

W-2 FORMS AND ENVELOPES SPECIFICATIONS:

The City of Houston seeks a qualified vendor to provide W2 forms and envelopes for the 2014 tax year; specifications/information is below:

Envelope (5.5/8" x 9")

Description: Laser W-2 4UP Double Window Envelopes

Quantity: 20,000 EA

Reference: Bgtaxforms.com Product Code# 3131-1 or Equivalent

W-2 Forms

Description: Blank W-2 4U P with instructions, 24 pound

Quantity: 27,000 EA

Reference: Greatland.com Part# 4UP24 or Equivalent

Samples of the envelopes and 2014 W-2 forms should be submitted to Payroll Services for verification by October 8th, 2014.

Delivery Address:

ARA Payroll Services

611 Walker St., 13th Floor

Houston, TX 77002

Delivery Date: December 12, 2014.