

W-2 PRICES ARE 10% LOWER THAN LAST YEAR!

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*[™].

Prices shown on the yellow insert reflect a 10% reduction from last year. And you still get the 15% discount when you order and pay early. Ordering and paying early not only saves you money. 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

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What's inside

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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 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? 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. 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.

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			

Laser printer W-2s

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

(Please see page 4 for important 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). ■

Do you need *PayMaster* 7.25 (available later this year) for 1999 W-2s?

Yes, if you're in New Jersey – to correctly calculate and print unemployment insurance, health care subsidy, and Workforce Development Fund amounts on the 1999 W-2.

Yes, if you file mag media – the mag media format has changed.

Even if you don't need Ver. 7.25, you'll appreciate its benefits:

1. Adjust the printing of laser W-2s up or down.
2. Print the W-3 on the laser form.
3. On the pre-check register's FTD report, print the social security, Medicare, and withholding amounts to enter at the EFTPS prompts.

And more... See the September BLUE PAGES for details.

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

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August 1999

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Some printers do not print correctly in *PayMaster*

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 W-2s will be fine also.

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 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.

Special W-2 Issue
1999 W-2 prices are
10% lower than last year!