

## WE'RE HOLDING THE LINE ON W-2 PRICES!

Plus – you still 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*<sup>™</sup>.

**Yes, it's W-2 time already. You'll be happy to know that prices remain the same as last year. And you still get the 15% discount when you order and pay early** – you can 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? Our most popular style for users with laser printers is the laser 4-up form. 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.

When you print W-2s, *PayMaster* asks <1>one wide, <2>two wide, or

Continued on page 2.

### What's inside

Which W-2 form to order?	1-3
W-2 price list and order form	Insert
AutoUpdate	4
Printer purchase?	4

## W-2 forms Continued from page 1

<3>laser. Selecting laser prompts you to select <1>SSA(red), <2>employee, or <3>other copies. Choices <1> or <3> print two W-2s to a page. Choice <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!

### Check out the W-2 Printer Program – no need to worry about employer 4-up forms lining up on your laser!

If you print a large number of W-2s, and/or have problems printing the employee copies on your laser, consider getting the W-2 Printer Program. It works with *PayMaster* by taking your *PayMaster* data and printing the W-2s on *blank perforated paper*. Just order the W-2 Printer Program and special blank perforated laser paper and print the actual form as well as the data—all at the same time. If you don't file mag media, you can order only the SSA pink copies from Computer Aid. 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.

**Yes, there is a way to avoid printing W-2s** – have Computer Aid print 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? Your choices depend on your printer.

With a heavy duty dot-matrix printer like the Okidata Microline 393 Plus, you can use self-mailers. One pass

### Self-mailer W-2

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.

Have a wide carriage printer but it can't handle the thickness of the mailer? With two-wide W-2s (not illustrated), 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.

Can't decide? The table on page 3 can help you. The style you need depends on: whether you file magnetic media, the kind of

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

printer you have, and how many copies you need for your state. The order form (see *insert*) shows how many parts each state requires.

### Laser printer W-2s

If you have a laser printer, you have three choices. (Please see page 4 for information on problems with some printers.)

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 on your laser printer (prints the W-2 information and the form at the same time).



Twin set W-2

Table of W-2 forms is 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 blank 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 blank perforated laser paper.		
<b>All, except self-mailers, require window envelopes</b>			

## Do you need *PayMaster 7.26* (available later this year) for 2000 W-2s?

If you file paper W-2s **only**, *PayMaster 7.25* will correctly print your paper W-2s for 2000.

**However**, if you file mag media, you probably will need version 7.26. We don't have word yet, but every year there are at least a few minor changes to the mag media format, requiring an updated version of *PayMaster*.

*PayMaster 7.26* will handle changes to federal and state mag media W-2 formats and changes to quarterly unemployment returns.

Even if you don't **need** Ver. 7.26, you'll appreciate its benefits:

1. Have GL account and sub-account numbers as letters, numbers, or a combination.
2. Void a range of checks. With the *Xtra* version of *PayMaster*, cancel all zero dollar checks (for servers whose total wages pay taxes on tips) at one time. *Thanks to Jackie Jones of Atlantic Information.*
3. Display the batch screen (and print hash totals) in SSN order.
4. On check stub, show pay period begin and end date as well as employer's address (as required by the State of California). *Thanks to Allie Inman of Pizza Huts of the Rockies.*

*PayMaster* will be updated and shipped automatically later this year to all users on AutoUpdate. If you're

not on AutoUpdate, please call soon for price and ordering information.  ■

Hint: Order extra W-2s if you have a dot matrix printer. It may take a few tries to get them lined up.

### THE BLUE PAGES

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*PayMaster* users on annual telephone support receive a 10% discount if their AutoUpdate subscription runs concurrently with the support.

If you're on support and want to sign up now for AutoUpdate, call us to see about prorating your telephone support, so the two can run concurrently and you can take advantage of the 10% discount.

Telephone support customers also receive a 10% discount on check orders.  ■

Please call or fax us for more information about AutoUpdate.

703-281-7486  
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## Buying a new printer?

You may want to check with us first.

Some of the new multipurpose and inexpensive deskjet printers don't print *PayMaster* checks, reports, or W-2s correctly.

If you have a new printer and it prints your checks and reports fine, your standard W-2s will be fine also. If you plan on printing self-mailer W-2s, there are only a few heavy duty dot matrix printers that can handle them.

When purchasing a new printer, select a name brand such as HP, NEC, Okidata, IBM (although name is not a guarantee). Printers we know do **not** work correctly in *PayMaster* include: HP820, HP 1000, HP1000C, HP720, and the NEC Silent660.

Make sure the printer you purchase is **not** labeled "for Windows only" and is **not without** a CPU. Any program that's DOS-, NetWare-, Unix- or Linux-based will not print correctly on a Windows-only printer. Check to see if you can return the printer if it does not print in *PayMaster* correctly.

August 2000

- 4 -

Pre-paid orders received by  
9/30/00 receive a 15% discount.

Special W-2 Issue