

COGITATE

Monthly Newsletter

Support Price Increase

As stated in our June, 2009 Newsletter, effective October 1, 2009 there will be a price increase for software support fees. Each of you will receive a personalized letter stating your new support fee. Watch for these letters to arrive by the end of the month.

2009 W2 Approval

The IRS in the process of approving Cogitate's W2 and W3 formats for 2009. This means you won't need to purchase all the forms as you had in the past. Now, just create the W2 forms, insert the 4-up paper, and print your W2s.

Since we were approved for 2008, the 2009 approval process will probably go smoothly and not be a problem.

According to the IRS publication 1141, you will need to either (1) purchase 4-up perforated paper (in other words, 8-1/2" X 11" paper that is equally divided into 4 squares); or (2) you will need to cut the forms with either scissors or a paper cutter. The employee is **not** allowed to cut their own form; you must give the forms to the employee already cut – but *only* if you have opted to use non-perforated paper. If you need further information or have any questions, please call us.

Short but Sweet

Although this newsletter is short, we're busily working behind the scenes on new projects to enhance your investment. As they become available, these new projects will be announced in our newsletters.

We hope you're all enjoying your summer!

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