



PC Software Accounting, Inc.
1219 Sarasota Center Blvd.
Sarasota, FL 34240-7811
(941) 896 9861
Fax: (941) 896 9865

Dear PC Software Client:

Greetings from PC Software. We hope all is going well for you. The purpose of this letter is to discuss and provide ordering information for the 2016 W2 and 1099 forms. First of all, we will again provide our users on support with the capability to print black W2A's and W3A's on blank paper and also the capability to additionally output W2's and 1099's in a PDF format. Almost unbelievably, the IRS still requires the red copy A's for 1099's and 1096's; although they have not always levied fines for noncompliance. We would personally recommend using only preprinted 1099A & 1096A red copy forms or electronically filing them, rather than risking a fine. The W2 and 1099 program supports all the forms shown on the attached order form and the capability to electronically file W2's and 1099's is included with the standard program. (By the way, we added the capability to print black copy A W2C's and W3C's on blank paper in 2013, which should make it easier to make corrections to the W2's if they are needed.)

When you order your forms, keep in mind that the red scannable W2 Copy A (form #25), and all the red scannable 1099's except the 1099-S specify that two employees or recipients should be on one page (two forms for two different people on one page). The red scannable 1099-S still specifies that 3 recipients should be on one page. Please note that you will need twice as many blank perforated forms as the W2 Copy A, and all 1099 Copy A's except for the 1099-S (3 times as many for the 1099-S), since the blank forms are set to print only one person or recipient per page. You should be careful to order the correct envelopes for the blank form you are ordering. For example if you are printing your employee copies using the two to a page W2, order envelope #7, and if you are printing your employee copies using the four to a page W2, order envelope #34. When you are ordering 1099's, order envelope #41 for two forms to a page and envelope #21 for three forms to a page. The only significant changes by the IRS that affect the number of employees or recipients per page this year is on the 1098 which is now a 2-up form. This means that, for most purposes, the leftover envelopes from last year will fit the corresponding forms for this year.

You should be aware that MISC 1099's that report non-employee compensation (Box 7) and ALL W2's will be required to be filed with the IRS/SSA by January 31st, even if you are filing electronically.

We are again sending out this order form in August instead of September so that everyone can get a head start on the busy 2016 W2 and 1099 season. As always, W2 and 1099 orders placed by September 30th will receive a 10% discount. Please keep in mind that the discount only applies to ordered forms and not envelopes. We do suggest that you order your forms either by September 30th and take advantage of the early order discount or at least before Thanksgiving to avoid any year-end delays. We also suggest that you check your forms when they arrive so that any errors in shipping can be easily corrected before the W2 and 1099 season begins. The attached ordering information is designed to assist you in ordering the forms that you need. Please call us with any questions that you might have. Thank you very much for your order! We look forward to working with you during the upcoming W2 and 1099 season.

Regards,
PC Software Accounting, Inc.