**IMPORTANT**, please read below Disclaimer:

Since we do not have current customer spool files, we are providing the tax form overlays only. Testing for suitability by the individual customer is required. inFORM Decisions make no expressed or implied warranty as to the spool file content or the mapping.

inFORM Decisions has no affiliation or contract with Computer Guidance Corporation or any other ERP company, and we are not responsible for their spool files which can be modified at any time without our knowledge or consent. Whereas all available 2024 tax forms are expected to use the same mapping as in 2023, any request for mapping modifications will be done as a billable service.

**Please call (949) 709-5838 Ext.123 to order your 2024 tax form paper and envelopes or email Erin at erin@informdecisions.com for your order.**  
   
INSTRUCTIONS FOR TRANSPORTING OVERLAYS TO IBM i AND USING THE OVERLAYS:   
  
In these instructions you will download the new overlays to your PC, then transport them to the FORMFMG folder on the IBM i for use with your iDocs electronic form software.  
  
Included is a zipped file named TaxForms2024.zip.  
When you open this archived zip file you should see the following macros:

**2024B.MAC** 1099-B Proceeds from Broker and Barter Exchange Transactions (3-Up)   
**2024DIV.MAC** 1099-DIV Dividends and Distributions (3-Up)   
**2024INT.MAC**1099-INT Interest Income (3-Up)

**2024MISC.MAC** 1099-MISC Miscellaneous Income (3-Up)

**2024MISC2.MAC** 1099-MISC Miscellaneous Income (2-Up)   
**2024MISCM.MAC** 1099-MISC Miscellaneous Income (Pressure Seal Mailer Version) (2-Up)

**2024NEC.MAC** 1099-NEC Nonemployee Compensation (3-Up)

**2024NEC1.MAC** 1099-NEC Nonemployee Compensation (1-Up with Instructions)

**2024NEC2.MAC** 1099-NEC Nonemployee Compensation (2-Up)

**2024NECD.MAC** 1099-NEC Nonemployee Compensation Alternate format (3-Up)   
**2024NECM.MAC** 1099-NEC Nonemployee Compensation (Pressure Seal Mailer Version) (2-Up)

**2024W2.MAC** W-2 Wage and Tax Statement (4-Up Horizontal)

**2024W2C.MAC** W-2 Wage and Tax Statement (Pressure Seal Mailer Version Custom w/o copy verbiage)  
**2024W2M.MAC** W-2 Wage and Tax Statement (Pressure Seal Mailer Version with copy verbiage)

These are ALL of the available tax form overlays for **2024**, and you can pick and choose the ones you need.

To install:   
1. Unzip and save the attachment to your root directory. You will see the macros shown above.

2. Transfer the macros to the IBM i. There are four commonly used methods of transferring PC files to the IBMi. Select the best method from the below list:

I.  Use a third party ftp tool such as **FileZila** or **WinZip** to connect and drag and drop to QDLS/FORMFMG on the IBM i.

II. Utilize IBM **Navigator** to access the file system

a. Simply drag and drop your forms from your current directory to your shared folder QDLS/FORMFMG on the AS/400.

III. For users of **client-access**, the following steps need to be taken:   
a. Position the mouse pointer over the My Computer icon and right click the mouse.  
b. From the right click menu, select Map Network Drive.  
c. Once at the Map Network Drive window, select the drive that you wish to assign to the shared folder in the Drive prompt.  
d. From the same Map Network Drive window, at the Path prompt enter the path name of the FORMFMG folder in the following format  \\systemname\QDLS\FORMFMG

Next select the OK button.   
e. At this point a mapped drive to the IBM i should be established. You should be able to simply drag and drop your forms from your current directory to your shared folder on the AS/400 from windows explorer.

IV. Non client-access users can use standard **FTP** to transfer their forms to the IBM i. The procedures to do so are outlined below:  
a. Log into the IBM i as QSECOFR and issue the following command to ensure that the FTP server is currently running: STRTCPSVR \*FTP   
b. From the PC choose the start button from the task bar and select run.  
When the run form appears, type:   
Command   
Press the enter key.

c. From the DOS command line type CD\c: to change to the root directory to c: if necessary.

d. Copy the .MAC object from your C drive into the iIBM i folder 'FORMFMG'.    
 Start the FTP session as outlined below:

c:\> ftp  
ftp> open *your ip address*  
ftp> *username*  
ftp> *password*   
ftp> type binary

ftp> quote site namefmt 1  
ftp> put c:\2024W2.mac /QDLS/FORMFMG/2024W2.mac

*(Repeat for any additional macros)*

ftp> quit  
c:\> exit  ​

   
3. ADDLIBLE (the current iDocs library)  
4. Go to the iDocs Menu and select the WORK WITH FORM APPLICATION option.  
5. Select last year’s form application (i.e. CGC151 for W2 forms) with an option 3 to copy.  
6. Name the new form CGC151-24 to save last year’s form application.  
7. Re-select the original form application (i.e. CGC151) with an option 1 this time.  
8. Navigate to the front overlay and do a F4 to prompt; Select the 2024 macro (i.e. 2024W2,mac) from the shared folder. (It will be there if the ftp and restore was successful).

9. Press enter to update.  
10. Test print the form by selecting the updated application with option 16 to print the form overlay, or option 15 to merge with a test spool file.

*(Repeat for any additional applications)*