

COGITATE

Update

W2 Form Approval

Our printable W2 and W3 forms have been reviewed and approved by the IRS.

Procedure Reminder

We just want to refresh your memory of the requirements for printing the W2s. If you decide to use blank paper to print your W2s, you must use the following steps to properly prepare them for distribution to your employees:

1. The paper you use must be at least 9#.
2. After printing the W2 side of the form, you must print the “backer information” text on the back of the forms. Reinsert the printed W2s into your printer and print the (**can't find the name of this report or is it on another instruction page/line in the W2 wizard?**).
3. You must cut the forms into quarters. Do not give a full sheet with four W2s printed on it to your employees; they are not allowed to cut their own forms.

If you want to avoid having to do the above, you can order blank perforated 4-up forms with preprinted backer information on the internet at www.quill.com, Item # 902-5209. The W3 form may be printed on plain paper.

The W2 Copy A forms may be printed on blank paper. You may also print this form for the State of Michigan and for your employer's copies on blank paper.

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