

# W2s IN A SNAP!

## 2015 Program Details & Order Form

### How it Works

W2s in a Snap! provides a complete solution for producing W2s with minimal involvement from district personnel. A PSST representative remotely prepares employee W2s, along with copies for district records. The forms are shipped directly to the district office for distribution. PSST can also assist with electronic W2 file transmittal to Federal and State agencies, if requested. **Order deadline is October 16, 2015.**

### How to Order

1. Download and save this form.
2. Indicate the W2s in a Snap! package you wish to order by checking ONE of the package options below.
3. Complete the "Order Information" box at the bottom of this form.
4. Send the completed form as an attachment in an email to [salesadmin@psst.com](mailto:salesadmin@psst.com)
5. Include: *W2s in a Snap Order Form* in the subject line.
6. Please submit your completed order form by the registration deadline -- **October 16, 2015**

### Base Remote Package

The base price for this remote service is just **\$1,350** with the following prerequisites:

- The W2s are balanced by district before the PSST representative is scheduled for remote processing.
- District personnel are available should questions arise.
- This package includes the first 700 W2s. Additional W2s are 50¢ each.
- Optional: 1099 forms including the envelope are \$2.25 each, provided by PSST. District will print.

### Base On-Site Package

The base price for on-site service is just **\$1,495**:

- Includes above package details, PLUS 1099 printing assistance is available.
- 1099 forms are \$2.25 each, including envelope.
- Travel time and expenses are additional.

### KEEIS Consortium Support Plan Partners

If you would like additional assistance with these year-end processes, your support plan membership includes W2 balancing assistance, and PSST staff is pleased to help. On-site processing also is available. Just ask your representative for more details.

### Order Information

District \_\_\_\_\_ Preferred W2 Processing Date \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact e-mail: \_\_\_\_\_  
PO # \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

