



## Tackle Year-End Forms With Greenshades

Greenshades is proud of our reputation for being a trusted source for year-end form distribution.



### File Year-End Forms with Ease

Year-end is the busiest time of the year for payroll professionals. Year-end forms must be precise, accurate, and ready to submit to recipients and the government on time. The production and distribution of W-2s, 1099s, 1095-Cs, and other documentation mean extra work at an already busy time of the year, that's where we come in, to help make the process easy for your team.

The Greenshades portal allows you to:

- ✓ Directly collect Information from a wide variety of systems including Dynamics GP or Excel.
- ✓ Alert you to areas that require reviewing before submission.
- ✓ Get alerts for upcoming deadlines, so all returns are timely.
- ✓ Validate SSN with the IRS and check TIN to ensure accuracy.

### Distribution Made Easy

Easily submit your W-2, 1099, and other essential year-end forms to the appropriate agency and efficiently distribute them to your employees in just a few clicks.

Stay up-to-date with the latest guidelines, including E-File updates. Greenshades makes handling E-filing requirements a breeze while also offering traditional distribution methods like printing and mailing.

- ✓ Collect electronic consent from your employees.
- ✓ Allow employees to seamlessly upload W-2 information into tax preparation software.
- ✓ 24/7 access to W-2 and 1095-Cs forms through the self-service portal.
- ✓ Send paper forms to employees through print and mail services.

