



Form W2 Information for tax year 2011

It's time to order Form W2 for tax year 2011. Compusource offers W2 forms with excellent availability at competitive prices through our partnership with Computer Forms Incorporated (CFI). You can order your tax forms directly from CFI through their website, www.computerforms.biz, or by phone at 800/547-8027.

W-2 and 1099 Tax forms did not change from 2010. It's time to order Form W2 and Form 1099 for tax year 2011. Compusource software supports the versions of Form W2 identified in this letter. **If you purchase other forms from another supplier, they may not work with your Compusource Payroll software and you may incur processing delays or additional expense or both to get them to line up correctly.**

CFI is the vendor Compusource recommends for all your forms purchases. By ordering your forms from CFI, you are assured they will work with Compusource software. Refer to the product numbers in this letter to order the specific version of the form that will work with your Compusource software. When deciding how many W2 forms to order, be sure to count all current employees, all other persons who worked for your company at some time during the past year, and a few extra forms for forms alignment test patterns.

*** W2 Forms ***

The Compusource Payroll software accommodates 2 versions of the W2 form:

- 1) **4-Per-Page Employee W2 for Laser Printers.** Item TPW24up-Mag is specifically designed to work with laser printers, but only includes Employee copies of the W2. Envelopes are included with this "tax pack" item. (If you do not want envelopes, order item L4UPC.) This form requires a printer that supports a 17-character per inch print option. It also requires that you submit your Employer W2 information to the Social Security Administration by electronic file transfer via the internet--you can't submit this printed form to the SSA.
- 2) **2-Per-Page W2 for Laser Printers.** Order any of the items TPW2-# for use with laser printers. This item includes both Employer and Employee copies of the W2, and comes in 4-copy, 6-copy, or 8-copy versions. Envelopes are included with these "tax pack" items. If you do not want envelopes, order either item 95216 or 95218. The "tax pack" is the most convenient way to order the form, but you can order each copy a la carte: the 4-copy tax pack includes LW2B, LW2C, LW21, and LW2D; the 6-copy tax pack includes the 4 preceding copies plus an LW2A and an LW22; the 8-copy tax pack includes those 6 plus an extra LW2C and LW22.

If you use option 1) for laser forms, or you send 250 or more W2s to the Social Security Administration, you MUST submit the Employer information via internet electronic file transfer. (Beginning last year, the SSA no longer accepts files on diskette.) Any company can submit W2 info via internet (in fact, we recommend it!), but it's optional if you use continuous forms and have fewer than 250 W2s. When you are ready to submit your W2 information to the SSA, you run the Compusource Payroll program that creates the W2 file on a diskette or in a shared directory; then you take the diskette to (or access the shared file on) a Windows PC that has access to the internet, call up the SSA website through Internet Explorer or other web browser, and follow the directions for transmitting the file.

If you submit your W2 information to SSA by internet transfer, you must first register with them. You will receive a Personal Identification Number (PIN) which must be entered on the screen when the W2 file is created by the Compusource payroll program. You can register and get your PIN via the internet: use your browser to go to www.ssa.gov/bsa and click on the Registration link; follow the instructions for on-line registration; you will get a PIN immediately and they will e-mail you a password (which they say can take up to 2 weeks to process). You use the PIN when you create the file; you use the password when you transfer the file via the internet.

If you have any questions, please do not hesitate to call me at 714/522-8300, or you can e-mail me at mrice@compusource.com.

Sincerely,

Mark Rice
Manager, Service & Support