

**COMMERCIAL BUSINESS SYSTEMS, INC**  
CREDIT UNION SYSTEMS GROUP

---

P.O. Box 2043  
Goldsboro, NC 27533-2043

919-736-2228  
Fax 919-736-9996

September 22, 2008

IRS-FORMS-LETTER-2008.WPD

Dear CBS Customer:

Now is a good time to think about ordering your IRS tax forms for year 2008. For your convenience you can choose from two options for getting your forms ordered. Please **respond by November 15, 2008** so you can avoid any potential late order surcharges.

### **OPTION 1**

Take advantage of the CBS Service for IRS Forms Printing and Electronic Filing. It's Fast, It's Easy, It's Affordable and It Saves You Time.

- Go to the CBS website at [www.camsbycbs.com](http://www.camsbycbs.com).
- Within the Customer Access area enter the User Name and Password.  
Note: your credit union has been assigned a user name / password for accessing the customer access area of the CBS website. If you do not have this information please contact CBS Administration and we will provide you with the necessary information. For security reasons we cannot provide such information via email.
- Click on the link entitled CBS Forms.
- Click on the link entitled Transmittal Sheet - IRS Forms.
- Print a copy of the document. It contains all the information you need for using the CBS Service for IRS Forms Printing and Electronic Filing.
- Complete the transmittal pages. Be thorough and complete all sections (as applicable). If you have questions about the form please give me a call.
- Mail or fax your completed transmittal to CBS by the November 15, 2008 deadline.

### **OPTION 2**

If you wish to print your own IRS tax forms CBS recommends the following:

- Get your prices and ordering information for tax forms by calling Jim Williams Business Forms (JWBF) at 800-846-1377 and/or send an email to [sales@jwbf.com](mailto:sales@jwbf.com).

Thank you,  
Commercial Business Systems  
Terri Forrest