

Which Forms do I need to Order for Year-End 2011?

The forms you order for Sage Timberline Office 9.7 and 9.8 depend on whether you will generate the tax forms directly from Sage Timberline Office or whether you will generate forms using Aatrix. We recommend that you begin using the Aatrix option this year to become familiar with the many benefits this service provides. We will retire the generation of tax forms directly from Sage Timberline Office in 2012.

[Learn more about Aatrix tax forms and eFiling service](#)

[Learn how to generate tax forms using Aatrix](#)

For both options you can place orders by calling 800-760-7929 or visiting the Sage CRE Forms web site at <http://www.sagecreforms.com>.

Tip: If you choose to order forms from a vendor other than Sage Construction and Real Estate Forms, you may want to order a set of sample forms from Sage CRE Forms to ensure that they are identical to the forms that you plan to order.

Generate Forms Through Aatrix

After you generate and finalize your forms through Aatrix, you can choose to print or eFile (or both!). Generate W-2s and 1099s as follows:

- In Payroll, select **Tasks > Federal Reporting > Federal eFile and Reporting**
- In Accounts Payable, select **Tasks > Government eFile and Reporting**.
- In Property Management, select **Tasks > eFile Form 1099**.

If you choose to print W-2s and 1099s through Aatrix, you should order the following forms:

Form	Paper/Form Required
Federal W-2	Blank Paper
State and Payer W-2	Blank Perforated Paper
Employee W-2	Blank Perforated 4-up W-2 Paper*

Federal 1099 –DIV, -INT or –MISC	Pre-Printed Red Ink Form
Federal 1096	Pre-Printed Red Ink Form
Recipient 1099 –DIV, -INT or -MISC	Blank Perforated Paper**
Note: The Federal W-2 copy does not require the Red Ink paper. See KB9464 for more information.	

*The perforated forms purchased from Sage CRE Forms that have instructions printed on the back. While you can print out the instructions and make copies to send with the W-2s, we do not recommend it.

**You can print the instructions for 1099 Forms and then make copies to send with the 1099s.

Forms Directly from Sage Timberline Office

You can generate W-2s and Form 1099s directly from Sage Timberline Office as follows:

- Payroll, select **Tasks > Federal Reporting > Generate W-2 Magnetic Media**
- Accounts Payable select **Reports > Forms**
- Property Management select **Tasks > eFile Form 1099 or Reports > Forms**

If you choose to print W-2s and 1099s directly from Sage Timberline Office, you should order the following forms:

Form	Paper/Form Required
Federal W-2	Pre-Printed Red Ink Form
State and Payer W-2	Pre Printed W-2 Form
Employee W-2	Pre-Printed 4-up or C/2 W-2 Paper
Federal 1099 –DIV, -INT or -MISC	Pre-Printed Red Ink Form
Federal 1096	Pre-Printed Red Ink Form
Recipient 1099 –DIV, -INT or -MISC	Pre-Printed 1099 Form

