



Commercial Business Systems, Inc.

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

Phone (919) 736-2228
Fax (919) 736-9996

November 2, 2016

IRS-Forms-Letter-2016.doc

Dear CBS Customer:

Now is the time to think about your IRS tax forms for year 2016. We will offer IRS Electronic Filing services, but we do not offer any IRS Tax Form Printing services. All tax form printing services have now been outsourced to our printing partner, Diamond Marketing Solutions (DMS), formerly Palmetto Cooperative Services (PCS). DMS should contact 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 DMS IRS Tax Form Printing services.

It's Fast. It's Easy. It's Affordable. It Saves You Time.

To retrieve the CBS IRS Forms Transmittal Sheet:

1. Go to the CBS website at www.camsbycbs.com.
2. Within the Customer Access login area of the CBS website, type 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 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.

3. Click **CBS Forms**. The CBS Forms screen appears.
4. On the CBS Forms screen, click **IRS Forms Transmittal Sheet**.
5. Print a copy of the document. It contains all the information that you need for using the CBS IRS Electronic Filing services.
6. Complete the transmittal pages. Be thorough and complete all sections that apply to your credit union. If you have questions about the transmittal form, please give me a call at 918-587-9648.
7. Mail or fax your completed transmittal form to CBS by no later than **December 31, 2016**.
8. Make sure you communicate with DMS about using their IRS Tax Form Printing services.

OPTION 2

If you wish to order and print your own IRS tax forms, we recommend 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.

Thank you,
Commercial Business Systems, Inc.
Andrea Herring