

**ATTENTION SAGE CONSTRUCTION AND REAL ESTATE USERS
NO MAJOR CHANGES IN YOUR 2014 YEAR END TAX FORM REQUIREMENTS**

**ALL CURRENT SAGE CONSTRUCTION AND REAL ESTATE SOFTWARE
RELEASES USE THE SAME PERFORATED 4UP BLANK TAX FORMS USED
LAST YEAR.**

No Major Software Changes for 2014 Tax Reporting – Continuing in 2014, your exclusive choice will be to use the Aatrix® Reports built in to your software. Any slight changes in form requirements will be updated in your year-end release. You may use the same blank perforated forms you used last year.

W-2 Forms Requirements – The Aatrix® Payroll Reports module only supports perforated, blank 4-up forms. All four employee copies print onto one 8 ½ x 11 perforated form which is blank on the front side and includes IRS required W-2 instructions pre-printed on the reverse side. Pertinent employer copies print on the same perforated paper. Copy A (Federal copy) will be printed in black ink on plain paper. The IRS has approved the Aatrix version to be printed in black.

1099 Forms Requirements - You may produce 1099 MISC, 1099 INT, and 1099 DIV forms with the Aatrix® Reports module. It requires a perforated blank 4-up form, but without pre-printed instructions on the reverse side. The software will print the required 1099 instructions on plain paper. Pertinent employer copies print on the same perforated paper. Copy A prints on the standard red copy.

Forms Compatibility Chart

Sage Software		Item numbers			
Sage 100 Contractor (Master Builder)		W-2 Forms	1099 MISC	1099 INT	1099 DIV
All current versions	Perforated 4-up blank forms	TPL4BL-EFILE	TPL4BLMISC-EFILE	TPL4BLINT-EFILE	N/A
Sage 300 Construction and Real Estate (Timberline Office)					
All current versions	Perforated 4-up blank forms	TPL4BL-EFILE	TPL4BLMISC-EFILE	TPL4BLINT-EFILE	TPL4BLDIV-EFILE
Sage 300 Trade Specialty (Timberline Enterprise)					
All current versions	Perforated 4-up blank forms	TPL4BL-EFILE	TPL4BLMISC-EFILE	TPL4BLINT-EFILE	TPL4BLDIV-EFILE

NOTE: [Sage 300 Trade Services also supports 4-up blank 1099 Retirement forms](#)

Order TaxPacks with self-seal envelopes by adding an S to the end of the item number. IE: [TPL4BL-EFILES](#)

FAQS – All Tax Forms FAQs apply to all versions of Sage Construction and Real Estate software

[Which tax forms do the different versions of Sage Construction and Real Estate software support?](#)

[Why use perforated 4up blank forms?](#)

[The W2 Copy A \(Federal Copy\) is normally red, but this version prints in all black, is that permitted?](#)

[Can I use the same style forms as I did in previous years?](#)

[I have extra forms from last year, can I still use them this year?](#)

[How do I know which version of Sage Construction and Real Estate software I am running?](#)

[Do I need to use perforated forms?](#)

[Is it necessary to include W-2 and/or 1099 instructions for the employee?](#)

[Can I print 1099's with the new version of software?](#)

[Can I order 1099 Retirement forms for Sage 300 Specialty?](#)

[Can I use the same perforated 4-up blank form for both W-2 and 1099 forms?](#)

[Are the 1099 instructions pre-printed on the reverse side of the blank 1099 versions?](#)

[Are the envelopes the same for the 1099 and W-2 blank forms?](#)

[Are the pre-printed W-2 and 1099 forms still available?](#)

[Do I need to install the year-end update immediately?](#)

Why use perforated 4up blank forms? – The built-in Aatrix® Payroll Reports module allows more flexibility in reporting and offers easier printing of W-2 and 1099 forms than other versions. Using the 4-up blank forms makes printing and envelope stuffing much faster since all 4 employee copies are on one sheet, and there is no collating. Only about half the number of sheets need to be printed compared to the two up versions. There are no alignment problems since the software prints both the form and the variable information at the same time. [Return to FAQs](#)

The W2 Copy A (Federal Copy) is normally red, but this version prints in all black, is that permitted? – Yes. IRS publication 1141 states the W-2 Federal Copy A form may be printed on plain non-perforated paper in standard black laser printer ink. Your software will ask you to insert plain paper to print the Federal Copy A. [Return to FAQs](#)

Can I use the same style forms as I did in previous years? – Yes. You may use the same forms as last year. The forms are available in the same easy to order TaxPacks which include everything you need to produce and file your W-2 and 1099 forms. [Return to FAQs](#)

I have extra forms from last year, can I still use them this year? – In some cases you can. 4up blank forms with pre-printed instructions CANNOT be used because the instructions are dated and have specific information for the year they were used. If you used 4up blank forms without instructions and print the instructions separately you may use forms from a previous year. Generally, it is more cost effective to use 4up blank forms WITH instructions and eliminate the cost of printing and collating an additional piece of paper. [Return to FAQs](#)

How do I know which version of Sage Construction and Real Estate software I am running? – Click on the “About” tab of your Payroll or Accounts Payable module to see the version information of your software. All current Sage Construction and Real Estate software releases use the Aatrix® module exclusively for tax form production. Be sure and download your year-end release in December to assure proper payroll and tax form preparation. [Return to FAQs](#)

Do I need to use perforated forms? – Yes, IRS publication 1141 states it is a requirement to use a perforated form when printing 4-up forms because it allows the employee to separate the various copies. [Return to FAQs](#)

Is it necessary to include W-2 and/or 1099 instructions for the employee? – Yes, IRS publication 1141 states that instructions must be provided to recipients of W-2 and 1099 forms. Sage Construction and Real Estate Forms W-2 TaxPacks include pre-printed instructions on the reverse side of the 4-up blank form. Your Sage software will direct how to print the 1099 instructions for 1099 forms. [Return to FAQs](#)

Can I print 1099's with the current version of software? – Yes, 1099 Miscellaneous, 1099 Interest, and 1099 Dividend forms can be printed. They are printed on similar 4-up blank paper but without the pre-printed instructions on the reverse side. All three 1099 forms are available from Sage Construction and Real Estate Forms: TaxPack item numbers are - TPL4BLMISC-EFILE for the 1099 Miscellaneous; TPL4BLINT-EFILE for the 1099 Interest; and TPL4BLDIV-EFILE for the 1099 Dividend. [Return to FAQs](#)

Can I order 1099 Retirement forms for Sage 300 Specialty? – Yes. However, a 1099 R TaxPack is not available with blank forms for Sage 300 Specialty. You may order the appropriate separate forms:

- Blank 4up forms - [L4BLNB](#) (multiply your recipients by 1.25 for the proper quantity if you desire to print an employer copy; otherwise order for the number of recipients)
- 1099 R Copy A Federal copy – [LRA](#) (order for the number of recipients)
- Envelopes – [DWEW2-4UP](#) or [DWEW2-4UPS](#) for self-seal (order for the number of recipients) [Return to FAQs](#)

Can I use the same perforated form for both W-2 and 1099 forms? – Yes, it is possible to use the perforated 4-up blank paper without W-2 instructions pre-printed on the reverse side. You will need to print a separate sheet of W-2 instructions on plain paper and include it in the envelope with the W-2 form. Most users find it easier to use the perforated 4-up blank W2 forms with the instructions pre-printed on the reverse rather than print and collate W-2

instructions. There is no difference in the cost of the “no instruction” form and those pre-printed with instructions on the back. [Return to FAQs](#)

Are the 1099 instructions pre-printed on the reverse side of the blank 1099 versions? – No. Your Sage software will direct you to print out the proper instructions for the 1099 form you are printing. [Return to FAQs](#)

Are the envelopes the same for the 1099 and W-2 perforated 4-up blank forms? – Yes, all perforated 4-up blank forms use the same envelope style. They are available in standard and self-seal. If you order them separately from a TaxPack use item number DWEW2-4UP for standard seal and DWEW2-4UPS for self-seal. [Return to FAQs](#)

Are the pre-printed W-2 and 1099 forms still available? – Yes, Sage Construction and Real Estate Forms stocks a complete line of various W-2, 1099, 1098, etc. forms in various styles such as mailers, continuous, and laser versions. You will only need these if you use an alternative method for preparing your filings or need specialty 1099 forms. [Return to FAQs](#)

Do I need to install the year-end update immediately? – The year-end release contains any changes in withholdings calculations necessary for 2015. It is a good practice to install the year-end update before the first payroll of 2015 is produced. It is always a good strategy to stay current. Remember, non-current versions of Sage software are not supported by Sage. Should you encounter a problem, Sage will ask you to upgrade to the current version. [Return to FAQs](#)