

GREENSHADES YEAR END FORMS

Let Us Handle Your Tax Forms

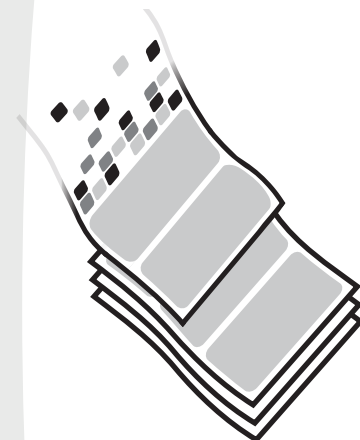
Year-End is hard enough without the headache of distributing tax forms and reporting them to the government. Last year Greenshades helped thousands of companies to create and distribute over one million W-2s, 1099s, and other tax forms.

Here's How It Works

1. Greenshades will use our **direct integration** into Dynamics to upload your tax forms to a secure website.
2. Using the website, Administrators may see a variety of reports and **easily make changes** to individual forms.
3. If you choose, your employees may then sign into the website and **download their own form** – every form they download is one less that needs to be mailed!
4. As January 31st approaches, you can **outsource the mailing** to us with the click of a button. Greenshades will print, stamp, and mail your forms to their recipients.
5. If you wish to print and mail in-house, you can print the forms on blank paper – **no need to buy expensive pre-printed forms!**
6. Corrections and reprints are trouble-free. If you have an out-dated address, your recipient can use the website to **fix their own information** before printing their form.
7. When it comes time, Greenshades will **create an E-File** that will report your forms to the federal government.

Here's How It Saves You Money

- No printing/ mailing costs for employees that download their own form (and it's better for the environment)
- No purchasing overpriced pre-printed forms
- Greenshades passes along bulk mailing discounts
- Easier process for managing forms saves you hours of time



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