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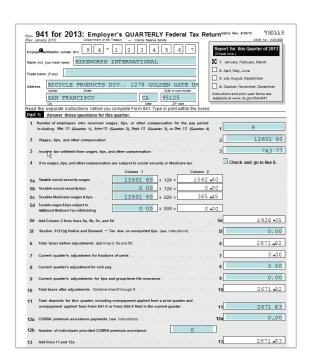
Enjoy convenient reporting and greater time savings with Print-N-Sign Forms.[1]

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 significantly less (visit www.Aatrix.com/SageBusinessWorks for pricing details).

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.

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.

BASIC eFile SERVICE

Visit www.Aatrix.com/SageBusinessWorks for complete and current pricing information.

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.

eFile[2] 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 Aatrix at 800-426-0854.

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.

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