

W-2 and 1099 Form Designation/Distribution

W-2 Form Designation/Distribution

W-2 Form Parts Description

Employer's Copies

Copy A	For Employer to file with Social Security Administration
Copy 1	For Employer to file with State, City and/or Local Tax Department
Copy D	For Employer to keep for their files/records

Employee's Copies

Copy B	For Employee to file with their Federal Tax Return
Copy 2	For Employee to file with their State/City and/or Local Tax Department
Copy C	For Employee to keep for their files/records

1099 Designation/Distribution

1099, 5498, 1098, 1042S and W2-G Forms Parts Description

1099-A Acquisition or Abandonment of Secured Property

Copy A	For Lender to file with IRS
Copy B	For Borrower to keep for their files/records
Copy C/State	Copy C for Lender or State Copy

1099-B Proceeds From Broker and Barter Exchange Transactions

Copy A	For Payer to file with IRS
Copy B	For Recipient to keep for their files/records
Copy C/State	Copy C for Payer or State Copy

1099-C Cancellation of Debt

Copy A	For Creditor to file with IRS
Copy B	For Debtor to keep for their files/records
Copy C/State	Copy C for Creditor

1099-CAP Changes in Corporate Control and Capital Structure

Copy A	For Corporation to file with IRS
Copy B	For Shareholder to keep for their files/records
Copy C/State	Copy C for Corporation, Broker or State Copy

1099-DIV Dividends and Distributions

Copy A	For Payer to file with IRS
Copy B	For Recipient to keep for their files/records
Copy C/State	Copy C for Payer or State Copy

1099-H Health Coverage Tax Credit (HCTC) Advance Payments

Copy A	For Issuer/Provider to file with IRS
Copy B	For Recipient to keep for their files/records
Copy C/State	Copy C for Payer or State Copy

1099-INT Interest Income

Copy A	For Payer to file with IRS
Copy B	For Recipient to keep for their files/records
Copy C/State	Copy C for Payer or State Copy

1099-G Certain Government Payments

Copy A	For Payer to file with IRS
Copy B	For Recipient to keep for their files/records
Copy C/State	Copy C for Payer or State Copy

1099-LTC Long-Term Care and Accelerated Death Benefits

Copy A	For Payer to file with IRS
Copy B	For Policyholder to file with Federal Tax Return and keep for files
Copy C	For Insured to keep for their files/records
Copy D	Copy D for Payer or State Copy

1099-MISC Miscellaneous Income

Copy A	For Payer to file with IRS
Copy B	For Recipient to keep for their files/records
Copy C/State/2	Copy C For Payer or State Copy or Copy 2

1099-OID Original Issue Discount

Copy A	For Payer to file with IRS
Copy B	For Recipient to keep for their files/records
Copy C/State	Copy C for Payer or State Copy

1099-PATR Taxable Distributions Received From Cooperatives

Copy A	For Payer to file with IRS
Copy B	For Recipient to keep for their files/records
Copy C/State	Copy C for Payer or State Copy

1099-Q Payment from Qualified Education Programs

Copy A	For Payer/Trustee to file with IRS
Copy B	For Recipient to keep for their files/records
Copy C/State	For Payer/Trustee to file with their State and/or Payer/Trustee file copy

1099-R Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

Copy A	For Payer to file with IRS
Copy B	For Recipient to file with their Federal Tax Return
Copy C/State	For Recipient's Records and/or State, City or Local Tax Department
Copy D	Copy D for Payer and/or State, City or Local Tax Department

1099-S Proceeds From Real Estate Transactions

Copy A	For Filer to file with IRS
Copy B	For Transferor to keep for their files/records
Copy C/State	Copy C for Filer or State Copy

1099-SA Distributions HSA, Archer MSA, or Medicare+Advantage MSA

Copy A	For Trustee/Payer to file with IRS
Copy B	For Recipient to keep for their files/records
Copy C/State	For Payer to file with their State and/or Payer's file copy

5498 IRA Contribution Information

Copy A	For Trustee or Issuer to file with IRS
Copy B	For Participant to keep for their files/records
Copy C/State	Copy C for Trustee or Issuer

5498-ESA Coverdell ESA Contribution Information

Copy A	For Trustee or Issuer to file with IRS
Copy B	For Beneficiary to keep for their files/records
Copy C/State	For Trustee to file with their State and/or Trustee's file copy

5498-SA HAS, Archer MSA, or Medicare+Advantage MSA Information

Copy A	For Trustee to file with IRS
Copy B	For Participant to keep for their files/records
Copy C/State	For Trustee to file with their State and/or Trustee's file copy

1098 Mortgage Interest Statement

Copy A	For Recipient/Lender to file with IRS
Copy B	For Payer/Borrower to keep for their files/records
Copy C/State	Copy C for Recipient/Lender or State Copy

1099-C Contributions of Motor Vehicles, Boats, and Airplanes

Copy A	For Donee to file with IRS
Copy B	For Donor to file with their Federal Tax Return
Copy C	For Donor to keep for their files/records
Copy D	Copy D for Donee's files/records

1098-E Student Loan Interest Statement

Copy A	For Recipient/Lender to file with IRS
Copy B	For Borrower to keep for their files/records
Copy C/State	Copy C for Recipient or State Copy

1098-T Tuition Statement

Copy A	For Filer to file with IRS
Copy B	For Student to keep for their files/records
Copy C/State	Copy C for Filer or State Copy

1042S Foreign Person's US Source Income Subject to Withholding

Copy A	For Withholding Agent to file with IRS
Copy B	For Recipient to keep for their files/records
Copy C	For Recipient to file with their Federal Tax Return
Copy D	For Recipient to file with their State Tax Return
Copy E	Copy E For Withholding Agent to keep for their files/records

W-2G Certain Gambling Winnings

Copy A	For Payer to file with IRS
Copy B	For Winner to file with the Federal Tax Return
Copy 2 and/or C	Copy 2 for Winner to file with State Return, Copy C for winners files
Copy 1 and/or D	Copy 1 for Payer to file with State/City, Copy D for Payer's file/records