

# ADVANCED PAYROLL SOLUTIONS INC. YEAR-END PREPARATION FOR 2009

NOVEMBER 2009

## INSIDE THIS ISSUE:

<b>HOLIDAY &amp; PRINT SCHEDULES</b>	<b>1</b>
<b>YEAR-END CHECKLIST</b>	<b>1</b>
<b>TAX NOTICES / APSI YEAR-END DEADLINES</b>	<b>2</b>
<b>EMPLOYEE INFORMATION VERIFICATION</b>	<b>2</b>
<b>EMPLOYEE NOTICES REQUIRED UNDER FEDERAL LAW</b>	<b>3</b>
<b>2010 AUTOMOBILE BENEFIT INFORMATION</b>	<b>3</b>
<b>IMPORTANT NOTES</b>	<b>3</b>

## HOLIDAY & PRINT SCHEDULES

### Holiday Schedule:

Please make note on your calendars, our schedule for this upcoming holiday season:

<b>Thanksgiving</b>	
November 26	Closed
November 27	Closed
<b>Christmas</b>	
December 24	Closed
December 25	Closed
<b>New Year's</b>	
December 31	Open til 12
January 1	Closed

**Reminder:** Friday office hours are: 8–3 CST

### Delivery During Holidays:

Overnight carriers and Local Courier Service will not be operating on the above holidays. If you choose to use an overnight carrier, the payroll will be delivered the next business day after the legal holiday.

### Payroll Print Schedule:

For your convenience, payrolls are processed five times throughout the day. Payrolls should be completed before the start time in order to be printed. Payrolls received after 2 p.m. are processed the next business day. Please make every effort possible to have your payrolls to us by noon on your scheduled day.

Listed below are the scheduled print times:

<u>Start Time</u>	<u>Ready Time</u>
9:00	11:00
10:00	12:00
11:00	1:00
1:30	3:00
3:00	5:00



Be sure to schedule all those important holidays & year-end dates coming up!

**Note:** As our office closes at 3 on Fridays, the 1:30 print run will be the last for that day.

## YEAR-END CHECKLIST

### SPECIAL POINTS OF INTEREST:

View the online version of this newsletter at:

[www.advanced-payroll.com](http://www.advanced-payroll.com)  
(under the Forms section)

for quick and easy access to all referenced resource links.

- Review Holiday Schedule
- Identify your last payroll for 2009 and first payroll for 2010.
- Schedule a time for year-end adjustments for such items as relocation expenses, group term life, personal use of company cars, additional manual checks, voided checks etc.

These adjustments should occur **on or before** your last regular payroll run of 2009 so that taxes can be

withheld and paid timely as necessary

- December 2009:** Notify all employees to review their W4 / W5 forms (*Refer to the Employee Notices Section on page 3*)

Verify APSI Company & Employee Data Reports

- January 11, 2010:** APSI will begin mailing out 4th Quarter & Year-end reports by this date.

- January 31, 2010:** Distribute employee W2's by this date

- February 1, 2010:** File Form 940 / 944 as applicable, by this date if you are not on our complete tax service.

APSI will file your W2 & W3 Information electronically to the SSA.

## TAX NOTICES / EIN CHANGES

### IRS Tax Deposit Notices:

Typically towards the end of the year, IRS will mail to businesses Notice 931—Deposit Requirements for Employment Taxes, if there is a change.

**Important:** Please send a copy of this notice to us as soon as you receive it in the mail.

Include your client number and name on all correspondences.

### State Unemployment Rate Notices

Also towards the end of the year, state agencies typically mail each business a Tax Rate Notice for the following year.

**Important:** Please fax or email a copy of this notice to us ASAP when you receive your new rate for the new year. We need this rate to calculate your taxes correctly for the first payroll in the new year.

### EIN Changes

Please notify a payroll specialist at least two weeks prior to the first payroll on a new EIN to ensure proper taxation and reporting of wages.

#### Where to send notices:

Mail: Advanced Payroll Solutions Inc.  
P.O. Box 2856  
Daphne, AL 36526

Phone: (251) 626-0099  
Fax: (251) 626-0680



To ensure proper taxation and to avoid any potential penalties, be sure to contact APSI in regards to any agency notice.

## YEAR-END DEADLINES

### December

#### Payroll Adjustments

All adjustments for 2009 should be called in **on or before** your last payroll for the year. Adjustments may include:

- Manual / Void Checks
- Group Term Life
- Third Party Sick Pay
- Allocated Tips
- Auto Allowances / Personal use of Company Car

### December 15

#### Year End Holdout Notification

If you know ahead of time that you will need us to delay the printing of your 4th quarter or year end reports, please let us know by this date.

**To avoid additional charges, please turn in all payroll adjustments before January or notify us ahead of time to delay your printing.**

### December 21

#### Employee Corrections

Please submit any employee changes found during the employee verification steps. If no corrections are turned in, we will assume your W2's will be ready to print.

**January 11**—Fourth quarter and yearly reports will be sent out by this weekend

**January 31**—Distribute W2's to employees and if applicable file 940 / 944 form.

**Great Information Online:**  
Visit our website for valuable resources to such IRS Forms as the [W4 / W5 Forms](#)

## EMPLOYEE INFORMATION VERIFICATION

Enclosed in this packet, you will find a **Company Data Letter & Employee Data Report** listing current employees.

Please review the following:

- Employee Name
- Employee SSN
- Employee Address

An employee's W2 wages are posted to their social security accounts based on the information provided.

Any variance between the Social Security Card and the above should be corrected with us as soon as possible.

Advise employees during November and December to compare their paycheck data to their Social Security Card and report any discrepancies to you.

If an employee's name is different from their SSN card because of marriage, divorce, or legal action, they must apply for a new

SSN Card using the [SS-5 Form](#) (Visit our website to view this form). Only after receiving the new card should you alter their records.

#### Need Assistance?

As a free service offered to our clients, we can print a special company memo on all checks & direct deposit vouchers to assist in notifying employees.

Please call APSI at (251)626-0099 and request a company check memo.



## EMPLOYEE NOTICES REQUIRED UNDER FEDERAL LAW

### December 1—Form W4 Notice Deadline

IRS Regulations require employers to remind their employees to file a new 2010 W4 Form, IF:

- Filing Status (Single / Married)
- Number of Allowances
- Exempt Status

has changed since their last filing of their W4. This reminder should be done by December 1st.

Note: A claim of exempt from

withholding is effective for one year and a new W4 attesting to continued exempt status must be filed to you by February 15th. If this type of employee fails to do so, you must withhold as if the employee is Single / 0

**New:** If an employee claims more than 10 allowances or claims exempt from withholding, you are **no longer required to send the IRS a copy of the W4. Instead, submit a copy only if directed to do so in a written notice from the IRS or under future published guidance.**

### December 31— Advanced Earned Income Credit (EIC)

Employees who have filed the W5 form will have their certificate expire on December 31. Expiring W5 forms have no grace period as exempt W4 forms do.

Therefore, employees who want to continue receiving advanced payments of earned income credit must complete and submit to you a new W5 form **before** the first payroll of 2010.



## 2010 AUTOMOBILE BENEFIT INFORMATION

To assist you in calculating taxable fringe benefits attributed to an employee's use of a car, provided below is the latest IRS Rates and Tables:

### Automobile Rates (Cents Per Mile)

Type of Use	2010 Amt
Standard	\$.50
Relocation	\$.24
Charitable	\$.14
Medical	\$0.16 1/2
Luxury Car Value:	\$15,300

If a car has a FMV greater than or equal to the Luxury Car Value amount, the Cents per Mile method should not be used.

### Annual Lease Value Table:

[Click here to view this lease table](#)

### TAX-FREE COMMUTING BENEFITS

Employee Parking	\$230/month
Transit Passes	\$230/month
Van Pools	\$230/month

### 2010 NOTE MINIMUM WAGE CHANGES

FEDERAL MINIMUM WAGE  
\$7.25 PER HR 7/24/09

FLORIDA MINIMUM WAGE  
\$7.25 PER HR 7/24/09

### Great Information

#### Online:

Visit our website for valuable resources such as:

[Important](#)

[Government](#)

[Websites & Phone](#)

[Numbers](#)

as well as

[2010Tax Changes](#)

## IMPORTANT NOTES

### Duplicate W2 Requests

If an employee loses or misplaces their original W2, we can reprint a duplicate W2 marked "REISSUED STATEMENT" for a \$5 charge.

Feel free to make copies of the [request form](#) found with this newsletter. For each duplicate W2 needed, fill one of these

forms out and fax or mail the request to our office.

Under an IRS Service Center Advice, employers may collect a fee for supplying duplicate copies of W2's to employees who have lost or destroyed their original copy of the form or simply want an extra copy. You may not charge for supplying an original or corrected form.

If you elect to charge your employees a fee for such requests, be sure to add a statement to the request form such as, "I authorize that \$xxx be deducted from my next pay check to receive this payroll department service."



Check out our website for the latest news and info.

Website: [www.advanced-payroll.com](http://www.advanced-payroll.com)

## ADVANCED PAYROLL SOLUTIONS INC.

104 5th Street

Daphne, AL 36526

Phone: (251)626-0099

Fax: (251) 626-0680

Email: [daphine@advanced-payroll.com](mailto:daphine@advanced-payroll.com)

## THE WAY TO PAY

## IS YOUR TIME VALUABLE? CONSIDER SWIPECLOCK



The easy-to-use time-keeping solution that's linked by phone or internet to your payroll professionals at Advanced Payroll Solutions.

APSI's Swipeclock features an electronic time clock that connects to your telephone line. Your employees clock in and out on the clock by swiping their personal time card. Each night, the clock transmits the day's activity to our data center.

We even offer a clock less solution where by each employee may clock in and out via the Internet.

Once the information has been received at the data center, it is immediately available for viewing, editing and printing over the

internet through your web browser software.

### Benefits:

- Accessible from anywhere in the world via an internet connection
- Minimal training and implementation
- Information is maintained in a confidential and secure data center
- 24 x 7 availability to information

### Features:

- Daily email of punch records provides you with a copy of your current payroll data at all times
- Automatic overtime calculation and lunch deductions
- Multiple department tracking or job costing capability
- Tip reporting capability

### More Information?

Contact APSI today at (251)626-0099.

## TAKE WORKERS' COMP OFF YOUR TO DO LIST.

### PUT IT ON OURS!

With our pay-as-you-go worker's comp product you can now have your premiums deducted automatically at each pay period. No more down payments to make. No more checks to write. And you pay exactly what you owe based on actual payroll figures. No more and no less means less risk of additional premiums due at year-end.

- No premium down payment
- Improved cash flow
- No checks to write
- No invoices
- Automatic payments through payroll deduction
- Full-service insurance agency support for certificates of insurance, claims, account changes, etc.
- Only A.M. Best rated "A" carriers

Contact us to get started today—251-626-0099.

## PLATINUMPAY—PUT THE POWER OF PAYROLL IN YOUR HANDS



PlatinumPay.net is an integrated online suite of Payroll, HR, and Time & Attendance applications. Its powerful thin-client environment provides you the best of both worlds:

the rich interface of a windows desktop application with all the benefits of an online experience

### Safe & Secure

PlatinumPay employs the latest in internet technology, ensuring a safe online experience. Because there is nothing to install on your PC, you are free from worrying about data back ups or unauthorized access of your PC. You are also always guaranteed to be running on the latest version available, no more upgrade fees or hassles. You can access it on any PC from work or home, even including a Macintosh, all with minimal involvement from your IT department.

### Power & Flexibility

Power and flexibility is what PlatinumPay Payroll is all about. Fast data entry is available from simple grid input methods and

detailed drill-down screens to options of importing data from your time & attendance or POS systems.

PlatinumPay Payroll provides multi-user access, robust security features, flexible job costing and labor allocations and even certified payrolls.

With on-screen gross to net calculations and real-time processing, you can see the final data instantly.

### Discover PlatinumPay

Take the tour and explore all the reasons PlatinumPay Payroll is for you at <http://www.platinumpay.net>

Call us today at (251)626-0099 and put the power of payroll in your hands.

