

Standardized forms for cost savings



PrePAC Plus

Highlights

Supplies predefined electronic forms to replace commonly used pre-printed documents

Offers customization of the electronic forms to meet your specific needs

Provides instructional support for the implementation of the forms package

Enables you to take advantage of the benefits of dynamic electronic forms

The many benefits of electronic forms are now even easier to add to your organization. With PrePAC Plus, a library of commonly used electronic forms in Advanced Function Printing* (AFP*) format, you can replace your existing preprinted forms quickly and simply.

PrePAC Plus, part of the ServicePAC family of AFP offerings, includes cross-industry forms such as federal and state tax forms, as well as industry-specific forms such as those for hospitals and companies using the Mapics business software.

If you are currently using these forms in preprinted format, you may realize significant benefits by utilizing PrePAC Plus along with AFP technology.

Benefits of Electronic Forms

The printed document is your organization's principal communication with your clients. Decreasing the cost of this communication and, more importantly, increasing the effectiveness can provide you with a significant edge.

Electronic forms can:

- Reduce your cost. Plain paper is far less costly than preprinted forms.
- Reduce your storage and inventory management costs.
- Eliminate the costs of obsolete forms or, even better, change your forms more frequently so that your business documents are more timely and effective.
- Decrease operator time. Managing preprinted forms takes far more time and intervention than using plain paper with electronic forms.
- Provide design and control flexibility. Change your electronic forms as often as you like. With the capabilities of AFP, you can change your forms on the fly, such as modifying the message and content of your forms based on application data.

How PrePAC Plus Works

PrePAC Plus forms have been designed and produced by the IBM Application Solutions Group. Once you have reviewed the electronic form samples and determined that they meet your requirements, contact the IBM ASG. The selected forms will be pulled from the archive, compiled in your system format, proof printed, packaged and shipped to you. Your package will include a comprehensive set of instructions.

Normally, if you are replacing a pre-printed form with an identical electronic one, implementation is easy.

Customizing PrePAC Plus Forms

In some cases, PrePAC Plus forms will not match your application needs. For example, there are many versions of certain federal tax forms. You may

The image shows three overlapping tax forms. The top form is Form W-2 Wages and Tax Statement 2000. The middle form is Form 1099-INT 2000 Interest Income. The bottom form is Form W-3 Transmittal of Wage and Tax Statements 2000. The bottom form includes a section for 'Kind of Payer' with a right-pointing triangle and two columns of checkboxes.

need forms with a company logo or you may need some assistance in the planning and implementation of electronic forms in your system and printing environment.

We can customize PrePAC Plus forms or, with our FormPAC Plus service, create new electronic forms for you. We can also maintain your forms, giving you excellent quality and quick turnaround whenever you require changes to a form.

Beyond electronic forms for AFP, we provide a complete range of printing services. These include:

- Custom fonts
- Data formatting
- Customized training
- Print migrations and conversions
- Advanced applications such as AFP OnDemand and AFP Viewer

We know how to get what you want on the printed page. And, with new applications such as fax, archive and image, we can get you beyond the printed page.

A Reputation for Quality

The Application Solutions Group brings together an unbeatable combination of skills, tools and experience to ensure the success of your printing project. Dedicated design specialists are experts in creating electronic forms, images and fonts to meet your requirements. These specialists are backed by our printing consultants, who specialize in implementing AFP in MVS*, VM*, VSE*, AS/400* and RISC System/6000* environments. They understand how to apply AFP solutions to your business problems, whether they involve electronic forms, complex conditional printing, or specialized applications such as fax, archive and image.

The Application Solutions Group uses state-of-the-art tools for forms design, imaging and font work. These tools are networked to all AFP systems and all AFP printers. When required, we create our own tools.

All this means quality work, performed in your system and printer environment, and performed cost-effectively. It also means that you do not need to duplicate this investment in skills and equipment in order to implement high quality electronic printing applications.

TaxPAC

Some of the most commonly used IRS tax forms are available, identical page for page with their preprinted counterparts. Each form includes multiple AFP overlays for each copy. The following forms are available individually:

- W-2 Wage and Tax Statement
- W-3 Transmittal of Wage and Tax Statements
- 1098 Mortgage Interest Statement
- 1099-A Acquisition or Abandonment of Secured Property
- 1099-B Proceeds from Broker
- 1099-DIV Dividends and Distributions
- 1099-INT Interest Income
- 1099-MISC Miscellaneous Income
- 1099-R Distributions from Pensions, Annuities, Retirement or Profit Sharing Plans, IRA's, Insurance Contracts, etc.
- 1099-S Proceeds from Real Estate Transactions

We also have a growing library of federal/state tax forms. Call us with your requirements.

MedPAC

The three standard forms required in healthcare are available:

- UB-82
- UB-92
- HCFA 1500

Summary

PrePAC Plus provides you with:

- Great looking electronic forms to replace your preprinted ones
- Ready-to-go AFP resources, created and delivered according to your system and printer specifications
- Professional production by the IBM Application Solutions Group
- Additional services to assist you in integrating these forms into your application
- A growing library of PrePAC Plus forms, as well as the FormPAC Plus service to custom-produce any electronic form.

For More Information

To learn more about PrePAC Plus, or our additional printing services, contact your IBM Printing Specialist, the Application Solutions Group at **303-924-6700** or e-mail us at psmail@us.ibm.com.



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