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Pro*Care* Software® Version 9.1
W-2 & 1099 Instructions – Tax Year 2011

Welcome to the **Pro*Care*** W-2 & 1099 Program!
Each year, Professional Solutions develops software to update your Federal & State tax tables, print employee W-2's and vendor 1099-MISC's for the past year, and generate totals for forms W-3 and 1096. These instructions explain how to install and use the software.

W2 and 1099 Forms: Forms must be purchased separately in 2-per page format. That is, two W-2's (or 1099's) would be printed on each 8-1/2 x 11 sheet of paper. The lines and boxes must be preprinted on the forms. Do NOT purchase blank forms.

Where to order: Forms may be purchased from your local office supply store or for guaranteed compatibility call **Dynamic Systems** at **1-800-782-2946** or online at **www.ProCareForms.com**

Getting Started

1 To begin with, please take note of a few things:

- We have made every effort to ensure the accuracy of the information in this program. However, the **ultimate responsibility** for your Employee's W-2 and your Vendor's 1099-MISC is in your hands. Please check every document that is printed for accuracy. Also, questions you may have regarding Federal or State regulations should be directed to the appropriate Federal or State Agency, or to your accountant. *We* can only answer questions about the software itself.

- We have contacted every state in an effort to obtain their new withholding tables and the updated information has been included. However, as a registered employer, you will be the first to learn if your state withholding requirements change. If so... **please give us a call!** We will update the tax tables and provide them to you as quickly as possible.

- Please review the instructions provided by the IRS for the Form W-2, Form W-3, Form 1099-MISC and Form 1096. **IT IS YOUR RESPONSIBILITY** to comply with the rules and regulations that are described in the IRS instructions (which may be printed from this software in .pdf format).

2 Make sure that your payroll information for last year is complete for all employees.

3 This program is for use ONLY with **Pro*Care* for Windows** version 9.1.xxx.

Installing the W-2 & 1099 Program

Option 1: CD Install
- Insert the ProCare W2 CD into the CD drive on your computer.
- Start **Pro*Care*** and sign in. At the main screen of **Pro*Care*** (with the penguin logo), click **Install** (lower right corner).
- At the "Install New or Updated **Pro*Care*** Modules" screen, click **Install**. If you Exit the W2 program and need to return to it later just repeat these steps.

NOTE: You must log on to your computer with "Administrator" rights to the local computer. If you try to install and nothing happens then log on as an "**Administrator**" and try again.

Option 2: Web Download
- You'll be sent an email with a link to the download page. Follow those instructions to download & install.
- This will create a shortcut on your desktop. Double-click the "**ProCare W-2 Program**" shortcut to begin. If you Exit the program and need to return to it later just double-click the shortcut again.

ProCare W-2 Program

Take the Free Tutorial
- Install the W2/1099 program from your CD (or web download) as described above.
- At the main screen of the W2 program click the **W2/1099 Tutorial** Button.

W2/1099 Tutorial

Computing and Printing Your W-2's

1a Company Information.
- At the main screen of the W2 / 1099 program enter your information:
- Click on the **Name & Address** Button. Enter the required "Company Information".

    Important! You *must* fill in the state abbreviation(s) and ID number(s) in order for state wages and withholdings to be included on the W-2's.

1b Company Information (Multi-Site Locations)
- If you have multiple locations and are using a Multi-Site version of ProCare, you will see a button named **Multi-Site**. Use this button to select the site for which you want to compute and print W-2's.

    Note: The W-2 program stores just one Company Name and tax ID number at a time. If you have more than one Company Name or tax ID number please enter the information for just one site. Then compute & print W-2's and 1099's for that site. Repeat for each additional site.

2 Computing W-2 information. (Skip this step if you've already imported the data and do not want to lose any changes you may have made.)
- Click on **Import Employee Form W-2 Information**. Refer to **IRS Instructions for Form W-2** for information on each field in the W-2, *especially for boxes 10-20*. Make the appropriate selections on the screen labeled "Import Employee Form W-2 Information" and click on **Start.**
- When the Status Bar reaches 100% click **Exit**. The program has extracted payroll information from **Pro*Care*** and put it into the W-2 format.

3 Review and edit your W-2's.
- Click on **Display Employee Form W-2 Information**.   You may now review and edit each individual W-2 for accuracy before printing. Use the **Previous** and **Next** buttons to move between employees or select a particular employee from the drop down list.
- Manually type any changes in the appropriate box(es).
- When you have reviewed all your W-2's and are satisfied with their accuracy, click **Exit**.

    Note: If you're not ready to print the W-2's you may exit the program. Be sure to answer **YES** when it asks if you want to save the information. If you do not save the information you may re-import it later, but any manual changes you made will be lost.

4 Print your W-2's and the W-3 summary form.
- Click on **Print W-2's and W-3**.
- **Step 1:** Choose your **Printer**
- **Step 2:** Choose the **Font**. The IRS suggests using Courier, Regular, Size: 12.
- **Step 3:** At the **W-2 Print Setup** screen adjust your printer alignment. Small differences among printers can make a big difference on the W-2 form.

    Click the **Sample** button to print a test page. You may print the sample on an actual W-2 or on plain, white paper. If using plain paper hold the sample page up to the light against a real W-2 form to check for proper alignment. Use the "Left/Right" and "Up/Down" Offsets to make any needed adjustments. Positive numbers move the print area down or to the right. Negative numbers move the print area up or to the left. When you are satisfied, click on **Exit**.

    Note: We suggest that you **do not** use a photo copy of the W-2 as a test page. Most copiers will magnify the page and the resulting copy will not be the EXACT size as the original!

- **Step 4:** Print the **W-2's**. Be sure to insert the W-2 Forms in your printer (see note below*). Within the "Print W-2's, pages..." field, select a range and click on **Print**. When you have produced all of your W-2's, click on **Exit**.

    *Important Note! If you're using a laser, inkjet, or bubblejet printer (that prints a single 8.5 x 11 sheet of paper at a time) you'll want to print one set of W-2's at a time. For example place the forms for Copy 'A' into the printer, then print them out. Repeat for Copies 'B', 'C', etc..

- **Step 5:** Print the **W-3**. Be sure to insert the W-3 Form in your printer. Click the **Step 5** button. Enter any additional information like Contact Person, Email Address, and Fax Number. Click **Print**. You may want to print a second copy for your records. When finished click **Exit**.

    Printer alignment for the W-3 should be the same as for the W-2's. If needed you may make adjustments to printer alignment by repeating Step 3.

Updating your Tax Tables

Tax tables for the year 2012 are NOT available for Version 9. You'll want to move to Procare v10 to stay up-to-date on changes to tax formulas. Contact your software consultant at 1 (800) 338-3884 to learn about your upgrade options.

Computing and Printing your 1099-MISC's

You may create 1099's even if you did not have or use ProCare Accounts Payable during the year. See the next page for how to **Add New Vendors** when you have no data to import.

1 Within the **Accounts Payable** module, create three Vendor Tracking codes as follows. Go to **Functions** > **Program Configuration** > **Vendor Tracking**.
- **1099 Rent**. Use this code to mark any Vendor who might require a 1099-Misc for payments associated with Rent.
- **1099 Other Income**. Use this code to mark any Vendors who might require a 1099-Misc for payments associated with Other Income.
- **1099 Nonemployee Comp.** Use this code to mark any Vendors who might require a 1099-Misc for payments associated with Nonemployee Compensation.

2 Computing 1099-MISC information. (Skip this step if you've already imported the data and do not want to lose any changes you may have made.)
- At the main screen of the W2 & 1099 program, Click on **Import Vendor Form 1099 Information**. Refer to **IRS Instructions for Form 1099-MISC** for information on each field in the 1099-MISC**.** Select the appropriate Vendor Tracking codes for each category then click on **Start.**

    Important! If **<Not Used>** is selected no 1099's will be imported for that category.

- When the Status Bar ("Importing Vendor Information") reaches 100%, click on **Exit**. The program has extracted vendor information from **Pro***Care* and put it into the 1099-MISC format.

3 Review and edit your 1099-MISC's.
- Click on **Display Vendor Form 1099 Information**. You may now review and edit each individual 1099-MISC for accuracy before printing. Use the **Previous** and **Next** buttons to move between vendors or select a particular vendor from the drop down list.
- Manually type any changes in the appropriate box(es).

Add New Vendor

You may **Add a New Vendor** if needed. For example if you need a 1099 for Attorney Fees you could manually add the law firm (or person) as a vendor and fill in the appropriate boxes. This makes sense for boxes to which the 1099 program does not automatically import data or a vendor whose payments were not recorded in the Accounts Payable module.

- When you have reviewed all your 1099-MISC's and are satisfied with their accuracy, click **Exit**.

    Note: If you're not ready to print the 1099's you may exit the program. Be sure to answer **YES** when it asks if you want to save the information. If you do not save the information you may re-import it later, but any manual changes (or added vendors) will be lost.

4 Print your 1099-MISC's and 1096 summary form.

- Click on **Print Form 1099's and 1096**.
- **Step 1:** Choose your **Printer**
- **Step 2:** Choose the **Font**. The IRS suggests using Courier, Regular, Size: 12.
- **Step 3:** At the **1099 Print Setup** screen adjust your printer alignment. Small differences among printers can make a big difference on the 1099 form.

  Click the **Sample** button to print a test page. You may print the sample on an actual 1099 or on plain, white paper. If using plain paper hold the sample page up to the light against a real 1099 form to check for proper alignment. Use the "1099 Printer Offset" controls to make any needed adjustments. Positive numbers move the print area down or to the right. Negative numbers move the print area up or to the left. When you are satisfied, click on **Exit**.

  Note: We suggest that you **do not** use a photo copy of the 1099 as a test page. Most copiers will magnify the page and the resulting copy will not be the EXACT size as the original!

- **Step 4:** Print the **1099's**. Be sure to insert the 1099 Forms in your printer (see note below*). Within the "Print 1099's, pages..." field, select a range and click on **Print**. When you have produced all of your 1099's, click on **Exit**.

  *Important Note: If you're using a laser, inkjet, or bubblejet printer (that prints a single 8.5 x 11 sheet of paper at a time) you'll want to print one set of 1099's at a time. For example place the forms for Copy 'A' into the printer, then print them out. Repeat for Copies 'B', 'C', etc..

- **Step 5:** Print the **1096**. Be sure to insert the 1096 Form in your printer. Click the **Step 5** button. Enter any additional information like Contact Person, Email Address, and Fax Number. Click **Print**. You may want to print a second copy for your records. When finished click **Exit**.

  Printer alignment for the 1096 should be the same as for the 1099's. If needed you may make adjustments to printer alignment by repeating Step 3.

Add New Vendors (no data to import)

Follow these instructions if you did not have or use ProCare Accounts Payable during the year, in other words you have no data to import from ProCare.

1 Click on **Display Vendor Form 1099 Information**.

2 Click **Add New Vendor** (lower left) and enter the information for your first vendor. Continue adding vendors that require 1099s as needed.

3 Manually enter information in the appropriate boxes for each vendor per the IRS instructions. Use the **Previous** and **Next** buttons to move between vendors or select a particular vendor from the drop down list. When you have reviewed all your 1099-MISC's and are satisfied with their accuracy, click **Exit**.

4 Follow instructions at the top of this page for printing.

  Note: If you're not ready to print the 1099's you may exit the program. Be sure to answer **YES** when it asks if you want to save the information. If you do not save the information any manual changes (or added vendors) will be lost.

End of Instructions