



TAX FORM TIMES

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February 2010

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Feb. 1 - W2's to employees
March 1st - W2's to IRS

**Don't let
"T" - Day sneak
up on you. Order
your tax forms
early!**

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Associates, Inc.**

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Gearing up for the 2009 Tax Season. What you need to know to make sure YOURS goes smoothly!

Yes, it's that time of year again

when we need to begin thinking about all the year end things that will need to be done; most importantly, Tax Forms.

We understand that for some, tax time is a recurring nightmare of jamming printers, not enough forms, too many envelopes and the most popular question of the time.... "I lost my W2 could you get me another one?"

Safeguard wants to make this year's tax season as simple and pain free as possible by offering you 3 simple rules for making a sometimes hectic and often maddening time into one that breezes by.

Rule #1: Order Early! We can't say enough about ordering your tax forms early. If nothing else you get to double check to make sure you ordered enough of everything you need. Fortunately, the changes the IRS made to the W2's are minor and DO NOT require reprogramming! However, reprogramming IS required for 1096 Transmittal form for 1099's, the W-9 & a few other less used forms, so make sure to get in touch with your software company as soon as possible for the updates to help things go a little more smoothly with less

corrections needing to be made. Most of the changes are minor and are to the backer information.

There is a flip side to ordering early. While we recommend ordering early, we also recommend waiting to file your Federal copies until March 1st. By waiting, you avoid having to send in correction forms on those that may be wrong. Especially since they would have to be filled out by hand as most software does not provide a W2C option.

We know that you can never predict your final count, but you can make an educated guess. By ordering early you can rest assured there won't be any delays in printing your W2's.

Rule #2: Order extra forms! OK, so ordering 5000 forms instead of 2500 seems like a lot. We understand. However, think about this. It's January 28th and you're finishing up your last 800 W2's. Suddenly, the printer jams and you lose all 800 of those W2's. You don't have any extra and you have to call and order more sent overnight. Having the forms sent overnight will cost you more than the extra forms would have – in money, time & stress. Be prepared for minor disasters that may occur including printer jams, unaccounted for employees and lost W2's.. make sure to

order more than you need.

Rule #3: Always order your forms from Karen Price & Associates/Safeguard. Take comfort knowing the forms you receive are compatible with many different software programs including (but not limited to) Abra, Microsoft Small Business Accounting, Great Plains Dynamics, MAS90/200/500, Small Business Manager, Peachtree, Solomon, QuickBooks, Business Works, & eImpact Express. Karen Price & Associates is the top vendor meeting all your tax and business forms needs. With over 25 years experience, let us help you make this the easiest tax season yet.

By the way: If you have 250 or more employees, you must file electronically. Also, don't forget about the 1099's you may need to order as well. Any non-employee that you paid more than \$600.00 for the year will need to receive one. We can help you with all your 1099 needs. Call Today!

Note: No returns on forms after 12/1/09. Please make sure to check your order!