shipping tax materials. There are 9 Plan sizes from which to choose, Plans 50 through 9000. All Plans contain the same 7 products; only the quantities are different. We have determined the plan sizes, the products and quantity of the products within the plans. If you run out of a specific item, you may reorder.

**Ordering Quantities Larger Than The 9000 Plan**

If you need larger quantities than those contained in Plan 9000, cross out the prechecked box (if necessary) and write in the quantities needed for Form 1040 only using estimated carton quantity as a guideline. The remaining Plan products will be sent based on the quantity entered for Form 1040. Each product will be rounded to the nearest full carton quantity.

**Line 9 Additional Tax Products**

A quantity is preprinted next to each additional tax product you ordered last year. To make changes to the quantity of additional tax products you ordered last year, cross out the preprinted quantity and CLEARLY print the new quantity. If you want other products not listed, attach a list of the products and quantities. We recommend:

**Reference Aids Publications 1132 and 3194** your quantity should not exceed 1 per number of photocopiers available to your customers (per location).

**Reference Aids Publications 1796 and the Poster Package** should not exceed 1 per location.

**Poster Package**

The Poster Publications (Pubs) include: Pub 1169, Need Tax Help?, Pub 1258, Where Should I Send This?, Pub 1309, Tax Forms This Way, and Pub 1725, If The Form Fits...Use It!, are packaged and shipped together.

**Privacy Act and Paperwork Reduction Act Notice**

The Privacy Act and the Paperwork Reduction Act require that when we ask you for the information, we must first tell you our legal right to ask you for information, why we are asking for it, and how it will be used. We must tell what could happen if we do not receive it and whether your response is voluntary, require to obtain a benefit, or mandatory under the law.

As a participant of the Tax Forms Outlet Program (TFOP), your response is voluntary to obtain the tax items and tax information offered in the distribution program. If you do not submit the requested information, your account may not remain in the TFOP.

You are not required to provide 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 Form 8635 will vary depending on individual circumstances. The estimated average time is six minutes.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. **DO NOT** mail your order form to this address.

