

**Important Information for 2014
W2, 1099, and Payroll Laser Forms**

***INTER*SOFT**

Frequently Asked Questions

Why do I need to purchase Complete Laser W2s & 1099 ? I thought this software was included with the Payroll Renewal Fee.

Answer: Complete Laser software is an option. Each year you are shipped a Year-End Release that includes software for use with pre-printed W2 & 1099 . As an option, each year Intersoft purchases the current year laser forms from a software company specializing in the design of laser forms. This modest cost for laser forms allows you to print Complete Laser Forms utilizing inexpensive cut-sheet paper and special filing forms. The modest cost of Complete Laser Form software plus inexpensive laser paper will greatly reduce your total cost of W2 & 1099 processing.

Do I have to purchase soft fonts each year?

Answer: No, this is a one-time charge. Soft fonts can be reused each year.

Are the payroll tax forms (940, 941, etc.) supported on pre-printed forms?

Answer: No, Intersoft only supports Complete Laser for 941 and other payroll tax forms. The software for 941 and other payroll tax forms is included with Complete Laser W2s & 1099.

Important 2014 Tax Information for Payroll Laser Forms

Complete Laser

The Complete Laser programs print both the form and the data on laser printers. Complete Laser programs are available for Payroll, Client Accounting, and Accounts Payable. The new programs for 2014 will be shipped in December.

Complete Laser Requirements:

- The Complete Laser programs are supported on most Hewlett-Packard or HP compatible laser printers. Check with Intersoft Customer Support for specific printer information if you are unclear about your printer compatibility.
- Laser form software (available from Intersoft at a cost of \$295)
- Laser soft fonts for Hewlett-Packard printers (available from Intersoft at a cost of \$200)

W2 and 1099

In addition to the requirements listed above, Complete Laser W2 and 1099 require:

- Laser cut-sheet paper and special filing forms from Computer Forms, Inc. (CFI)

Please contact CFI directly at (800) 547-8027 to order the cut-sheet paper and special filing forms. The special filing forms 1099 (Copy A) and 1096 are required by the IRS and must be purchased from CFI to line up properly. Intersoft supports only the “2-Up” and “4-Up” W2 and “3-Up” 1099 (2-Up for 1099-MISC, 1099-R and 1099-DIV) cut-sheet paper purchased from CFI. See page 3 for a detailed explanation of how INTERAC Complete Laser W2 and 1099 printing works.

The W2 Copy A and the W3 are printed as complete black copy forms. The pre-printed red copy special filing forms are not needed for W2s. This feature eliminates the need to purchase the special red copy forms. The cut-sheet paper used on all other W2 copies should be used for Copy A and the W3.

Self- Mailer Forms

The W2 and the 1099-MISC forms are available for 4-Up Complete Laser self-mailer. A folder/sealer machine is required to run the self-mailer forms. Also required is a legal size paper tray for the HP printer.

940, 941, 941 Schedule B, 943 and 944

Complete Laser printing for 941, 941V, 941 Schedule B, 940, 940V, 943, 944 and 944V reporting is also available. These forms print on regular paper and have no additional requirements other than those listed above for Complete Laser.

Complete Laser W2 Processing

- 2-Up Copy B and Copy 2 for the same employee will print on one page and Copy C and Filing Notice will print on one page.
- 4-Up Employee Copies B, C, 2 (2 copies) will print on the same page. The Filing Notice is pre-printed on the back of the form.
- When all employees have printed as described above, all Copy D's will print in the same order.
- When all D's have printed, all Copy 1's will print in the same order.
- When all Copy 1's have printed, the Copy A's will print.

The W3 print file can be printed after the W2 run using Print Print File.

No collation is required.

If additional state or local forms are needed, an additional W2 run will be required for copy. INTERAC will print up to two states and two localities on one W2.

Available Laser Forms

- W2 – 2-Up, 4-Up, and 4-Up self-mailer
- W3
- 1099-MISC- 2-Up and 4-UP self-mailer
- 1099-INT
- 1099-DIV
- 1099-PATR
- 1099-OID
- 1099-R
- 1096
- 941 & Schedule B
- 941-V
- 940
- 940-V
- 943
- 944
- 944-V

Printing W2's & 1099's Using Complete Laser

This option requires several special items not included in the INTERAC Payroll, Client Accounting, or Accounts Payable applications:

- W2 and 1099 INTERAC Laser Form Software
- Laser soft fonts (order from Intersoft)
- Laser cut-sheet paper and special forms (order from CFI)

W2 Printing

INTERAC produces a complete printed 4-Up and 4-Up self-mailer for the employee copies. Copies A, D, 1 and the W3 continue to be 2-Up forms. The option is still available to print the employee copies 2-Up. INTERAC data files must be set up properly to use Complete Laser. To print 4-Up, set PRU0 field 631 to an 11 or 12 for 4-Up self-mailer. For 2-Up W2's, set field 631 of the PRU0 file to 7 (HP11) or 10 (all other HP printers).

At W2 run time, the cut-sheet paper must be loaded in the paper tray of the printer, and the soft fonts must be resident in the printer. When the PW2 program is initiated, a special screen displays options of which copies will be printed for the employees.

If additional state or local forms are needed, an additional W2 run will be required for Copy 1. The INTERAC software will print up to two states and two localities on one W2 for multi-state and multi-locality processing. Copy A (SSA Form) can be printed in the same run as the other copies. The special red Copy A form is not needed. The program will print the form and the data just like the other W2 forms. The W3 information can be stored in a print file (PRZ) and printed later. The program will also print the W3 form and the data with no need for a special form. More details of printing W2's using Complete Laser are presented on the next page.

Utilizing 4-Up W2's

PRU0 field 631 will need to be set to an 11 in order to use the 4-Up option or 12 to use the 4-Up self-mailer. Copies included on the 4-Up page are B, C and two copies of Copy 2. The 4-Up cut-sheet paper will contain the employee instructions pre-printed on the back of the page. Even if you select the 4-Up option for the employee forms, copies A, D and 1 will continue to be printed on blank 2-Up cut-sheet paper. The program will print these forms automatically as 2-Up, you DO NOT need to change field 631 back to a 2-Up option. You will need to make two runs for the W2's. One run will use the 4-Up cut-sheet paper to printout the employee copies and a second run will print all of the 2-Up forms. The 4-Up self-mailer prints on a legal size form. Therefore, a legal size paper tray is required. The self-mailer is unique for W2s and must be purchased from CFI.

Utilizing 2-Up W2's

For 2-Up W2's, set field 631 of the PRU0 file to 7 (HP11) or 10 (all other HP printers). The W2's print two per page on the cut-sheet paper based on which copies are selected for this run. For example, if options 2, 3, and 4 are selected to print, the first page will print Copy B and Copy 2 for an employee and the next page will print Copy C for that same employee. Once all employees have printed in that order, then all Copy D's will print, then all Copy 1's will print. Choose this method to avoid manual collation.

1099 Printing

To print 1099's, select the appropriate printer option in APU0 field 40 or PRU0 field 631. At 1099 run time, select the type of 1099 to print. A screen will display options of which 1099 copy (including the 1096) to print. If 1096 is selected, you will be prompted to enter a print file name (APZ) for the 1096 information. 1099's can be printed in two runs - one for Copy A and one for the remaining copies.

Printing W2 Laser Forms Using Complete Laser

Based on field 631 in the PRU0 file, the Laser Controls screen will be activated in the Print W2 program. Select the form copies to be printed. If DMS is used, selecting the DMS option will store copies of the forms in the Document Management System. A copy of each employee's W2 can be automatically stored in the employee's record in the Payroll master file.

PW2 - Menu Option

Laser Controls
Help

Print

Copy A - SSA

or Print

Copies C, B, & 2 - Employee
 Also Send to DMS

Copy D - Employer
 Also Send to DMS

Copy 1 - State/Local

and/or Print

Form W3
 Also Send to DMS

Print File Name: _____

Control Number: _____

Kind of Payer: R Regular (941) ▾

Establishment Number: _____

Other EIN: _____

Third Party Taxes Withheld: _____

Contact Person: JOHN SMITH

Telephone: (503) 245-1234

Fax: (503) 245-1235

Email: jonhs@isi.com

OK Cancel

Printing PR Laser Forms Using Complete Laser

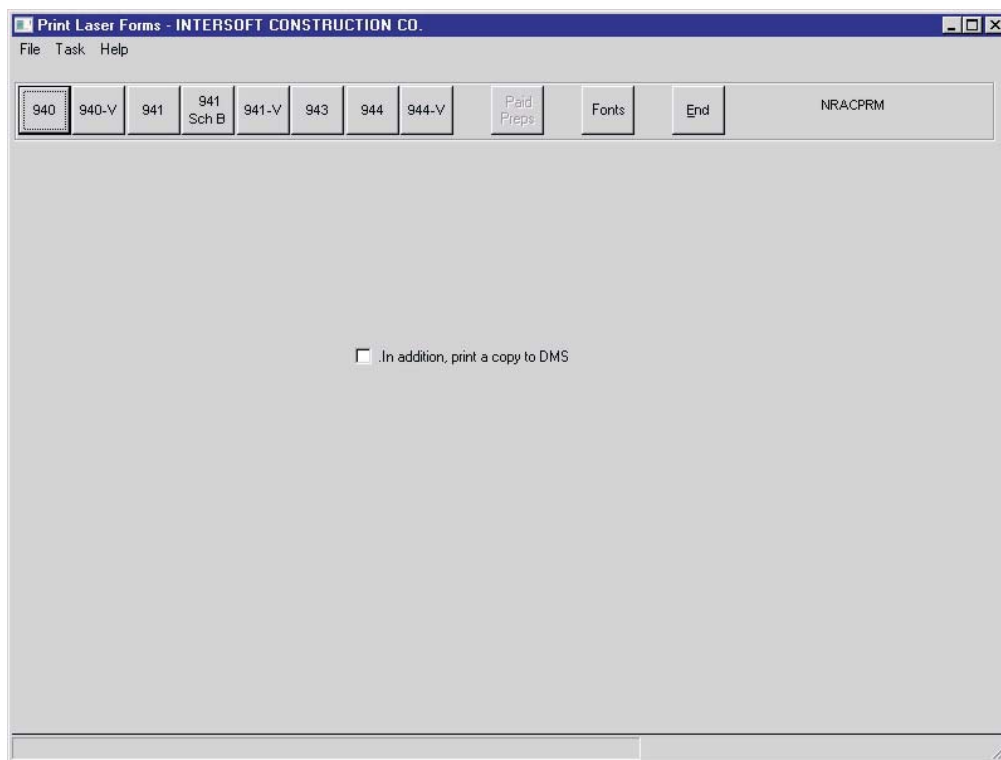
The following items are required:

- INTERAC Laser Form Software
- Laser Font Cartridge or Soft Fonts

No special paper or filing forms are required.

At print time, select the PLF (Print Laser Forms) menu option from Payroll or Client Accounting Reporting and Inquiry Menu. Enter a PRM file and then select which form to print. If a quarterly history file is used, the tax liability amounts will pre-fill on the 941 and the Schedule B.

Print Laser Form - Menu Option



941 - Screen

The values displayed are pulled from the Payroll master file (PRM) entered at the start of the program.

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