



Professional Computer Systems, Co.

Professional Computer Systems, Co.  
3710 Timberline Drive  
Denison, IA 51442  
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## *Utilit-e Insight* Payroll – W-2 Forms

**Wednesday, December 12, 2012**

**Course Location:**  
Webinar

**Course Schedule:**  
The class begins at **1:00 PM CST** and ends approximately at **2:00 PM CST**.

**Register one of the following ways:**

- Call Dana at PCS - 712-263-3106
- Fax this form to PCS at 712-263-8145 Attn: Dana
- E-mail to [danai@pcsc.com](mailto:danai@pcsc.com)
- Register online at:  
<http://www.pcsc.com/productSupport/classRegistration.asp>

**Class Description:**

The W-2 webinar will be a review of the common once-a-year printing of paper forms, as well as a more in-depth look at creating electronic W-2's for submittal to either the Social Security Administration and/or your state department of revenue. We will also cover any changes to the W-2 that might be new for the 2012 tax year. This webinar is recommended for any user responsible for printing and submitting the W-2 forms.

**Prerequisite:**

*Utilit-e Insight* – Completed installation and implementation training.

Registration fee is included with the Annual Support Agreement.

**Fill out this form and fax to PCS at 712-263-8145 or send via mail – PCS - PO Box 116 – Denison, IA 51442**

Please register the following person(s) for the *Utilit-e Insight Payroll* – W2 Forms webinar on Wednesday, December 12, 2012. Registration fee is included with the Annual Support Agreement.

Name: \_\_\_\_\_  
\_\_\_\_\_

Number of attendees: \_\_\_\_\_

E-mail: \_\_\_\_\_

Utility: \_\_\_\_\_

Phone: \_\_\_\_\_

Upon receiving your registration request a confirmation will be sent.



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