



TAX FORM TIMES

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September 2011

January 2012

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Jan. 31st - W2's to employees
Feb. 28th - 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 2012 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. There are a few forms including the 1099A & 1099B that WILL require reprogramming. Click this link: [2011 Tax Form Changes and Reprogramming](#), to access our full list. Be 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. But some forms do require definite reprogramming so be careful!

There is a flip side to ordering early. While we recommend ordering early, we also recommend waiting to file your Federal copies until February 28th. 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. Order early and rest assured there won't be any delays in printing your W2's.

Rule #2: Order extra forms! 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. Sending forms overnight will cost you more than the extra forms would – 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. Our forms 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, & QuickBooks. We also carry the blank perforated paper with the employee instructions on the back for software such as QuickBooks that allow you to print on blank paper instead of pre-printed forms. Karen Price & Associates meets 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 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 after 12/1/11. Please make sure to check your order! Min. order amount is \$12.00.