

## YOU HAVE TO SPEND THE MONEY ANYWAY. WHY NOT SAVE 15%?

- ① The IRS requires W-2s each year
- ② You get a 15% discount on prepaid orders received by September 30

Only W-2s ordered from us are guaranteed to work with *PayMaster*<sup>™</sup>.

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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## W-2 forms Continued from page 1

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.

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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*.

Yes, there is a way to avoid printing W-2s — have Computer Aid do them for you. Purchase the forms but tell us to hold them. Send us your data at the end of the year, along with the totals page from your plain paper W-2s (after double checking the data). We'll print your W-2s and ship them to you. Call for price and scheduling information.

## 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.

### Self-mailer W-2

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 3 has a table to help you decide.

Continued on page 3.

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

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 three choices.

1. Preprinted laser forms with a 4-up form for the employee. No collating required.
2. Preprinted laser forms with a 2-up form for the employee. Use if you have two local taxes or if your laser printer cannot handle the 4-up employee form.
3. 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).



**Do you need *PayMaster* 7.23 (available later this year) to print the 1997 W-2s?**

Paper copies require a new code (S) in box 13 for the new simple pension plan.

If you have one of the new simple pension plans and file paper copies, or if your state recently changed its quarterly unemployment format requirements, upgrade to 7.23 as soon as it is available.

AutoUpdate subscribers will receive their new program automatically.



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*PayMaster* version 7.2 requires a "convert."

If you've received *PayMaster* 7.2 but haven't yet installed it, please don't wait until the last minute. If you have questions, we're better able to respond quickly now, rather than in the middle of our end of year rush.

Since older versions have three positions per employee and 7.2 has six positions, your data must be converted — a simple process by which we (meaning *PayMaster*) do the work. Convert instructions accompany your *PayMaster* 7.2 program. We recommend that you convert now, rather than waiting until the end-of-year rush. You want to be able to concentrate on your end of quarter/year tax filings, rather than on installing a new program and converting the data.