

Sage BusinessWorks Accounting

Print-N-Sign Tax Forms and eFiling

How much time could you save if your federal and state payroll reports were automatically completed by your Sage BusinessWorks Accounting software?

Enjoy convenient reporting and greater time savings with Print-N-Sign Forms.¹

Imagine the precision of automatically completing forms for all 50 states, plus federal reports such as 941, W-2, W-3, 1099, and more, all from your Sage BusinessWorks system. You'll not only save time on your quarterly and annual reports with the simple-to-use interface and signature-ready, plain-paper forms, but you also have the option of going virtually paperless with eFile.

The eFile capability enables you to electronically send forms and reports—and even make payments. Research shows the average cost to produce a W-2 in-house is about \$3.07 for each employee. This includes labor, forms, and postage. In contrast, the Complete eFile Service is available for \$1.69 for each employee (minimum \$24.95).

Better still, forms are updated quarterly so you're always in compliance, and every report is saved in its own history file for easy retrieval. Save significant time and use it to focus on other important areas of your business.

Visit www.aatrix.com/sagebusinessworks for a complete list of supported forms.



COMPLETE W-2 OR 1099 eFile SERVICE

Filing your W-2s and 1099s has never been easier! This quick and simple process completes all your W-2 or 1099MISC filing requirements in a fraction of the time it used to take. Simply eFile and your federal and state copies are sent electronically and your employee copy is printed, stuffed, and mailed. Plus, a plain-paper copy is provided for your records.

\$1.69 per employee or vendor*

Express W-2 eFile Service

File federal W-2s, state W-2s and provide Employee W-2s online. W-2s are automatically eFiled to the appropriate state and federal agencies and distributed to your employees electronically via a secured website.

\$0.99 per employee*

BASIC eFile SERVICE

Any report for only \$7.95. Add 25¢ per employee for employee list reports (such as Unemployment & New Hire).

W-2 or 1099 federal copy – 49¢ *

W-2 or 1099 state copy – 69¢ *

W-2 or 1099 federal and state copy – 99¢ *

*\$24.95 minimum applies to all W-2 and 1099 eFilings

The screenshot shows the '941 for 2010: Employer's QUARTERLY Federal Tax Return' form. The form is titled '941 for 2010: Employer's QUARTERLY Federal Tax Return' and includes a 'Review / Edit' button. The form is partially filled out with company information and tax data. The company name is 'BICYCLE PRODUCTS DIV., 1278 GOLDEN GATE D' and the address is 'SAN FRANCISCO, CA 95125'. The form includes sections for 'Part 1: Answer these questions for this quarter' and 'Part 2: Report for this quarter of 2010'. The 'Part 1' section includes fields for 'Number of employees who received wages, tips, or other compensation for the pay period', 'Wages, tips, and other compensation', 'Income tax withheld from wages, tips, and other compensation', 'Social Security wages', 'Social Security tips', 'Medicare wages and tips', 'Total wages, tips, and other compensation', 'Number of qualified employees first paid exempt wages this quarter', 'Number of qualified employees paid exempt wages this quarter', 'Exempt wages/tips paid to qualified employees this quarter', 'Total taxes before adjustments', 'Current quarter's adjustment for fractions of cents', 'Current quarter's adjustment for sick pay', 'Current quarter's adjustments for SRS and group-term life insurance', 'Total taxes after adjustments', 'Advance earned income credit (EIC) payments made to employees', 'Total taxes after adjustment for advance EIC', 'Total deposits, including prior quarter overpayments', 'COBRA premium assistance payments (see instructions)', 'Number of individuals provided COBRA premium assistance', and 'Number of qualified employees paid exempt wages/tips March 15-31, 2010'. The 'Part 2' section includes a 'Deposit for this quarter of 2010' section with radio buttons for '1: January, February, March', '2: April, May, June', '3: July, August, September', and '4: October, November, December'. The form also includes a 'Check and go to line 6e' section and a 'See instructions for definitions of qualified employees and exempt wages/tips' section.



Benefits

Automatically Complete Over 250 Forms

- Open and complete forms automatically using the data in your Sage BusinessWorks Payroll and Accounts Payable modules.
- Fill out both federal and state forms, including Unemployment, Withholding, and New Hire reports.
- No more worksheets required!

Eliminate Manual Report Creation

- Review and edit on screen, then you're ready to print on plain paper, sign, and mail or quickly eFile.
- You no longer need to stock forms on site.
- Alignment issues become a thing of the past.

eFile² Forms and Payments

- Gain the option to send state or federal reports through eFile in minutes.
- There are three types of eFile services available:
 - Complete eFile Service
 - Express eFile Service
 - Basic eFile Service
- No more folding!
- No more stuffing envelopes!
- Save on postage!

For more information on eFile and a complete list of available forms, visit www.aatrix.com/sagebusinessworks or call 800-447-5700

Top Five Reasons to Use Print-N-Sign Tax Forms and eFiling

1. Save money—minimize the need for preprinted forms.
2. Increase productivity—prepare your taxes in less time by using signature-ready tax forms, including:
 - State Tax Reports
 - New Hire Reports
 - Unemployment Reports
 - W-2, W-3, and many more
3. Minimize data entry errors—populate forms using your Sage BusinessWorks employee and vendor data.
4. Convenient eFiling—file forms and payments electronically from within your Sage BusinessWorks software.
5. Easily access historical filings—archive every completed form in its own history file for easy-to-find retrieval.

“The biggest benefit of adopting Sage BusinessWorks is that we now have a completely paperless operation.”

**Bert Bellinson, President
Tangent Industries, Inc.**

¹ IRS regulations require that the employee copies of Form W-2 (Copies B, C, and 2) and Form 1099 (Except Copy A) are printed on perforated paper and that the individual filing instructions be given to each employee (IRS Publication 1141 Sec. 2.05 & 2.19 and IRS Publication 1179 Sec 4.4.3).

² Aatrix eFile is a system whereby federal, state, or local reports and payments are transmitted electronically to the Aatrix eFile Center, which then forwards them to the appropriate federal, state, or local agency by an approved method (including but not limited to fax or mail). To use the Aatrix eFile system, the online enrollment process must be completed and the Aatrix eFile Center must receive a signed Authorization Form from each company/taxpayer or from an authorized representative of each company/taxpayer.