

Virgin Islands Bureau of Internal Revenue
W-2VI / W-3SS/ 1099 / 1096 FORMS REQUEST
TAX YEAR ENDING 12/31/2012

1. NAME OF EMPLOYER	2. EMPLOYER IDENTIFICATION NO. <div style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; margin: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; margin: 5px;"></div>
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Purpose Complete and submit this form to the Virgin Islands Bureau of Internal Revenue to obtain blank forms W-2VI, W-3SS, 1096 and 1099 Series to be completed by the employer, or authorized agent of the employer, and provided to the employees and/or non-wage employees by January 31, 2013.

Instructions

- Box 1. Print the name of the employer that will be issuing the forms requested. Include your d/b/a if applicable.
- Box 2. Print/type the Employer Identification Number of the Employer in Box 1.
- Box 3. Print/type the mailing address and telephone number of the Employer.
- Box 4. Indicate next to the form type number of forms requested. Each form is counted as indicated:
 - Form W-2VI - One form for each employee being issued.
 - Form W-3SS - Cover sheet for employers filing W2VI form one sheet per 100 W2-VI issued to employees.
 - Form 1099 MISC and 1099 Series - one form per each employee.
 - Form 1096 - Cover sheet for employers filing 1099 Series one sheet per 100 Form 1099 issued to employees.
- Box 5. Print/type the name of the Authorized Person requesting the forms for the Employer.
- Box 6. Include the signature of the Authorized Person named in Box 5.