

# PAPERLESS FILING

*Directly from Addsum Advanced Accounting*

## Electronically file your W-2 forms.

No paper forms to print and stuff into envelopes means more time for you to focus on other important activities.



### FEDERAL E-FILING

Your W-2 data is sent from Addsum Advanced Accounting directly to the Social Security Administration. View status updates for W-2 forms that have been filed.

*Federal E-File Deadline: March 31, 2016*



### STATE E-FILING

Addsum Advanced Accounting formats all state filing information and sends it directly to the appropriate agency on your behalf. View status updates and receive confirmation when your state filing is fully complete.

*E-File Deadlines Vary by State*



### RECIPIENT DELIVERY

All completed filings will be automatically printed and mailed directly to the recipients. No need to manually print and mail or hand deliver forms to recipients. As a unique added benefit, this service also allows for the recipient to instantly download their W-2 form from a secure online retrieval site.

*Recipient Reporting Deadline: January 31, 2017*

## E-FILING SERVICES

### Bundled

- **Federal E-file  
State E-file  
Recipient Delivery**  
*Starting at \$5.25 per bundle*
- **Federal E-file  
Recipient Print/Mail**  
*Starting at \$4.75 per bundle*

### À La Carte

- **Federal E-file**  
*Starting at \$1.20 each*
- **State E-file**  
*Starting at \$1.60 each*
- **Recipient Print/Mail**  
*Starting at \$4.10 each*

*Price breaks available for over 50 filings.  
Pricing is subject to change.*

***Easily e-file all your data.***

*Your software makes filing a snap.*

## Addsum Advanced Accounting e-file process

1. Process W-2 forms as usual using PR option G.
2. At the export file prompt after you verify the year and indicate that you want to continue, input Y.
3. Proceed with processing as normal. You will be prompted to input the output file name and verify your company information.
4. At the end of the W-2/W-3 process, you will have an option to launch the web portal. PR-R-C can be used for this purpose as well.
5. Log in/create an account and import the file created above and follow the on-line instructions making your filing selections.

**@ddsum**

Advanced Accounting