



Commercial Business Systems, Inc.

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

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

November 5, 2018

IRS-Forms-Letter-2018.doc

Dear CBS Customer:

Now is the time to think about your IRS tax forms for year 2018. We will offer IRS Electronic Filing services, but we do not offer any IRS Tax Form Printing services. All tax form printing services will need to be handled by your printing vendor of choice. You can contact Sage Direct or Diamond Marketing Solutions if you need information on the printing services they offer. 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.

Two ways to retrieve the CBS IRS Forms Transmittal Sheet:

1. CAMS-ii CBS Message Center
2. CBS Website at www.camsbycbs.com which can also be accessed via the **CBS Website** link in CAMS-ii.
 - 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.*
 - Under the **Download Forms** section click on the **IRS Forms Transmittal Sheet**.
 - Print a copy of the document. It contains all the information that you need for using the CBS IRS Electronic Filing services.
 - 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 919-736-2228.
 - Mail or fax your completed transmittal form to CBS no later than **December 31, 2018**.

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