PAYROLL CS™ OR WRITE-UP CS™

Payroll Year-End Procedures

version 2008.x.x
Introduction

When all payroll checks for the client have been processed and printed, the next steps are to process and print the 941, 940, 944, 945, SUTA, W-2, and 1099 forms for the company.

The following reports can be used to verify the accuracy of the figures that are retrieved into the various payroll forms.

- Payroll Journal
- Earnings Report
- Depository Totals
- Payroll Tax Summary

Notes

- A checklist for year-end payroll processing is available within the CSA help. Search on Checklists from the index in the CSA help browser and then click the Checklist for payroll year-end processing topic.
- If you want to follow the procedures in the guide without affecting your client data, you can open and use CSPAY01 Payroll Sample Client.

Processing Form 941

The first item to process and print is the 941 form. To select form 941 for filing, choose File / Client Properties, click the Payroll tab, and make sure the 941 checkbox is marked.

Note: The 941 and 944 checkboxes cannot both be marked at the same time in the Client Properties dialog. When you mark one of the checkboxes, the other is unmarked automatically.
The Federal 941 option, used quarterly for reporting an employer's tax liability, consists of the following forms:

- Form 941, Employer's Quarterly Federal Tax Return
- Form 941 (Schedule B), Employer’s Record of Federal Tax Liability
- Form 941-V – Payment Voucher
- 941c, Supporting Statement To Correct Information
- 941-Schedule D, Report of Discrepancies Caused by Acquisitions, Statutory Mergers, or Consolidations

To begin processing Form 941, follow these steps.

1. From the main CSA window, choose **Utilities / Payroll Tax Processing** and then either click the **U.S. flag (941)** icon on the shortcut bar or choose **View / 941**. In the form window (shown in the following illustration), click the 941 tab, the 941-Sch B tab, 941-V tab, or 941-Sch D tab.

The text color of data shown on the screen for the 941 form indicates the source of the information, as follows:

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>Retrieved information&lt;br&gt;(From Tasks / Retrieve Payroll Information; see steps 2-5 below.)</td>
</tr>
<tr>
<td>Green</td>
<td>Supplemental information&lt;br&gt;(From Setup / Supplemental Information; see steps 6-9 below.)</td>
</tr>
<tr>
<td>Black</td>
<td>Program-calculated information</td>
</tr>
<tr>
<td>Red</td>
<td>Manual override</td>
</tr>
<tr>
<td>Orange</td>
<td>User-entered</td>
</tr>
</tbody>
</table>
If you have created a vendor and entered checks for that vendor in the Tasks / Transaction Entry window or in the Tasks / Vendor Check Entry window, you can now retrieve those vendor check amounts by choosing **Tasks / Vendor Checks**.

In the Vendor Checks dialog, you can select the vendor you used when making 941 payments and then choose the appropriate checks for the reporting period. The program automatically enters this amount in the **Line 11 - Total deposits for quarter** field for Form 941. If there is an amount already entered in the corresponding field within the Setup / Supplemental Information dialog, the program displays that number instead.
2. Choose **Tasks / Retrieve Payroll Information** or click the button on the toolbar.

3. In the **Period** field of the Retrieve Payroll Data dialog, select the period for which you wish to retrieve the information and then click **OK**.

4. Mark the appropriate field override checkboxes to clear any information that may have already been entered manually.

5. Click **OK** to return to the form window. Notice that the blank fields and zero amounts have been replaced by the actual quarterly payroll information.

Information for Form 941 is retrieved from the earnings history and (for Line 15 or for the 941-Sch B form) from the check history. You can also enter payroll information manually on the displayed 941 form, overriding automatically retrieved data. To delete override data, choose **Edit / Overrides** while the form window is active and then select the applicable override option.
6. To enter the total deposits for the quarter, choose **Setup / Supplemental Information** or click the button on the toolbar.

7. If the Vendor Checks dialog is not being used, enter the amount of the deposits in the **Deposits for** field.

8. If the tax liability amount for Line 15 of the 941 is greater than the Line 10 amount for net taxes, mark the **Calculate fractions of cents** checkbox to make Line 10 equal to Line 15 or Schedule B, the total liability for the quarter, and enter the threshold amount in the **Threshold** field.

9. Click **OK** to close the 941 Supplemental Information dialog and return to the form window.

**Note:** If you need to change or zero out supplemental information (shown in green in the form window), choose **Setup / Supplemental Information** and make whatever changes are required. After retrieval, the field for Line 11 is cleared. If you need to delete an override amount on the 941, choose **Edit / Overrides** and then make the appropriate selection.

10. Enter any information needed for fields that are orange (user-entered).
Printing Form 941

To print form 941, do the following.

1. From the Form 941 window, choose **File / Print**.

**Note:** When you choose to print Form 941, a diagnostic error may appear telling you that lines 10 and 15 on the 941 form are not equal, usually due to rounding. If this is the case, open the Supplemental Information dialog for Form 941 and mark the **Calculate fractions of cents** checkbox. Enter the threshold amount in the **Threshold** field.

- To print the forms listed in the Print Tax Forms dialog, mark the appropriate checkboxes.

- “Facsimile” is the only option available in the Paper Type column, and “<Default>” appears as the selected option in the Printer column. However, you may select any of the printers that have been set up for your Windows® system. To choose a new default printer, click the Printer button.

- To print filing instructions before the payroll tax form, choose the appropriate global letter from the Filing Instructions column. These global letters are created in the Setup / Transmittal Letter dialog.

- Specify the number of copies you wish to print (from 1 through 99) in the **Number of copies to print** field.
2. Confirm that you have inserted blank paper in your printer and then click the **OK** button.

3. Click **Done** on the toolbar to close the Payroll Tax Processing window.

### Processing Form 944

For annual filing, you will process Form 944. To select form 944 for filing, choose **File / Client Properties**, click the Payroll tab, and make sure the **944** checkbox is marked.

The Federal 944 option, used annually for reporting an employer's tax liability, consists of the following forms.

- Form 944 – Employer's Annual Federal Tax Return
- Form 944-V – Payment Voucher

**Note:** The 941 and 944 checkboxes cannot both be marked at the same time in the Client Properties dialog. When you mark one of the checkboxes, the other is unmarked automatically.

To begin processing Form 944, follow these steps.

1. From the main CSA window, choose **Utilities / Payroll Tax Processing** and then either click the **U.S. flag (944)** icon on the shortcut bar or choose **View / 944**. In the form window (shown in the following illustration), click the appropriate tab.
2. Choose **Tasks / Retrieve Payroll Information** or click the button on the toolbar.

3. In the Retrieve 944 Payroll Data dialog, select the year for which you wish to retrieve the information, mark any appropriate field override options, and then click **OK**.

![Retrieve 944 Payroll Data dialog]

4. Click **OK** to return to the form window. Notice that the blank fields and zero amounts have been replaced by the actual annual payroll information.

   Information for Form 944 is retrieved from the earnings history and, for Line 13, from the check history. You can also enter payroll information manually on the displayed 944 form, overriding automatically retrieved data. To delete override data, choose **Edit / Overrides** while the form window is active and then select the applicable override option.

5. On line 10 of Form 944, enter the federal deposit amount for the year.

6. Choose **Setup / Supplemental Information** and enter any applicable information.

7. Click **OK** to close the 944 Supplemental Information dialog and return to the form window.

8. Enter any information needed for orange (user-entered) fields.

9. Print Form 944 using the File / Print command.
Processing Form 940

The 940 form is the employer’s annual federal unemployment tax return, and processing for this form is similar to the 941 processing.

1. Choose Utilities / Payroll Tax Processing. Click the 940 flag icon on the shortcut bar. Note that the Form 940 window opens with zero amounts.

2. Choose Tasks / Retrieve Payroll Information.
3. From the Retrieve Employee 940 Payroll Data dialog, choose the year (**Current**
or **Previous**) for which to retrieve the information and mark any of the Clear
form overrides checkboxes as appropriate.

You also have the option to **Include non-taxable wages as exempt** and
**Include pre-tax deductions as exempt**.

- If you mark the Include non-taxable wages as exempt option, non-taxable
  wages such as employee reimbursement and mileage, etc., will be
  presented on the lines for total payments, exempt payments, and total
  exempt payments.

- If you mark the Include pre-tax deductions as exempt option, the amount of
  the deduction (cafeteria plan, medical insurance, etc.) will be presented on
  the lines for total payments, exempt payments, and total exempt payments
  on the 940 form.

4. Click **OK** to automatically retrieve the client’s payroll information into the 940
   form.

5. Choose **Setup / Supplemental Information** and enter the appropriate
   information, then click **OK** to return to the form window.

6. Enter any information needed for the orange (user-entered) fields.

7. Verify the figures on the form by comparing them to your Payroll Tax Summary
   Report. If everything is correct, print the forms by choosing **File / Print**.

8. Click **Done** to close the Payroll Tax Processing window.
Processing Form 945

Form 945 is the Annual Return of Withheld Federal Income Tax. Processing the Form 945 is similar to the process for Forms 940, 941, and 944.

1. Choose Utilities / Payroll Tax Processing. Click the 945 flag icon on the shortcut bar. Note that the Form 945 window opens with blank fields and zero amounts.

2. Choose Tasks / Retrieve Payroll Information.

3. From the Retrieve Employee 945 Payroll Data dialog, choose the year (Current or Previous) for which to retrieve the information, mark any of the Clear form overrides checkboxes as appropriate, and then click OK.
4. Choose **Setup / Supplemental Information** and enter any applicable information, then click **OK** to close the 945 Supplemental Information dialog and return to the form window.

5. Choose **Setup / 1099 Items** to distinguish between regular and backup withholding.

6. Enter any information needed for the orange (user-entered) fields.

7. Print Form 945 using the **File / Print** command.

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### Processing state payroll tax forms

For each state that you will be processing for a client, you must first enter the two-character state postal code in the Payroll tab of the File / Client Properties dialog. In addition, to have the program calculate SUTA amounts and the SUTA Worksheet report, the State field in the Other tab of the Setup / Employees window must be completed for the applicable state(s) for **each employee**.

**Note:** If you are licensed for a State Payroll Tax module, the process of retrieving the quarterly payroll data is similar to the process for retrieving 941 data.

Follow these steps to retrieve data for state payroll tax processing.

1. Choose **Utilities / Payroll Tax Processing**, and then either click the applicable **state flag** icon on the shortcut bar or choose the state from the **View** menu.
2. While any payroll tax form is currently selected, choose **Tasks / Retrieve Payroll Information**.

3. In the **Period** field of the Retrieve Payroll Data dialog, select the period for which you wish to retrieve the information. If applicable, also select a month for retrieval in the **Month** field.

```
Retrieve Payroll Data

Period to process
- Period: Current quarter
- Month: <None>

Inactive employees
- Include all employees with year-to-date earnings
- Only include employees having earnings in quarter

Misc
- Exclude employees with no wages (Unmark for annual forms)
- Clear retrieved (blue) and calculated (black) field overrides
- Clear supplemental (green) field overrides
- Clear user-entered (orange) field overrides

Retrieving data for 2nd quarter 2007

OK  Cancel
```

4. Mark any appropriate checkboxes in the dialog, and then click **OK** to return to the payroll tax form window.

5. Choose **Setup / Supplemental Information** and enter any applicable information, then click **OK** to close the Supplemental Information dialog and return to the form window.

6. Enter any information needed for orange (user-entered) fields.

**Note:** You can also enter payroll information manually on the displayed payroll tax form, overriding data that has been automatically retrieved. To delete overridden data, choose **Edit / Overrides** while the form window is active, and then select the applicable override option.
Editing employee detail

If you wish to edit employee information on the payroll tax form, choose Tasks / Edit Employee Detail or click the button and do the following:

1. In the Employee Detail dialog, select the checkbox next to the name of any employee you wish to exclude from the report.
2. Edit other employee information as necessary.
3. Click OK to save the information and return to the payroll tax form window.

Danger! Edits made in the Employee Detail dialog do not update the employee's record in the Setup / Employees window.

Printing payroll tax forms

1. When all required information has been saved in the applicable tax forms for the selected state, choose File / Print.

2. To select a different printer than the displayed default printer, click the Printer button.
3. Mark the checkbox for each state payroll tax form you wish to print.
4. Make certain that you have loaded the proper paper stock (blank or preprinted) into your printer. If you need to adjust the printed areas to match the applicable spaces when printing forms on preprinted paper stock, search on Aligning preprinted state payroll tax forms for printing from the Index of the CSA help browser.
5. Click OK to begin printing.
Note: If you are a licensed user of FileCabinet CS® from Thomson Reuters, you can store and retrieve an electronic copy of any Payroll CS™ or Write-Up CS™ form, report, or financial statement. FileCabinet CS is a CS Professional Suite™ application that provides automatic storage and retrieval mechanisms for documents produced by other CS Professional Suite software. FileCabinet CS also enables you to scan documents for storage, store existing image files, store documents in alternate file locations, and send documents to email recipients. You can print most client-related documents, such as returns, extensions, forms, and reports to FileCabinet CS for electronic storage.

Printing SUTA worksheets

Please note that the state(s) for which you will be processing any state payroll tax form must first be selected as one of the client's states in the Payroll tax information grid on the Payroll tab of the File / Client Properties dialog and (for each employee) in the Other tab of the Setup / Employees window. If an employee is missing from a SUTA worksheet, you should return to both the Client Properties dialog and to the Employees windows to verify that the required state has been selected.

A SUTA Worksheet is provided as one of the standard reports with your Payroll CS or Write-Up CS software. This is not usually a submittable form, but it can be useful when entering information in a state form.

Follow these steps to print the SUTA Worksheet:

1. From the CSA main window, choose File / Print Reports.
2. In the Reports tab of the Print dialog, double-click SUTA Worksheet to move it to the right (Selected) pane.
3. With **SUTA Worksheet** still highlighted in the right pane, click the **Options** button.

4. In the SUTA Worksheet Options dialog, specify the information as appropriate for the selected client.

![](sutaWorksheetOptions.png)

5. Click **OK** to return to the Print dialog.

6. Click the **Preview** button or the **Print** button.

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**Form 9413 or 9416**

Forms 9413 or 9416 are generic forms, which some states accept for filing state unemployment tax.

Follow these steps to select print options for the 9413 or 9416 form:

1. From the CSA main window, choose **File / Print Reports**.

2. In the Reports tab of the Print dialog, double-click **Form 9413 or 9416** to move it to the right (Selected) pane.
3. With **Form 9413 or 9416** still highlighted in the right pane, click the **Options** button.

![Form 9413 or 9416 Options](image)

4. Click the **Preview** button or the **Print** button.

**Note:** Print options automatically revert to their default settings when you deselect a report for printing or exit the Print dialog. To save your report options, you can mark the **Save report options** checkbox in the Print tab of the Setup / User Preferences dialog. You can also save report options as part of a report profile.
Processing W-2 Forms

The Utilities / W-2 Form Processing command allows you to select the forms and to choose print options, and it also allows you to select the employees for whom you wish to print W-2 copies.

1. From the CSA main window, choose Utilities / W-2 Form Processing and specify the year you want to process.

2. In the Form Selection tab of the W-2 Form Processing dialog, mark the checkbox next to each form you wish to print and if you want to print more than one copy, enter the number in the Copies column. (Note that only Copy A and the W-3 can be previewed on the screen.)

Note: Payroll CS and Write-Up CS allow you to store up to two years of earnings information so that you can return to a prior year if necessary. In addition, you can print W-2s and 1099s for both the current and prior year.
Selecting the paper type

From the drop-down list in the Paper Type field, specify the type of paper stock on which to print. With facsimile forms (the blank options), the program will "draw" the form and place the amounts in the appropriate boxes. Using facsimile forms can prevent problems with amounts lining up correctly in the boxes.

**Note:** All forms can be printed on either blank or preprinted forms.

Specifying the printer to use

The program automatically uses the printer selected for reports in the Print dialog. However, you may specify a different printer by clicking the Printer button or by clicking in the Printer column field.

**Tip**
To minimize the number of paper changes that are needed in the printing process, use a different printer (or printer tray) for each type of paper used. Individual forms can be sent to specific printers using the printer drop-down list next to the Paper Type column.

Choosing print options

1. In the Utilities / W-2 Form Processing dialog, click the Print Options tab.

   ![W-2 Form Processing dialog](image)

   2. Specify the desired sort order by choosing one of the following options from the F4 drop-down list: Employee ID; Employee Name (default selection); Social Security Number; State / Employee Name; or State / SSN.
3. Choose the desired FICA adjustment options. If the **Automatically adjust FICA** checkbox is marked, you must also choose one of the following options:

- **FICA Only** — Allocates the FICA amounts correctly between Social Security and Medicare. (The program performs the calculation as follows: Starting from the total FICA amount, it calculates the appropriate FICA-Med amount and then places the remaining balance in the FICA-SS field.)

- **FICA and Fed W/H** — Adjusts FICA amounts to their correct values and adjusts federal withholding for any overages or shortages. (The program performs the calculation as follows: Starting from the total FICA and Fed W/H amount, it calculates the appropriate FICA-Med amount, then the FICA-SS amount, and finally places the remaining balance in the Fed W/H field.)

- **FICA and Fed W/H if FICA overwithheld** — Adjusts FICA amounts and federal withholding amounts only if FICA is overwithheld.

- **FICA and Fed W/H if FICA over limit and overwithheld** — Adjusts FICA amounts and federal withholding amounts only if FICA is both over the limit and overwithheld.

4. In the Summary forms group box, select the totals you wish to include in the summary forms by marking the appropriate checkbox(es), Federal totals or State and local totals. These totals print with Copy D only and will be included in the preview of copy A if selected.

5. The **Limited information** fields allow you to limit the W-2 information included. If the **Print limited information** checkbox is marked, you must also choose one of the following options:

- **Suppress amounts.** Choose this option to have the system not show amounts.

- **Employer info only.** Choose this option to have the system print employer information only. This also activates the **Number of copies** field, allowing you to change the quantity of forms that you wish to print.

- **Blank forms.** Choose this option to activate the **Number of copies** field, allowing you to change the quantity of forms that you wish to print.

6. The **Print only for state** checkbox activates the state-selection drop-down list. When you select a state from the list, the W-2 includes only employees with the currently selected state as their withholding state.

   **Note:** The employee’s W-2 prints all state information, not only the state selected in the drop-down list.

7. The data on the **W-3 Information tab** is retrieved automatically from the File / Client Properties dialog. You should verify the information and make any necessary changes.
8. You can use the Special Variables tab to assign specific values to employees for processing purposes. The special variable will then need to be incorporated into the W-2 form. (See the section later in this document entitled Modifying a W-2 or 1099 Layout.)

9. Print all employees is the default option in the Employee Selection tab, but you may choose to print forms for individual employees. To do so, choose Print selected employees and then double-click the employee name or highlight the employee(s) and click the Select button to move the selection to the right-hand (Selected) pane.

10. Click the Preview Copy A or the Preview W-3 buttons to preview and verify the information, or click the Print button to begin printing the selected forms.

Creating W-2 files

To create a W-2 file, mark the Create W-2 file checkbox in the Form Selection tab of the Tasks / W-2 Form Processing dialog.

The program creates the W-2 file when you click the Print button.

Notes:

- When W-2 and 1099 files are created, they are automatically encrypted for security. Before submitting these files to the appropriate agency you must use the Save to Submittable Format command, at which point the files are decrypted. Using the Restore from Submittable Format option will encrypt the files once again. You can use the preview function to view the file decrypted.

- We recommend that you verify your file by using SSA’s AccuWage program. You can download this software for free by pointing your browser to ssa.gov/employer/accuwage. You will need to unzip the W2REPORT file and use the unzipped file in AccuWage. [[2011 change: the file is no longer zipped.]]

W-2 file utility commands

From the Utilities / W-2 Form Processing dialog, choose File / W-2 File Utilities. This opens the list of the file utility commands.

- Combine Files. Provides a list of all W2REPORT files other than your own main file. You can select the files from the list that you want to consolidate into your main W-2 file.

- Preview File. Allows you to preview the W-2 file in a format that is easy to read.

- Verify. Corrects any errors in the total and final records and then displays the list of found errors.
Note: We recommend that you run the verify command before submitting any W-2 files. This does not verify the file in the same manner as SSA’s AccuWage program.

- Remove Client. Allows you to remove a client from an existing file.
- Save to Submittable Format. Copies the W2REPORT.* file to the selected drive as a zip file and decrypts the file. Copies the W2REPORT.DAT or W2REPORT.<userID> file to the selected drive as W2REPORT.ZIP and decrypts the file. If you are using SSA’s AccuWage program to verify your W-2 file, you must unzip the file prior to testing it within AccuWage or mark the Do not zip file checkbox on the Save to Submittable Format dialog prior to saving the file. [[2011 change: the file is no longer zipped.]]
- Restore from Submittable Format. Copies the W2REPORT file from submittable format back to the \CSASYS\IMAGMEDIA\year subfolder with the appropriate extension and then encrypts the file.
- Change Transmitter Information. Allows you to change the transmitter information stored in the selected file. This information defaults to the program licensee name and address. Your EIN, PIN, and contact information need to be added before submitting the file.
- Form 6559a Substitute. Displays a substitute Form 6559a for the W2REPORT on screen, which you can then print. Note that SSA has discontinued this form because they no longer accept files on diskette. For 1099 files, this option is Form 4804 Substitute.

Note: Error corrections – If you need to rerun the W-2s, first remove the client with the incorrect W-2 file information by choosing File /W-2 File Utilities / Remove Client, and then process W-2 files for all employees.

Creating state-specific W-2 files

CSA will create state-specific W-2 files for the year 2003 and later for the following states: Alabama, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Georgia, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, North Carolina, North Dakota, Ohio, Pennsylvania, Rhode Island, South Carolina, Utah, Virginia, and Wisconsin.

CSA uses the EFW2 format. State-specific W-2 files are those for which the state requires modifications to be made to the federal EFW2 format for the file to be processed.
Processing 1099 forms

Form 1099 processing is very similar to Form W-2 processing. Before you start, you may wish to print a Vendor Checks Report (for Payroll CS users) or a Vendor Activity Report (for Write-Up CS users) to help verify that the information is correct. If your employees are set up to receive 1099s, you can verify their 1099 information by running a Payroll Item Report.

The Form Selection tab of the Utilities / 1099 Form Processing dialog allows you to choose which of these form types you wish to process, as well as to create 1099 files for them.

1. From the CSA main window, choose Utilities / 1099 Form Processing, and then choose the calendar year and the type of 1099 form (1098, 1099-A, 1099-B, 1099-DIV, 1099-G, 1099-INT, 1099-MISC, 1099-OID, 1099-PATR, 1099-R, 1099-S, 1099-SA, 5498, 5498-SA) that you wish to process.

2. In the Form Selection tab of the 1099 Form Processing dialog, mark the checkbox for each type of the selected form that you wish to print. Note that only Copy A and the 1096 can be previewed.

3. Click the Print Options tab and specify the options as appropriate for the selected client.

   - **Sort order.** Choose the Vendor / Employee option if you wish the information to be printed in vendor or employee name order, as applicable, or choose the EIN option if you wish the information to print in employer identification number or social security number order.
- **Minimum amount for form printing.** Some 1099 forms do not need to be printed when the minimum amount is a specified amount (e.g., $600 for the 1099-MISC).

- **Print limited information.** Choose this option to limit the information to be included.
  - **Suppress amounts.** Choose this option if you do not want amounts displayed.
  - **Employer info only.** Choose this option to have the program print employer information only. You will also need to specify the Number of copies to print.
  - **Blank forms.** Choose this option to activate the Number of copies field, allowing you to change the quantity of forms that you wish to print.

4. Use the **1096 Information tab** to add or update client information for the 1099 form types you are currently processing. The information in this tab is automatically retrieved from the data entered in the File / Client Properties dialog during the set up of the client. You can verify and edit the information in each field.

5. Use the **Special Variables tab** to assign specific values to vendors for processing 1099 forms. If the special variable description is already named, it will appear on the form type you are processing. Otherwise, you will need to add the variable in the Layout Editor. (See the section later in this document entitled **Modifying a W-2 or 1099 Layout.**)

6. Use the **Vendor Selection tab** to select the vendors and employees you wish to include on your 1099 forms. All employees whose names appear on the selected vendors / employees list are eligible to have their 1099 forms printed. The Print all vendors/employees option is the default selection. To select specific vendors/employees, choose the Print selected vendors/employees option.

**Printing the 1099 forms**

After selecting the appropriate forms and options in the Utilities / 1099 Form Processing dialog, click the Print button.

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**Note:** The forms will print in the order listed in the Form Selection tab.
Modifying a W-2 or 1099 Layout

Both Payroll CS and Write-Up CS include default layouts for the W-2, W-3, 1096, and 1099 forms. There is a single layout for each form that is shared by all clients. The program only recognizes the original form name. Any modifications must be made to the original form.

To modify an existing layout follow these steps:

1. From the CSA main window, choose Setup / System Configuration / Layout Editor.
2. From the Layout Editor window, choose Layout / Open Layout. Choose the desired layout from the 20XX W-2 and 1099 Forms subfolder of your Layouts folder.
3. Make any necessary changes to the layout and save the changes using the File / Save command.

Note: You can revert to the original layout at any time by choosing Layout / Restore Default when the layout is open.

Using preprinted forms

If you are using the preprinted forms or have added any special variables, you may find it necessary to edit a layout. With preprinted forms, it is usually just a matter of moving variables within the boxes on the form. Special variables have to be added to the layout so the system can print them on the form in the proper place.

Note: Inserted text will not print on a preprinted form.

Using W-2 and 1099 forms from Forms CS

When you install Payroll CS or Write-Up CS, [*FLY] files are copied to the 20XX W2 and 1099 Forms subfolder within your Layouts folder. These files comprise current W-2, W-3, 1099, and 1096 layouts designed to correspond to the preprinted forms available from Forms CS.

It is recommended that you purchase your forms from Forms CS. If you purchase forms from other vendors, you may need to modify the form layout to align properly. In some cases, the forms from other vendors may not be compatible with the form options in the program. For more information on ordering forms from Forms CS, search on [Forms CS catalogs (PDF)] from the Index of the CSA help browser or call them directly at 1-800-909-1850.

Using the Global W-2/1099 Ordering Worksheet

The Global W-2/1099 Ordering Worksheet allows you to run a report to calculate the minimum number of sheets needed when it’s time to order W-2 and 1099 forms for your clients.
To run the report, choose either W-2 Form Processing or 1099 Form Processing from the Utilities menu and then choose Global W2/1099 Ordering Worksheet.

**Note:** This worksheet calculates the absolute **minimum** number of sheets you need to order. It does not take into account additional factors such as the W-2 separator option, additional copies needed for Copy 1, or additional copies needed per your business practices. You should also allow for reruns of forms due to printer malfunctions or other problems. We recommend that you order enough extra forms to account for these potential factors.

### Printing the forms

When printing on the W-2 Copy A, 1099 Copy A, W-3, or 1096 preprinted forms, information needs to print inside the appropriate box so that it can be scanned. The box must be included in the form’s layout for any box to print on W-2s and 1099s. That is, the program needs to know what information to print and where on the page to print it. The software already includes default layouts for the W-2, W-3, 1096, and 1099 forms. If necessary, you can modify any of these layouts using the Layout Editor.

**Note:** For employee copies of the W-2s, the program will print the 2D barcode on Copy C, so it can be scanned directly into UltraTax/1040.

### Using special variables

For each client, you may assign 10 special variables that consist of information typically not available in Payroll CS or Write-Up CS. When you edit W-2 and 1099 layouts using the Layout Editor, you can incorporate special variables (as entered in the Special Variables tab of the Utilities / W-2 Form Processing dialog or the Utilities / 1099 Form Processing dialog). This information is then included on the printed form.

### Product Support

To speak with a Product Support Representative, please call CS Support at (800) 968-0600, press 2 for Product Support, and then listen to the available options. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For details on our Support hours for other CS Professional Suite applications, please visit our website.