

# Brothers Printing offers savings to COATS users!

## Start preparing now for the 2018 W2 season!

**\*\*WE CARRY ALL OF THE REQUIRED ACA FORMS AND ENVELOPES\*\***

**Have COATS help determine how many W2s you will need.**

The Employee W2 Count is used to predetermine the number of W2s that will be required at the end of the year. The COATS report generates an estimate and the user should account for multi-localities as well as new hire from present to year-end. COATS estimates a W2 Form per Employee's Locality. The user may wish to order more than the number returned, to account for new Employees working in the fourth quarter and to account for printer jams, etc.

### EMPLOYEE W2 COUNT

**To estimate the Employee W2 Count, perform the following steps:**

#### COATS - STANDARD

1. Click Reports in the COATS Main Menu.
2. Click Employee Reports, W2 Count.
3. A screen will appear with number of W2s required.
4. Note the number of W2 Forms and click OK.
5. **Perform the above steps on all databases.**
6. Remember to order more than the amount returned, to account for new employees working in the fourth quarter, lost or misprinted W2s.

#### COATS - SQL

1. Click Payroll in the COATS Main Menu.
2. Click on W2 Count.
3. The "Choose Any Date in the Year to Count" window will appear. It defaults to Today's Date.
4. Note the number of W2 Forms and click OK.
5. **Perform the above steps on all databases.**
6. Remember to order more than the amount returned, to account for new employees working in the fourth quarter, lost or misprinted W2s.

### W2s & W2 ENVELOPE PRICING

	200	201 - 1,950	1,951 - 2,450	2,451 - 5,000	5,001+
<b>W2s</b>	\$37.00	\$8.75 per 50	\$8.25 per 50	\$7.75 per 50	\$7.50 per 50

	200	500	1,000	2,000	3,000	4,000	5,000	5,001+
<b>W2 Envelopes</b>	\$49.00	\$77.00	\$142.75	\$273.50	\$393.25	\$502.00	\$599.25	Please Call

**Please order quantities in multiples of 50.**

**W2s Needed:** \_\_\_\_\_

**W2 Envelopes Needed:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Ordered By:** \_\_\_\_\_

**Date Ordered:** \_\_\_\_\_

**Ship To:**       Business       Residential

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*\*Please note that W2s will not begin shipping until late November!**

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Bill to:**       Same as ship to

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Call or fax your order form  
 Phone 757.431.2656 • Toll Free 1.877.913.8500 • Fax 757.431.0992

