Order Number:

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.

1. **ACCOUNT NUMBER**:

2. Date

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 items(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
1	39085X		**Publication 1066 C** - A Virtual Small Business Tax Workshop DVD
			Useful Publications for All Small Businesses
2	15315W		**Publication 910** - IRS Guide to Free Tax Services
3	12350Z		**Publication 1518** - IRS Tax Calendar for Small Businesses and Self-Employed
4	37263R		**Publication 1518 SP** - IRS Tax Calendar for Small Businesses and Self-Employed (Spanish)
5	30939G		**Publication 3699** - Small Business and Self-Employed Community Website Brochure
6	33989Q		**Publication 3995** - Recognizing Illegal Tax Avoidance Schemes
7	51358J		**Publication 4667** - IRS Tax Information for Small Business and Self-Employed Taxpayers
			Filing and Paying Taxes Electronically
8	22397E		**Publication 966** - The Secure Way to Pay Your Federal Taxes
			Tax Publications Used for Small Business Tax Workshops
9	10000W		**Publication 15** - (Circular E), Employer's Tax Guide
10	11063P		**Publication 334** - Tax Guide for Small Business
11	11081L		**Publication 463** - Travel, Entertainment, Gift, and Car Expenses
12	15008E		**Publication 505** - Tax Withholding and Estimated Tax
13	15059V		**Publication 531** - Reporting Tip Income
14	15065Z		**Publication 535** - Business Expenses
15	15071D		**Publication 541** - Partnerships
16	15072O		**Publication 542** - Corporations
17	46574N		**Publication 560** - Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans)
18	15150B		**Publication 583** - Starting a Business and Keeping Records

	Cat. No.	Qty.	Product Number/Name
			Tax Publications Used for Small Business Tax Workshops
19	15154T		**Publication 587** - Business Use of Your Home (Including Use by Daycare Providers)
20	13081F		**Publication 946** - How to Depreciate Property
21	14332X		**Publication 1635** - Understanding Your EIN - Employer Identification Number
22	16134L		**Publication 1779** - Independent Contractor or Employee
23	27940D		**Publication 3402** - Tax Issues for Limited Liability Companies
			Useful Publications for Certain Businesses
24	22209J		**Publication 1872** - Tips on Tips - A Guide to Tip Income Reporting for Employees in the Food and Beverage Industry
			Additional Requested Products
25	11234O		**Form 940** - Employer's Annual Federal Unemployment (FUTA) Tax Return
26	13660I		**Instructions** - Form 940
27	17001Z		**Form 941** - Employer's Quarterly Federal Tax Return
28	14625L		**Instructions** - Form 941
29	11334P		**Form 1040, Schedule C** - Profit or Loss from Business (Sole Proprietorship)
30	24329W		**Instructions** - Form 1040, Schedule C
31	11358Z		**Form 1040, Schedule SE** - Self-Employment Tax
32	24334P		**Instructions** - Form 1040, Schedule SE
33	11340T		**Form 1040ES** - Estimated Tax for Individuals
34	13232M		**Form 8829** - Expenses for Business Use of Your Home
35	15683B		**Instructions** - Form 8829

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.