

2010 TAX FORMS

Please order your 2010 1099, 1096, W2, and/or W3 tax forms as soon as possible. The Tax Forms Order Sheet (included) is also available for printing from our website Support menu.

ALL TAX FORM ORDERS MUST BE PREPAID AND RECEIVED BY US NO LATER THAN FRIDAY, DECEMBER 10, 2010 TO ASSURE TIMELY DELIVERY TO YOU.

To print the various 2010 tax forms in Gemini **, you will need the following program versions.

- W2: VERSION 18.02 OR HIGHER
- W3: VERSION 2011
- 1096: VERSION 19.05 OR HIGHER
- 1099: VERSION 16 OR HIGHER

We strongly recommend you check our website for the latest program changes before printing your tax forms.

CHECK ORDERS

Check selection and pricing may be viewed on our website *, however, check colors on your monitor may appear slightly different than actual check colors.

If you FAX a check order to us, please use our new FAX number, above. You can also EMail check orders to us at support@prosoftinc.com. Order confirmation will be via return e-mail if requested.

VERSION 2011 PROGRAM

Eclare, Gemini, and PSClient version 2011 program CDs have been released and were mailed out mid-September 2010 to those of you on maintenance. We recommend you upgrade to version 2011 as soon as possible.

UPGRADES AND UPDATES

Program updates will be placed on our website as changes are made for download and installation at your convenience. We strongly recommend you check

our website at least every four to six weeks to see if there are any newer updates to your program. Updates can be downloaded using your program's **Help | Check for Updates** option.

After an update has been downloaded, exit out of the program. When you log back in, you should get a message that there is an update to be installed. All other users will have to exit out of the program in order to proceed with update installation.

PROGRAM UPGRADES - DO YOU HAVE SUGGESTIONS?

Most of our program enhancements/changes come from our customers. If you have suggestions for enhancements to our Eclare, Gemini, and/or PSClient programs, now is the time to send them to our office. The cutoff for program version 2012 changes is within the next 30 days so, please make your suggestions now.

How to submit suggested enhancements:

1. From within the appropriate program, select **File | Customer Suggestions | Insert**.
2. Complete the Suggestion form with as much detail as possible to assure that we fully understand the change(s) you would like us to make.
3. If your computer is connected to the internet, use the **Send to Prosoft** option to automatically send it. A copy of your suggestion will be maintained in your program. Optionally you may **Print** and FAX or e-mail your suggestion to us.

2010-2011 HOLIDAY SCHEDULE

Office will be closed

Thanksgiving Holiday	Thursday, Nov 25, 2010 Friday, Nov 26, 2010
Christmas Holiday	Thursday, Dec 23, 2010 Friday, Dec 24, 2010
New Year's Eve	Friday, Dec 31, 2010
Memorial Day Weekend	Monday, May 30, 2011
Independence Day Weekend	Monday, July 4, 2011
Labor Day Weekend	Monday, Sep 5, 2011

* <http://www.prosoftinc.com/Checks.html>

** Reminder: Current-year 1099 and W2 forms will not print correctly in the obsolete Prosoft DOS ProCAP program.
NEWS10.ORG.DOC, 11/03/10, 2 Pgs, CWC

EMAIL NOTIFICATIONS

Prosoft provides important notices and other information via e-mail. Please e-mail support@prosoftinc.com with the preferred e-mail address(es) for your company.

GEMINI END OF YEAR ACTIVITIES - 2010

PRINT REPORTS - Before you close December 2010, we recommend you print any end of year reports you feel are necessary.

BACKUP COMPANY DATA - Make at least two backups of each company's data; one for on-site access and one for off-site storage.

CLOSE DECEMBER 2010 ACCOUNTING PERIOD

If December is also your *fiscal year end*, select **GL | End-of-Month Closeout | Current Month AND End of Fiscal Year**.

NOTE: In Gemini, there is no need to hold a year open beyond the end of the month – select this option when you reach the end of your fiscal year.

If December is *NOT* the end of your fiscal year, select **GL | End-of-Month Closeout | Current Month Only**.

PRINT 2010 FORMS 1099/W2 AND 1096/W3 - After December 2010 is closed, you may print subject forms whenever you wish during CY2011. For those who have the Payroll module, *2010 Payroll W2 information will not be available until after the December 2010 accounting period is closed*.

GEMINI PAYROLL USERS – If possible, be sure to update 2011 federal and/or state tax tables and rates information *before* calculating your first 2011 payroll. *This year, however, it could be very late in December or even early January before updated federal tables and rates information is available*. Updated information will be placed on our website Support page as soon as it is available to us.