

Form **12196**
(Rev. October 2008)

Department of the Treasury – Internal Revenue Service
**Small Business Tax Product Order Form For IRS
 Designated Partners**
 Review instructions before ordering. For information on Small Business,
 visit www.irs.gov/smallbiz

OMB No. 1545-1638

Complete account and address information, print or type your information legibly in the spaces provided below and FAX your order to **1-309-556-5062**. You may call **1-800-829-2765** to place an order or to inquire about the status of your order.

A valid **Account Number** is **REQUIRED** to process your request.

2. Date

1. **ACCOUNT NUMBER:**

3. Name

4. Daytime telephone number
() - ext.Fax number
() -

5. E-mail address

6. Date needed _____
Last date item can be accepted _____**Note:** Back-ordered items will cancel **AFTER** this date. If item(s) is (are) still needed, you must reorder.

7. Delivery location (organization name/bldg./rm./floor)

8. Address (number and street) P.O. Boxes are not preferred

9. City, State, and Zip Code

For Publication 3207, *The Small Business Resource Guide*, and other online products, visit www.irs.gov/smallbiz, and select *Online Learning and Educational Products*. Additional tax products are available at www.irs.gov/formspubs/index.html.

Cat. No.	Qty.	Product Number/Name	Cat. No.	Qty.	Product Number/Name
1	39085X	Publication 1066 C - A Virtual Small Business Tax Workshop DVD	Tax Publications Used for Small Business Tax Workshops		
Useful Publications for All Small Businesses			19	15154T	Publication 587 - Business Use of Your Home (Including Use by Daycare Providers)
2	15315W	Publication 910 - IRS Guide to Free Tax Services	20	13081F	Publication 946 - How to Depreciate Property
3	12350Z	Publication 1518 - IRS Tax Calendar for Small Businesses and Self-Employed	21	14332X	Publication 1635 - Understanding Your EIN - Employer Identification Number
4	37263R	Publication 1518 SP - IRS Tax Calendar for Small Businesses and Self-Employed (Spanish)	22	16134L	Publication 1779 - Independent Contractor or Employee
5	30939G	Publication 3699 - Small Business and Self-Employed Community Website Brochure	23	27940D	Publication 3402 - Tax Issues for Limited Liability Companies
6	33989Q	Publication 3995 - Recognizing Illegal Tax Avoidance Schemes	Useful Publications for Certain Businesses		
7	51358J	Publication 4667 - IRS Tax Information for Small Business and Self-Employed Taxpayers	24	22209J	Publication 1872 - Tips on Tips - A Guide to Tip Income Reporting for Employees in the Food and Beverage Industry
Filing and Paying Taxes Electronically			Additional Requested Products		
8	22397E	Publication 966 - The Secure Way to Pay Your Federal Taxes	25	11234O	Form 940 - Employer's Annual Federal Unemployment (FUTA) Tax Return
Tax Publications Used for Small Business Tax Workshops			26	13660I	Instructions - Form 940
9	10000W	Publication 15 - (Circular E), Employer's Tax Guide	27	17001Z	Form 941 - Employer's Quarterly Federal Tax Return
10	11063P	Publication 334 - Tax Guide for Small Business	28	14625L	Instructions - Form 941
11	11081L	Publication 463 - Travel, Entertainment, Gift, and Car Expenses	29	11334P	Form 1040, Schedule C - Profit or Loss from Business (Sole Proprietorship)
12	15008E	Publication 505 - Tax Withholding and Estimated Tax	30	24329W	Instructions - Form 1040, Schedule C
13	15059V	Publication 531 - Reporting Tip Income	31	11358Z	Form 1040, Schedule SE - Self-Employment Tax
14	15065Z	Publication 535 - Business Expenses	32	24334P	Instructions - Form 1040, Schedule SE
15	15071D	Publication 541 - Partnerships	33	11340T	Form 1040ES - Estimated Tax for Individuals
16	15072O	Publication 542 - Corporations	34	13232M	Form 8829 - Expenses for Business Use of Your Home
17	46574N	Publication 560 - Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans)	35	15683B	Instructions - Form 8829
18	15150B	Publication 583 - Starting a Business and Keeping Records			

Purpose

Form 12196 is used only by IRS designated partners for requesting tax products for use as training material in conducting educational services on IRS' behalf. Partners may include instructors for Small Business Tax Workshops, Small Business Development Centers (SBDCs), Service Corps of Retired Executives (SCORE) offices, Chambers of Commerce, or other like educational organizations.

When ordering, please follow these guidelines: (*Products May Be Delivered in Multiple Shipments*)

1. Enter a valid account number which was provided by your Stakeholder Liaison Representative. Only orders with valid accounts will be processed.
2. Enter today's date.
3. Enter the name of the person to whom the order will be shipped.
4. Enter the daytime telephone number and the fax number of the person receiving the order.
5. Enter the e-mail address of the person receiving the order.
6. Enter the date the order is needed and give the last date order will be accepted.
Note: Back-ordered items will cancel AFTER this date. If items(s) is (are) still needed, you must reorder.
7. Enter the delivery location, be specific.
8. Enter the complete mailing delivery address where the order is to be shipped. P.O. Boxes are not preferred.
9. Enter city, state, and ZIP code.

You may FAX your order form to the IRS National Distribution Center. FAX to: 1-309-556-5062. This is not a toll-free telephone number and there is no acknowledgement of receipt of your fax.

Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. Your response is voluntary. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code Section 6103. The time needed to complete this form will vary depending on the individual circumstances. The estimated average time is 5 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to: Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Avenue NW, Washington, DC 20224.

DO NOT send your order form to the Tax Products Coordinating Committee. FAX it to: 1-309-556-5062.