

PRO SYSTEMS, INC.

Software Information

PRO SYSTEMS CLIENT WRITE-UP / AP / PAYROLL SYSTEM FOR WINDOWS

Our Client Write-Up / AP / Payroll System for Windows **WILL NOT PRINT ON CONTINUOUS FORMS.**

The Client Write-Up / AP / Payroll System for Windows **WILL PRINT THE FOLLOWING FORMS:**

LASER PREPRINTED FORMS

Preprinted cut sheet laser forms for the SSA and IRS. Order the following forms:

WILL PRINT TWO EMPLOYEES PER PAGE:

W2, COPY A FOR SSA (5201)
1099-MISC, COPY A FOR IRS (5110)
1099-DIV, COPY A FOR IRS (5130)
1099-B, COPY A FOR IRS (5153)

WILL PRINT THREE EMPLOYEES PER PAGE:

1099-INT, COPY A FOR IRS (5120)
1099-S, COPY A FOR IRS (5160)

WILL PRINT ONE COMPANY PER PAGE:

W3 (5200)
1096 (5100)

LASER GENERATED FORMS

All other forms will be generated by the program on blank paper or blank perforated forms:

W2 - PRINT ON BLANK PAPER OR 2-UP PERFORATED FORMS (5207) - WILL PRINT TWO EMPLOYEES PER PAGE:

W2, COPY A FOR SSA (*)
W2, COPY 1 FOR STATE / CITY / LOCAL
W2, COPY 2 FOR EMPLOYEE'S RETURN
W2, COPY B & C
W2, COPY D FOR EMPLOYER OR FILE
W2, EMPLOYEE INSTRUCTIONS

(*) - The printing of COPY A is now available on blank paper. To maintain the highest level of client satisfaction and to have the least amount of problems with the SSA, we still recommend printing COPY A on preprinted forms (5201).

LASER GENERATED FORMS (CONTINUED)

W2 - PRINT ON BLANK PAPER OR 4-UP PERFORATED FORMS (5209) - WILL PRINT ONE EMPLOYEE PER PAGE:

W2, EMPLOYEE COPIES B, C & 2

1099 MISC / DIV / B - PRINT ON BLANK PAPER OR 2-UP PERFORATED FORMS (5144) - WILL PRINT TWO EMPLOYEES PER PAGE:

1099-MISC / DIV / B, COPY B WITH INSTRUCTIONS - RECIPIENT
1099-MISC / DIV / B, COPY B - RECIPIENT
1099-MISC / DIV / B, COPY C - PAYER / STATE
1099-MISC / DIV / B, STATE / FILE / EXTRA COPY
1099-MISC / DIV / B, RECIPIENT INSTRUCTION

1099 INT / S - PRINT ON BLANK PAPER OR 3-UP PERFORATED FORMS (5174) - WILL PRINT THREE EMPLOYEES PER PAGE:

1099-INT / S, COPY B WITH INSTRUCTIONS - RECIPIENT
1099-INT / S, COPY B - RECIPIENT
1099-INT / S, COPY C - PAYER / STATE
1099-INT / S, STATE / FILE / EXTRA COPY
1099-INT / S, RECIPIENT INSTRUCTION

OTHER INFORMATION

When ordering envelopes for the special 4-up laser generated W2 forms (5209), be sure to order form 9999-1 or 9999-2.

OTHER SOFTWARE

TFP & LASERLINK - Please refer to our Tax Forms Catalog for more information.

BUSINESSWORKS SOFTWARE - Please check with our software support department.