

12/10/2004



Martin and Associates White Paper Buyer:

Enclosed is our product. Should you have any questions, please call our office and ask for 'White Paper Support.' If no one is available, please leave a detailed message with the support person answering the phone or a voice message.

If you do call our office, please be prepared to fill out the support form on page 7. Martin and Associates (M&A) reserves the right to have you fax a completed form to us BEFORE we will offer any phone support.

Instructions

- Follow Best Software's year end and backup procedures for all your company data files. Best Software has this information on their website (www.bestsoftware.com), their recent newsletter, fax back server and in the user manual.
- Install the White Paper Product (A:\SETUP - follow your Library Master manual for further instructions AND drive selection).
- M&A added form options 2, 5, 6, and 7 to the W2 type. Best Software's 1, 3, and 4 are untouched by M&A.
- You now have a MAS90\W2 directory that holds your laser soft fonts, W2 form images and README files. These files are the actual graphic files/forms we used to print 'through'. The 'soft fonts' in MAS90\W2 that are passed to your printer need to be loaded each time you turn your printer on AND plan on using our product. Once loaded, they are in your printer's memory until you turn the printer off OR CLEAR YOUR LASER JET'S MEMORY.
- Setup a printer in Device Configurator, using any of the default HP Laser Jet Portrait printers, to **LPT1, LPT2, LPT3, or a Windows Printer Port** This may already be completed for your configuration - no special codes are needed for your laser jet printer. **White Paper does need 2MB of laser jet memory.**

If using Novell Print Queue, use the NT ('no tabs') option, for example,
Capture L=1 Q=yours NB NFF TI=10 NT

- Setup your choices for what 73 items you want printed on the standard MAS90 form Matrix. See pages 6 and 7 for M&A Sample. This is KEY.

You are responsible to setup your own form based on knowledge of your 2003 payroll data files. The sample form matrix that we supplied covers commonly needed fields BUT NOT ALL FIELDS THAT YOU MAY NEED!

REMEMBER - M&A WHITE PAPER USES STANDARD MAS90 FORM LOGIC, ALLOWING YOU the opportunity to pick those 'extra' W2 fields like SDI Withholding and other non-standard W2 form fields that you have been missing in past years.

- Run MAS90, Go to P/R, Go to Period End, Go to W2 printing, choose Print an alignment pattern (using 'White Paper Employee' copy). This prints out a sample form to your laser printer.

You Are Ready to Run Your W2's:

Review Special processing notes (below).

- Check your FED and State and Local tax table for correct FICA limits (2004), tax i.d. numbers, etc.
- Follow Best Software's instructions for getting ready.
- From Period End, Print W2 Menu Bar, choose form:
 - 5 for 'White Paper Employee' copy (use your perforated after a trial run). You might run on plain copier paper first - or run form 6 or 7.
 - 6 for 'White Paper Employer' copy. Use your more cost effective copier paper.
 - 7 for 'White Paper State/Loc' copies. Use copier paper.
- Print as much as you like and for any range that you want.
- Form 1, 3, or 4 still handle the 'normal' Best Software forms.
- 'TAB TO' will be skipped and do not apply to White Paper Forms.
- Follow Best Software's instructions for completing and getting ready for the new year.

Special Processing Notes

- The SLL option controls locking files and M&A White Multiform. You can access this using the 'State/Local' button. Page 8 has a screen image.
- None/Locality/State – allows you to print out specific localities or states for W2's when processing the employee tax summary files.
- File LOCK ? - standard is set to 'Y'. A 'N' allows one networked PC to print the employee from, another can print Employer and yet another can print State/Local - all from the same company.
- M&A MULTI State and Local ? - standard is 'Y'. This allows you to print a cleaner multi state/local breakout for the employee copy - a great time saver - eliminates the annoying sorting you had to do with Best Software printing logic.
- 'SUB-TOTAL ON FORM #' - defaults to 42. You should consider setting it to 0 and not printing out subtotals for your employee and employer copies. If your state/locality does not need it, have the number be 0 again. Another option is to click the No Subtotals check box.

Support Fees

M&A will bill you for support under the following conditions

- You and M&A agree that the issue is billable.
- Training and support issues that include, but are not limited to:
 - printer setup
 - form setup
 - data file backup and data file planning issues
 - network configurations and training

If you read the manual and know your software, then you should incur very little IF ANY support fees.

Want to Uninstall?

- Delete the MAS90\W2 directory
- Put back your PRZRKA, PRZRKB, PRWRKA, PRWRKB and PRWRKA.LIB files in your MAS90\PR directory. These files are located on your install CD-Rom or diskettes that you got from Best Software.
- Turn off your laser jet (clears soft fonts from memory of the Laser Jet.
- We are now out of your way, if needed.

Where To Buy The Paper

You can contact Nelco Forms and ask for forms and envelopes for Martin & Associates' W2 and 1099 White Paper product.

- Nelco
3130 S. Ridge Road
P.O. Box 10208
Green Bay, WI 54307-0208
Phone Number: 1-800-266-4669

Thank You,

Martin & Associates
10385 Spartan Drive
Cincinnati, Ohio 45215

513/772-7284

513/772-4529

<http://www.martinandassoc.com>

Voice

Fax

SAMPLE FORM MATRIX INCLUDING W2 BOX #'S

Run Date: 01/03/99 JJR DS3 TEST Page: 1
P/R Date: 01/03/99 W2 FORM PRINTING REPORT and M&A WHITE PAPER Time: 10:13 PM
FORM LAYOUT PRINTING

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-----LINE GROUP-----
FORM          PRINT          LINES START
NAME  NUMBER LEN WID DESC COMP  DESCRIPTION          # LINES  PER  LINE
PRZRKA   4   041 063   Y   Y
Laser 4/Page

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LN	FIELD	DESCRIPTOR	-----DATA-----			-----DATA DESCRIPTION-----				
			PRINT?	LINE	TAB	PRINT?	DESCRIPTION	LINE	TAB	MSC
1	COMPANY	NAME	Y	012	006	N				
2	COMPANY	ADDRESS LINE 1	Y	013	006	N				
3	COMPANY	ADDRESS LINE 2	Y	014	006	N				
4	COMPANY	ADDRESS LINE 3	Y	015	006	N				
5	COMPANY	ADDRESS LINE 4	Y	016	006	N				
6	EMPLOYER'S	FED TAX ID NO.	Y	009	005	N				
7	EMPLOYER'S	STATE ID NO.	Y	036	008	N				
8	PENSION	PLAN BOX	Y	034	036	N				
9	SUBTOTAL	BOX	N			N				
10	VOID	BOX	N			N				
11	EMPLOYEE	NUMBER	Y	006	004	N				
12	NAME -	LAST NAME FIRST	N			N				
13	NAME -	FIRST NAME FIRST	Y	020	006	N				
14	ADDRESS	LINE 1	Y	021	006	N				
15	ADDRESS	LINE 2	Y	022	006	N				
16	CITY		Y	023	006	N				
17	STATE		Y	023	022	N				
18	ZIP	CODE	Y	023	027	N				
19	SOCIAL	SECURITY NUMBER	Y	017	030	N				
20	FED	GROSS WAGES	N			N				
21	FED	WITHHOLDING WAGES	Y	006	025	N				
22	FED	INCOME TAX W/H	Y	006	050	N				
23	EIC	PAYMENTS	Y	026	050	N				
24	FICA	WAGES	N			N				
25	FICA	WAGES LESS TIPS	Y	008	025	N				
26	FICA	TIPS	Y	026	006	N				
27	TIPS	REPORTED	N			N				
28	TIPS	DEEMED TO BE WAGES	N			N				
29	FICA	TAX WITHHELD	Y	008	050	N				
30	FED	UNEMPLOYMENT WAGES	N			N				
31	STATE	TAX CODE	Y	036	003	N				
32	STATE	GROSS WAGES	N			N				
33	STATE	WITHHOLDING WAGES	Y	036	033	N				
34	STATE	INCOME TAX W/H	Y	036	053	N				
35	STATE	DISABILITY WITHHELD	N			N				
36	EMPLER	SUI WAGES TO LIMIT	N			N				
37	LOCAL	TAX CODE	Y	039	004	N				
38	LOCAL	GROSS WAGES	N			N				
39	LOCAL	WITHHOLDING WAGES	Y	039	033	N				
40	LOCAL	INCOME TAX W/H	Y	039	053	N				
41	LOCAL	DISABILITY WITHHELD	N			N				
42	LOCAL	UNEMPLOYMENT WAGES	N			N				
43	401K	DEDUCTION	Y	030	049	N				
44	STATE	SDI WAGES	N			N				
45	LOCAL	LDI WAGES	N			N				
46	DEFERRED	COMPENSATION BX	Y	034	056	N				
47	ALLOCATED	TIPS	Y	026	025	N				
48	401K	DEDUCTION DESCR	Y	030	046	N				

-----LINE GROUP-----
FORM PRINT LINES START
NAME NUMBER LEN WID DESC COMP DESCRIPTION # LINES PER LINE

PRZRKA 4 041 063 Y Y
Laser 4/Page

		-----DATA-----			-----DATA DESCRIPTION-----					
LN	FIELD	DESCRIPTOR	PRINT?	LINE	TAB	PRINT?	DESCRIPTION	LINE	TAB	MSC
49	FRINGE	BENEFITS	Y	028	053	N				
50	MISC.	EARNINGS CODE 1	N			N				
51	MISC.	EARNINGS GROSS 1	N			N				
52	MISC.	EARNINGS AMOUNT 1	N			N				
53	MISC.	DEDUCTION CODE 1	N			N				
54	MISC.	DEDUCTION GROSS 1	N			N				
55	MISC.	DEDUCTION AMOUNT 1	N			N				
56	NONQUALIFIED	PLANS	Y	028	033	N				
57	DEPENDENT	CARE BENEFITS	Y	028	006	N				
58	EMPLOYEE	SUI TAX	N			N				
59	EMPLEE	SUI WAGES TO LIMIT	N			N				
60	OTHER	LOCAL TAX	N			N				
61	OTHER	LOCAL TAX DESCRIPT	N			N				
62	CAFETERIA	PLAN	N			N				
63	MEDICARE	WAGES & TIPS	Y	010	025	N				
64	MEDICARE	TAX WITHHELD	Y	010	050	N				
65	BOX	13	Y	030	012	Y	x	030	009	
66	MISC.	EARNINGS CODE 2	N			N				
67	MISC.	EARNINGS GROSS 2	N			N				
68	MISC.	EARNINGS AMOUNT 2	N			N				
69	MISC.	DEDUCTION CODE 2	N			N				
70	MISC.	DEDUCTION GROSS 2	N			N				
71	MISC.	DEDUCTION AMOUNT 2	N			N				
72	EMPLOYEE	SUI WAGES	N			N				
73	EMPLOYER	SUI WAGES	N			N				

2004 White Paper W2/1099 Support Form Information

Steps Needed

1. Complete this form with the information requested
2. From within MAS90, print out your W2 Form Customization Grid
3. Fax completed form AND grid to M&A

Name _____

Company _____

Phone Number _____

Fax Number _____

Email address _____

Workstation Operating System and Version _____

Network Operating System and Version _____

Laser Printer Manufacturing and Model Number _____

Laser Printer RAM amount currently installed _____

Current M&A staff member who is assisting you _____

Briefly describe the issue _____

MasterCard/Visa Account Information (if you and M&A deem this billable support)

Account Number _____

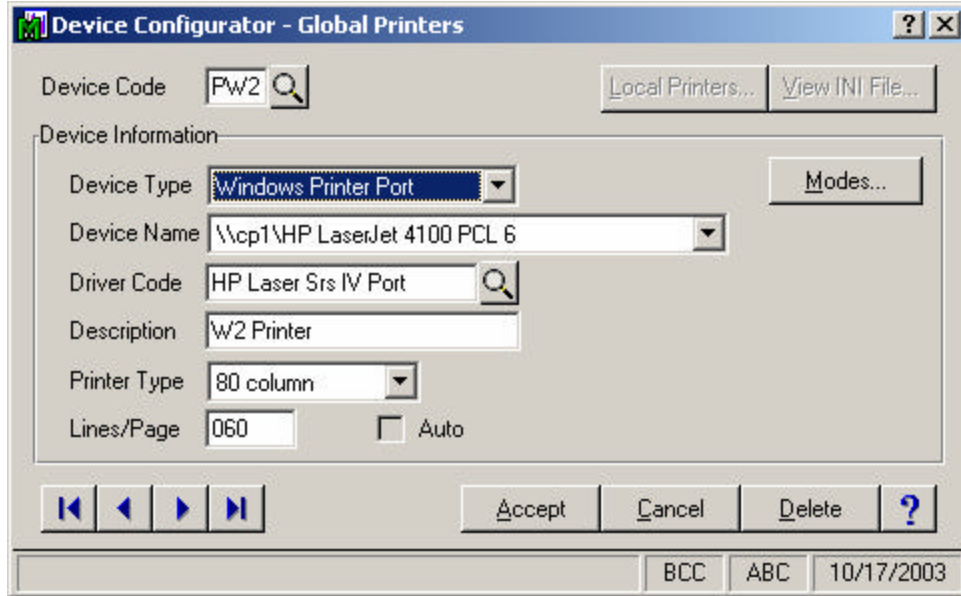
Expiration Date _____

Cardholder Name _____

Cardholder Signature _____

2004 White Paper W2/1099 Sample Screen Images

Preferred Printer Configuration



See 1099SET.DOC and QUICKSET.DOC for Printer Setup.

