

W-2 Due Dates & Duplicate Requests

W-2s will be issued to employers no later than February 1, 2010. Employers are required to postmark W-2s by February 1, 2010. PaySmart is not able to discuss W-2s with employees of PaySmart clients. Any requests for duplicate W-2s must be submitted by the employer and a fee of \$5.00 per W-2 will be charged to the employer.

Holiday Hours

PaySmart will be closed November 26 & 27, December 25 and January 1 for the holidays. We will also be closed at 12:00PM on December 24. Please review the following schedule for direct deposit:

<u>Check Date</u>	<u>Payroll submitted by 1:00 PM on:</u>
Nov 27	Nov 24
Nov 30 & Dec 1	Nov 25
Dec 28	Dec 23
Dec 29	Dec 24 *submitted by 9:00AM
Jan 4	Dec 30
Jan 5	Dec 31

** As a reminder direct deposit checks cannot be dated on bank holidays. Please inform PaySmart of the check date for any checks that would regularly be dated November 26, December 25, and January 1.

2009 Payroll Reports on CD

PaySmart will issue 2009 payroll reports on CD for \$75.00. Included on the CD will be 2009 year to date earnings, 1st, 2nd, 3rd and 4th quarter Form 941 for federal, state quarterly withholding reports, state unemployment quarterly reports, federal Form 940 annual report and employer copy of W-2s. Please email payroll@paysmartpa.com if interested in a CD or call (717)766-1777.



2009 Year End Guide

As 2009 comes to a close PaySmart has pulled together some important information to help the year end process. Enclosed are important dates to ensure the proper reporting of your payroll. Please review this guide carefully .

Fourth Quarter Processing Deadline

Please provide any changes for 2009 by the last check date in 2009 or December 31, 2009, whichever is earlier. Adjustments received after this date may result in additional processing fees. Please keep in mind that January 1, 2010 is a Friday and a bank holiday. This may create an additional payroll run in 2009. Please communicate intentions for the 1/1/10 check date during the 12/18/09 processing.

Information to Report

- In house payroll checks issued
- Any voided payroll checks
- Any sick/disability payments made by third parties
- Taxable adjustments such as personal use of company vehicle, value of group term life insurance
- Additional employee contributions to retirement accounts
- Bonus pay
- COBRA reimbursements
- Employer contributions to HSA

Third Party Sick Pay

Please let PaySmart know if third party sick pay is expected. Insurance carriers are required to provide this information by January 15, 2010. PaySmart will postpone processing year end reports until this information is received. This will cause a delay in receiving year end reports and W2s however all reports will be available by January 31, 2010.

Reporting Information After Your Deadline

If information is reported past the deadline any additional taxes will be collected immediately and remitted as required for tax impound services. Non-impound services will receive transmittal information as required. Year end reports will be rerun to reflect any changes and additional fees will be charged. PaySmart will not be responsible for any penalties or interest incurred due to the late reporting of payroll adjustments.

Processing Bonuses

If year end bonuses are issued please inform PaySmart if separate checks are desired. Also please inform PaySmart if the checks will be live or direct deposit and what deductions should be taken. No bonus checks will be issued after the last check date of 2009 unless other-wise instructed. Once the last payroll for the year is run, year end reports will be processed. Additional payrolls will cause delays and additional charges.

Payroll Reports

Due to increasing security issues payroll records will no longer be available via email. All reports will be posted to secure client portals available at www.PaySmartPa.com. Please contact a payroll specialist to establish a free portal if one does not already exist,

Filing of W-2s to tax agencies

PaySmart will submit all W-2s to the appropriate tax agencies by the required due dates. This includes Federal, state and local tax agencies.