

COMMERCIAL BUSINESS SYSTEMS, INC
CREDIT UNION SYSTEMS GROUP

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IRS-FORMS-LETTER-2009.WPD

Dear CBS Customer:

Now is a good time to think about ordering your IRS tax forms for year 2009. For your convenience you can choose from two options for getting your forms ordered.

Please **respond by November 15, 2009** 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.
- 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 IRS Forms Transmittal Sheet.
- 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 deadline stated above.

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.

e-Delivery

Have you considered e-Delivery as a method for sending tax forms to your members? This is a Fast, Easy, Affordable and Time Saving alternative. If you would like more information about e-Delivery please give me a call.

Is the IRS forms and electronic filing identification data setup?

Go to Back Office> Parameters> Control-Master and click on the link at the top entitled IRS Tax. Confirm that the Credit Union Federal ID#, IRS Transmitter Code (TCC), 1099 Minimum For Reporting, Contact Name, Contact Email Address, and Contact Phone Number fields have the correct data entered.

Thank you,
Commercial Business Systems
Terri Forrest