

Personal & Business Forms

"...will be useful in large public libraries."—AMERICAN REFERENCE BOOKS ANNUAL

"...puts together a huge collection of forms ready to print from your desktop. Recommended for all libraries (public, academic, special) serving users who need forms for personal and business use."
—LIBRARY JOURNAL

The Forms One Needs—Without Waiting in Line

Facts On File's *Personal & Business Forms* is a collection of reproducible forms and checklists for a wide range of personal, business, and government situations—from applying for financial aid to submitting a tax form to negotiating a rental agreement. With more than 2,700 easy-to-access, printable forms, this database is the most comprehensive and user-friendly resource of its kind. Tax forms are updated for each tax year and can be printed and saved using Adobe® Acrobat® Reader, which can be downloaded free of charge from the Internet. Updated regularly, *Personal & Business Forms* is an easy-to-use, one-stop resource for almost any standard form, and is a vital component to all reference, academic, and public library collections.

Personal & Business Forms provides current, printable forms for a variety of situations. Arranged under four main content headings, the forms cover such areas as accounting and finance; government aid programs; legal; personnel; government procurement programs; real estate and rental; financial and personal property; education; financial aid; the standard college application; health and social services benefits; military and veteran affairs; and more.

Features:

- **Government Forms:** forms needed for a variety of government services used by the public, including the Department of Labor, Citizen and Immigration Services, and the Social Security Administration, among many others
- **Business Forms:** common forms for general office, legal, and real estate use as well as other business-related sources
- **Personal Forms:** forms that make applying for financial aid, legal services, and other family and individual processes much simpler, along with links to numerous online college applications
- **Tax Forms:** cross-referenced federal and state tax forms, grouped by category, searchable across current and archived forms
 - **Federal Tax Forms:** primary individual federal tax forms, including 1040ES, 1040EZ, 1040NR, and more—updated each tax year
 - **State Tax Forms:** primary individual state tax forms, including all states that levy personal income tax—updated each tax year.



Benefits:

Using the comprehensive and convenient *Personal & Business Forms* database, users can access essential forms from any authorized computer with an Internet connection—rather than having to blindly track them down online, which could ultimately be more difficult, confusing, and time-consuming. With simple save and print options, users can have multiple copies of forms available whenever they need them. Students, business operators, do-it-yourselfers, and anyone who needs to file standardized forms will find *Personal & Business Forms* a valuable resource.

Personal & Business Forms: ISBN 978-0-8160-4408-5.

For more information, to request a free trial, or to get pricing on this or any other Facts On File online reference database, please e-mail onlinesales@factsonfile.com or call our Online Sales Department at 1-800-322-8755.