

## SAVE MONEY BY ORDERING YOUR W-2s NOW.

Get a 15% discount if your prepaid order is received by September 15.

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

We get a discount from the printer when we order and pay for W-2s early. And we pass that discount on to you if *you* order and pay 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.

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

## W-2 forms Continued from page 1

<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 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* on your laser. Just order the W-2 Printer Program and plain perforated laser paper and 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*.

---

**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.

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

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>			

**Laser printer W-2s**

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 on your laser printer (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 1998 W-2s?**

Yes, **everyone** will need the new version of *PayMaster* because **they've changed the boxes on the paper W-2s**. Two checkboxes in Box 15 were eliminated: "Hshld emp" and "Subtotal." This means the spacing is changed for Xs for the remaining boxes, such as "Pension plan" and "Deferred compensation." And, there is no longer a subtotal required when you have 42 or more forms.

There usually are changes to the **mag media format**, so mag media filers would need the update not only for employee paper copies, but also for mag media.

*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.  ■

**THE BLUE PAGES**

---

published quarterly by  
Computer Aid Corporation®  
and distributed to all registered  
licensees of *PayMaster*™

Publisher: Donna Rosen  
Editor: Susan Kousek  
© 1998 Computer Aid Corporation  
All rights reserved.

**Computer Aid Corporation**  
P.O. Box 1074  
Vienna, VA 22183  
703/281-7486

## Sign up for annual AutoUpdate to keep current with *PayMaster* program changes.

Why subscribe to AutoUpdate?

1. You'll save money. The annual AutoUpdate cost is less expensive than paying separately for the upgrades as they are available.
2. You'll be able to take advantage right away of *PayMaster's* new features and reports.
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.

*PayMaster* users on annual telephone support receive a \$75 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 \$75 discount.

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

Please call or fax us  
for more information  
about AutoUpdate.  
1-800-327-4AID  
fax 703-281-3461

*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.

Special W-2 Issue  
All users require a *PayMaster*  
update to print 1998 W-2s!