

# Sage 100 Forms Info

## What forms do I use to print W2s, 1095s and 1099s in Sage 100?

What forms do I order to print W2, 1095 and 1099 forms

Does Aatrix allow for W-2 printing 2 per page?

### **Disclaimer**

Support

Sage Customer Support does not provide assistance for issues related to third party products or enhancements, hardware, report customizations, state or federal tax-related questions, or specific accounting questions. Please contact your Sage business partner, network administrator, or accountant for assistance. Please review [this document](#) for additional information on the scope of Sage Customer Support Services.

Sage 100 includes "print and sign" tax forms functionality for payroll tax forms using eFiling & Reporting. This feature eliminates the need for some pre-printed forms — allowing you to print on plain paper instead. However, **IRS regulations require that employee copies of Form W-2 (Copies B, C, and 2) and Form 1099 (except Copy A) be printed on perforated paper** and individual filing instructions be given to each employee ([IRS Publication 1141 Sec. 2.05 and 2.19](#) and [IRS Publication 1179 Sec. 4.5.3](#)). Sage Checks and Forms offers these plain paper forms in the required perforated format.

### **W2/W3**

- **Employee W2 (Copy B, C and 2-Copy 2s)** = Blank 4 part perforated with Employee notice on back (Sage Forms part # [LW2BLANK4](#) or [LW2BK4DWS](#))
- **Federal W2 (Copy A) = Print to Plain Paper** (*The Federal W2-SSA copy cannot be printed on perforated paper*)
- **Federal W3 = Print to Plain Paper** (*The Federal W3-SSA copy cannot be printed on perforated paper*)
  - *The Federal Copy A & W3 forms **do not** need to be printed on pre-printed forms with red ink, please see Additional Information section below.*
- **State - Copy 1** (prints 4 employees per sheet) = system will prompt you to print to Blank 4 part perforated ([LW2BLNK4NB](#)) but please contact the State agency for their specific W2 printing/perforation requirements
- **Employer W2 (Copy D)** (prints 4 employees per sheet) = Print to Plain Paper -or- Blank 4 part perforated

## 1095

- **Employee 1095-B** - Blank Full page w/instructions on back (Sage Forms #[L1095BBLK](#))
- **Employee 1095-C** - Blank Full page w/instructions on back (Sage Forms #[L1095CBLK](#))

*\*\* Forms 1094 and 1095 Federal & Employer copies can be to plain paper*

**\*\*Note:** When using eFiling and Reporting to print ACA 1095 forms, Aatrix has designed their form templates on both of the 1095 forms to print the employee's address in alignment with the existing W2 envelope, which will help reduce costs.

## 1099/1096

- **Recipient 1099 (Federal, 2-Copy 2's and Copy B)** = Blank 4 part perforated form (Sage Forms part # [L99BLANK4](#) or [L99BK4DWS](#))
  - **Note:** The recipient notice is not printed on the backs of these blank forms, you will need to print the recipient instructions to plain paper from within 1099 eFiling viewer screen.
- **Federal 1099 (Copy A)\*\*** = Copy A **must be** printed on official **pre-printed** federal forms **RED** ink. *Please contact Sage Forms for specific part # applicable to the type of 1099 forms you will be printing (MISC,INT or DIV)*
- **Federal 1096 Form\*\*** = 1096 Form **must be** printed on official **pre-printed** federal forms **RED** ink. *Please contact Sage Forms for specific part # applicable to the type of 1099 forms you will be printing (MISC,INT or DIV)*
- **Payer 1099 (Copy C)** (prints 4 recipients per sheet) = Print to Plain Paper or Blank 4 part perforated
- **State 1099** (prints 4 recipients per sheet) = Blank 4 part perforated but please contact the State agency for their specific 1099 printing/perforation requirements. Some states do not require 1099s to be filed.
- **State 1096** = Print to plain paper but please contact the State agency for their specific 1096 printing/perforation requirements. Some states do not require 1096 form.

Order one of the [1099 bundle packages](#) that will include 4-part perforated blank 1099s, 1099 Federal Copy A and Federal 1096 (which are **pre-printed** federal forms with **RED** ink).

Sage Forms Division provides approved 2015 IRS forms and they *are the only forms we guarantee to be 100% compatible* with Sage 100 integration with eFiling and Reporting.

All of these tax forms can be ordered from [Sage Checks & Forms](#), or call 800-617-3224.

**NOTE:** At this time Aatrix **only** supports printing W2s and/or 1099s 4 per page, no longer can use the pre-printed 2-per page W2 forms

For more details and step by step instructions on printing 1099 forms, please see related article [Guide on how to use eFiling and Reporting](#)