

# COGITATE

## Monthly Newsletter

### **Support Price Increase**

As stated in our June, 2009 Newsletter, there will be a price increase for software support fees. Effective October 1, 2009, the new software support fee will increase by \$900 annually.

### **2009 W2 Approval Received**

The IRS has approved 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.

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 this warm weather!

**Support Increase Coming in October**

Due to the recent economic downturn, we will be increasing our support charges effective October 1, 2009. The new support cost will be discussed in our July newsletter.

If you do not wish to receive these newsletters, please reply to this email and insert the word "Unsubscribe" in the subject line.

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