

Save money by ordering your W-2s now.
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? Here are a few illustrations. Page 2 has a table to help you decide. 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 enclosed order form shows how many parts each state requires.

W-2 Two-wide

W-2 Self-mailer

W-2 Twin Set

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We're excited about *PayMaster 7.0* and think you will be too.

September's **BLUE PAGES** will show you how Version 7.0 will make your life easier. Tab quickly through division and employee screens. Use new improved batch screens and input sheets. **Xtra** users print on Form 941 and Schedule B. Plus much more.

If you're on AutoUpdate you'll receive it automatically. If not, order soon. Better yet, sign up for AutoUpdate, so you'll have this and future enhancements as soon as possible.

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			

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.

With a heavy duty dot-matrix printer like the Okidata Microliner 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.

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

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.

The BLUE PAGES

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Laser W-2s feature 4-up for employee's copy.

Make your life easier. There's no longer any need to avoid printing laser W-2s because you don't want to collate them. You'll be pleased to know that you can order laser W-2s that have the employee's copies all on one page. Yes! Called 4-up, the employee's copies look like this.

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 here. Each page is one employee's complete set of W-2s. Take each piece of paper, fold it, and put it in the window envelope. Couldn't be easier!

'Ah,' you may say, 'but self-mailers are easier yet.' True, if your dot matrix printer handles them well. But maybe you've had to struggle to get the self-mailers lined up correctly? Maybe you've had to help guide them through the printer so they would print smoothly and not jam?

With laser W-2s, you don't have to worry about that. And now there is *no* collating. That's right. Print the employee set. Print the state set. Print the federal set. Print the company set. All done. No collating.

We know you've got enough work at the end of the year without having to spend extra time collating. Order laser W-2s this year and use your extra time to relax.

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 laser W-2s from us to guarantee they work with *PayMaster*.

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3. You'll be all set for whatever changes are made each year to the paper and mag media W-2s, and your state tax laws.

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Special W-2 Issue