

Authorization to Process 2020 Tax Forms

Please fill out and fax this form to 419-335-1284 by **January 11, 2021 for W-2 and 1099 and by January 27th, 2021 for 1094/1095C.**

Solana is authorized to print, stuff, mail, and file (federal electronic filing) our 2020 W-2, 1099, and 1094/1095C tax forms. We recognize the following:

- Solana prints the electronic files, which were created via ProviderPro that you have supplied to Solana.*
- Your agency has created these files and it is your responsibility to verify that the content of these files is accurate.
- Solana is not responsible for errors or omissions resulting from incorrect data.
- Solana will verify that the totals that are printed match the reports sent with the data files.
- Solana will reprint up to 3% of the W-2, 1099, and 1094/1095C at no charge.
- Total reprints due to any reason outside of Solana error will result in total rebilling of the job.
- All 1099, W-2 and 1094/1095C electronic files must be received by Solana for processing by 10:00pm on January 10, 2019, in order to meet reporting deadlines and not incur additional processing charges.
- 1099 and W-2 files received between January 12, 2021 and January 15, 2021 can still meet reporting deadlines. However, an **additional 50% surcharge** will be added to any previously submitted proposals for W-2 and 1099 processing.
- 1094/1095C files received between January 28, 2021 and February 3, 2021 can still meet reporting deadlines. However, an **additional 50% surcharge** will be added to any previously submitted proposals for 1094/1095C processing.
- Solana will file 1099s with the IRS, W-2s with the SSA, and 1094/1095C with the IRS and will provide paper copies to your agency (as applicable) **for you to submit** to your state and local tax agencies.
- Solana's federal filing is final. Any subsequent corrections will be handled by your agency.

*Solana may use a third party for this printing.

Agreed to by:

Customer Signature

Agency Name

Date

Wauseon, Ohio 43567



one: 419.335.1280
Fax: 419.335.1284



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