

GREENSHADES YEAR END FORMS

The Solution for All Year End Forms Needs

Greenshades Year End Forms takes care of the entire process from sorting the data and creating forms for employees and vendors to submitting the data to the government.

Web-Based Portal

Year End Forms operates through a web-based portal that allows a client, as the administrator, to upload their data, view the forms that are generated from the data, and see when a form is viewed and edited by the recipient.

Recipients can log into the website to view their forms, edit contact information, and download or print their forms from the web portal.

Greenshades W2 Online Administrator Homepage

Welcome, Joe User!

Main Menu

- View an Employee's Tax Forms
- View a List of All Employees
- Print and Mail Out my Tax Forms
- E-File Reports to the SSA
- Download Employee Progress Reports
- View/Edit Administrative Settings
- Remove all Tax Forms

Alerts

Headlines

- 14 employees logged in and printed their tax forms.
- 5 employees submitted corrections to their tax forms.
- 2 employees need form changes approved.
- 38 forms need to be filed.
- 24 forms need to be mailed.

Since Last Login

- 3 employees have viewed their forms.
- 1 employees have modified their forms.
- 0 employees have printed their forms.

Deadlines

- 48 days until form mailing deadline.
- 73 days until form filing deadline.

Totals

- 200 total employees.
- \$9,353 total federal wages.
- \$1,000 total federal tax withheld.

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View Employees

Find an employee below and click 'Edit' to see their W2. Click on a column name to sort. [Click here](#) to return to the homepage.

	SSN	LastName	FirstName	BirthDate	FederalWages
View Edit	446059416	Berry	Susan	6/14/2002	\$4,985.23
View Edit	372001514	Williams	John Peter	6/14/2002	\$4,985.23
View Edit	428233934	Simpson	Carl Edward	6/14/2002	\$4,985.23
View Edit	585668568	Chase	David Nicholas	6/14/2002	\$4,985.23
View Edit	696838470	Mott	Stephen	6/14/2002	\$4,985.23
View Edit	515614551	Pace	John	6/14/2002	\$4,985.23
View Edit	292634857	Priester	G	6/14/2002	\$4,985.23
View Edit	523282992	Segler	David	6/14/2002	\$4,985.23
View Edit	243010685	Mccorvey	Tina	6/14/2002	\$4,985.23
View Edit	658623082	Mcduffie	James	6/14/2002	\$4,985.23
View Edit	406730016	Hamilton	Michael	6/14/2002	\$4,985.23
View Edit	713251569	Clark	Laurence	6/14/2002	\$4,985.23
View Edit	425631609	Edwards	James	6/14/2002	\$4,985.23
View Edit	326284218	Young	Willard E	6/14/2002	\$4,985.23

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Changes made by recipients can either be set to update automatically or be subject to administrator approval.

Distribute Electronically

Recipients can choose to download their form, receiving it instantly by downloading a copy to their personal machine. Recipients will then have access to their form whenever they need it.

5 Reasons Businesses Choose Greenshades Year End Forms

1. Easy-to-Use Web Portal

Use the friendly web portal at DownloadMyForm.com to make W2s and 1099s available for recipients to receive and print from any computer.

2. Multiple Forms Delivery Options

When forms are ready to be mailed, simply click a button and select all recipient forms, specific forms or only forms that have not already been downloaded. Print the forms yourself onto blank perforated paper or use our 'Automail' option to have them printed and delivered to your recipients by our mailhouse.

3. Reporting

Administrators can view reports on viewed or downloaded forms, changes that have been requested by employees/vendors, and the status of Automated forms.

4. E-filing

Once you are ready to file, Greenshades will create and securely transmit your Federal returns directly to the federal government and return confirmation and acceptance information.

5. No Need for Data Conversion

Regardless of the format of year end information, the Greenshades team will ensure that the information is properly loaded into the web portal for easy access.



The screenshot displays the Greenshades web portal interface. At the top left is the Greenshades logo with the tagline "Smart Businesses Go Green." Below the logo is a navigation bar with the text "Click on a form to view it". The main content area is divided into two sections. On the left is a user profile form with the following fields: First (Suzy), Middle (J), Last (Berry), Address 1 (145 Meridan Hills Road), Address 2 (Suite 10), City (Slidell), State (MN), Zip (12345 - 1234), and SSN (446059416). A "Save Changes" button is located below the SSN field. A note below the button reads: "You must click 'Save Changes' for your changes to be saved." On the right is a preview of a tax form, specifically a W-2 for the year 2007. The form is titled "W-2 2007" and shows various tax-related information. At the bottom of the screenshot, the address "7800 Belfort Pkwy, Suite 220 Jacksonville, FL 32256" and the copyright notice "Copyright © Greenshades Software, 2006. All Rights Reserved" are visible.

