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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 2011 W2 and 1099 forms. First of all, we will again provide our users on support with the capability to print W2's and W3's on blank paper and also the capability to additionally output W2's and 1099's to 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. Because some users have submitted blank paper copy A's for 1099's and 1096's in the past, without being fined, they have asked us for that capability. We will provide this blank paper capability for the 1099 MISC copy A and for the 1096 copy A on special request to users who want to assume total liability for any fines that are levied. (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.

When you order your forms, keep in mind that the red scannable W2 Copy A (form #25), the red scannable 1099 Misc. Copy A (form #29), the 1099 DIV (form #27), 1099B (form #26), and the 1099R (form #33), specify that two employees or recipients should be on one page (two forms for two different people on one page). Other red scannable 1099's specify 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, 1099DIV Copy A, 1099B Copy A, and 1099R Copy A, since the blank forms are set to print only one person or recipient per page, (3 X's for 1099INT or 1099S). You should be careful to order the correct envelopes for the blank form you are ordering. For example if you are printing two W2 forms to a page, order envelope #7 and if you are printing four W2 forms to a page, order envelope #34. When you are ordering 1099's order envelope #41 for two forms to a page forms and envelope #21 for three forms to a page forms. There are no new changes that affect the number of employees or recipients per page this year, so if you have leftover envelopes from last year, they will fit the corresponding forms for this year.

You might want to compare prices before you order your forms. We believe that our forms are the best priced on the market and we guarantee that they will fit our software forms layout. We have again sent out this order form in August this year instead of September because our competitors do this, however you may take the 10% discount on early form ordering as long as you order by September 30th, (which is the same deadline we have always had on W2 and 1099 early form orders). 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.