

YES, IT'S W-2 TIME!

The good news is that you get a 15% discount if your prepaid order is received by September 30.

Only W-2s ordered from us are guaranteed to work with *PayMaster*[™].

We get a **discount from the printer when we order W-2s early. And we pass that discount on to you if *you* order early.** This way, you save money. And you'll have your W-2s in November and won't have to worry about rush shipments.

Don't know which kind to order? More and more people with laser printers are ordering the laser 4-up forms.

Advantages:

- No need to collate each employee's copies—they're all on one page, as shown at the right. Just fold and put in the window envelope!
- No need to line up those pesky boxes on a dot matrix printer.
- No need to worry if your dot matrix printer can handle the 4-part or 6-part pinfeed W-2s.

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When you print W-2s, *PayMaster* asks <1>one wide, <2>two wide, or <3>laser. When you select laser, you'll be asked to select <1>SSA(red), <2>employee, or <3>other copies. Selecting <1> or <3> prints two W-2s to a page. Selecting <2> prints the 4-up copy shown on page 1. Each page is one employee's complete set of W-2s. Print the employee set. Print the state set. Print the federal set. Print the company set. All done. No collating. Couldn't be easier!

If you print a very large number of W-2s, you might want to consider getting the W-2 Printer Program that takes your *PayMaster* data and prints the W-2s on plain perforated paper. That's right. Just order the W-2 Printer Program and plain perforated laser paper and you can print the actual form as well as the data—all at the same time. Call us for more information.

No matter which type of laser W-2 you choose (preprinted or plain perforated), *PayMaster* will print the employee copy 4-up.

Remember, not all W-2s have the same size boxes in the same position on the page. Order your W-2s from us to guarantee they work with *PayMaster*.

Dot matrix printer W-2s

Don't have a laser? Or want to use self-mailers because you don't want to stuff envelopes? You've got many choices, depending on your printer.

W-2 Self-mailer

With a heavy duty dot-matrix printer like the Okidata Microline 393 Plus, you can use self-mailers. One pass through your printer. Remove the outer SSA, state and employer copies. The part that's left goes to the employee. It's pre-sealed in its own envelope which is addressed as you print the W-2s.

Two-wide W-2

Have a wide carriage printer but it can't handle the thickness of the mailer? With two-wide W-2s, you print each employee's W-2 twice with one pass through the printer—the copies on the left for

the SSA, state and employer and on the right for the employee. Use with matching window envelopes.

Narrow carriage printer and you're a 6- or 8-part state? Order the twin sets (TT3A + TT3B or TT4A + TT4B). Two passes through the

printer—once on set A to get the SSA, state, and employer copies; again on set B to get the employee copies. Use with matching window envelopes.

Twin set W-2

Helpful hint:
Order extra W-2s.
Remember, if you have a dot matrix printer, it may take you a few tries to get them lined up.

And, each 42nd W-2 is a summary of the previous 41 W-2s, so you need extra for those.

These are a few illustrations. Page 2 has a table to help you decide.

Continued on page 3.

Which W-2 forms should you order? [Order numbers are in bold]			
If you are a federal & state mag media filer, & have:	4-part state	6-part state	8-part state
Narrow carriage dot matrix printer	TT3B (3 ply carbonless)	TT4B (4 ply carbonless)	TT3A + TT4B (3 and 4 ply carbonless)
Standard wide carriage dot matrix printer	TT3B (3 ply carbonless)	TT4B (4 ply carbonless)	92614 8-part, 2-wide (4 ply carbonless)
Heavy duty wide carriage dot matrix printer	92624 4-part, 1-wide, mag media self-mailer (6 ply + 3 carbons) or TT3B	92624 4-pt, 1-wide, mag media self-mailer (6 ply + 3 carbons) or TT4B	92621 6-part, 1-wide, mag media self-mailer
Laser printer	Preprinted laser forms or W-2 Printer Program with plain perforated laser paper.		
If you are a paper filer or federal mag media filer, and have:	4-part state	6-part state	8-part state
Narrow carriage dot matrix printer	92611 4-part, 1-wide (4 ply carbonless)	TT3A + TT3B (3 ply carbonless)	TT4A + TT4B (4 ply carbonless)
Standard wide carriage dot matrix printer	92613 6-part, 2-wide (3 ply carbonless) or 92611	92613 6-part, 2-wide (3 ply carbonless) or TT3A & TT3B	92614 8-part, 2-wide (4 ply carbonless) or TT4A & TT4B
Heavy duty wide carriage dot matrix printer	92622 4-pt, 1-wide, self-mailer (6 ply + 3 carbons), 92611 or 92613	92615 6-part, 2-wide, self-mailer (6 ply + 3 carbons), 92613 or TT3A & TT3B	use either 92614 or TT4A & TT4B
Laser printer	Preprinted laser forms or W-2 Printer Program with plain perforated laser paper.		
All, except self-mailers, require window envelopes			

Can't decide? The table shown above can help you. The style you need depends on: whether you file magnetic media, the kind of printer you have, and how many copies you need for your state. The order form (see *insert*) shows how many parts each state requires.

If you have a laser printer, you have two choices.

1. The W-2 Printer Program (works with your *PayMaster* data) that lets you print your W-2s on blank perforated paper (prints the W-2 information and the form at the same time).
2. Preprinted laser forms with a 4-up form for the employee. No collating required.

Do you need *PayMaster 7.2* to print the 1996 W-2s? The paper copies have not changed, so *PayMaster 7.02* will print your *paper* 1996 W-2s fine. We're still waiting for final word on mag media changes. If you're required to file mag media W-2s, and/or if your state recently changed its quarterly unemployment format requirements, you may want to upgrade to 7.2 as soon as it's available this fall.

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PayMaster version 7.2 requires a "convert."

PayMaster 7.2, available soon, has six jobs for each employee.

Since your current version has three jobs, your data must be converted — a simple process by which we (meaning *PayMaster*) do the work. Convert instructions will accompany your *PayMaster* 7.2 program. We recommend that you convert now, rather than waiting until the end-of-year rush.

Look for more information on *PayMaster* 7.2's new features in the September issue of **THE BLUE PAGES.**