



Commercial Business Systems, Inc.

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IRS-Forms-Letter-2013.doc

Dear CBS Customer:

Now is the time to think about your IRS tax forms for year 2013. Effective in January 2014 CBS will be offering IRS Electronic Filing services, but we are not offering any IRS Tax Form Printing services. All tax form printing services have now been outsourced to our printing partner Palmetto Cooperative Services (PCS). PCS should be contacting you soon with information about their printing services. And of course you can choose to order and print your own laser tax forms.

OPTION 1

Take advantage of the CBS IRS Electronic Filing services and the PCS IRS Tax Form Printing services. It's Fast, It's Easy, It's Affordable and It Saves You Time.

- Go to the CBS web site at www.camsbycbs.com.
- Within the Customer Access area of the web site enter your User Name and Password.
Note: your credit union has been assigned a user name / password for accessing the customer access area of the CBS web site. 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 IRS Electronic Filing services.
- Complete the transmittal pages. Be thorough and complete all sections (as applicable). If you have questions about the transmittal form, please give me a call.
- Mail or fax your completed transmittal form to CBS by no later than: **December 31, 2013**.
- Make sure you communicate with PCS about using their IRS Tax Form Printing services.

OPTION 2

If you wish to order and 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.
- Make sure that you order the CAMS-ii compatible laser tax forms.

CONFIRM your IRS forms and electronic filing identification data in CAMS-ii

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, Inc.
Andrea Herring