

Year-end preparation for 2009

December 2009

Inside this issue:

- Holiday & Print schedules **1**
- Year-end checklist **1**
- Tax notices / Palmetto Payroll YEAR-END DEADLINES **2**
- Employee information verification **2**
- Employee Notices required under federal law **3**
- 2009 Automobile Benefit Information **3**
- Important notes **3**

Holiday & Print Schedules

Holiday Schedule:

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

Christmas	
December 24	Open till 12
December 25	Closed
New Year's	
January 1	Closed

Reminder: Friday office hours are: 9–3 EST

Delivery During Holidays:

Overnight carriers will not be operating on the above holidays.

If you choose to use an overnight carrier, please specify in advance when you would like it delivered.

Payroll Print Schedule:

For your convenience, payrolls are processed four times throughout the day. Payrolls should be completed before the start time in order to be printed. Payrolls received after 3 p.m. are processed the next business day.

Listed below are the scheduled print times:

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

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



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

Year-end checklist

Special points of interest:

View the online version of this newsletter at:

www.palmettopayroll.com
(under the Strategic Alliance section)

for quick and easy access to all referenced resource links.

- ✓ Review Holiday Schedule
- ✓ Identify your last payroll(s) for 2009 and first payroll(s) 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 Palmetto Payroll Company & Employee Data Reports

- ✓ **January 12, 2010:** Palmetto Payroll will mail out 4th Quarter & Year-end reports to you by this date.

- ✓ **February 1, 2010:** Employers must distribute employee W2's/1099's by this date

- ✓ **February 1, 2010:** File Form 940 / 944 as applicable, by this date

Palmetto Payroll 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 notify your payroll specialist and send a copy as well.

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. (Doc #183 in the case of SCESC)

Important: Please notify your payroll specialist and send a copy as well.

Include your client number and name on all correspondences.

EIN Changes

Please notify a payroll specialist at least 3 business days **prior** to the first payroll on a new EIN to ensure proper taxation and reporting of wages

Where to send notices:

Mail: Palmetto Payroll

PO Box 6156

Columbia, SC 29260

Fax: 803-252-2924
or 803-753-0151



To ensure proper taxation and to avoid any potential penalties, be sure to contact Palmetto Payroll 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 27

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 12—Fourth quarter and yearly reports will be sent out by this day

February 1—Distribute W2's to employees / if applicable, file 940 / 944 form by this date.

Great Information Online: Visit our website for valuable resources to such IRS Forms as the W4 / W5 Forms

Employee information verification

Enclosed in your payroll packets that you receive in December, you will find an **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 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.

Contact your Payroll Specialists at (803)252-3083 and request a company check memo.



Employee Notices required under federal law

December 11—Form W4 Notice Deadline

IRS Regulations require employers to remind their employees to file a new 20010W4 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 11th.

Note: A claim of exempt from with-

holding 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 / o

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	\$.165
Charitable	\$.14
Medical	\$.165

Luxury Car Value: \$15,300

Truck Value: \$16,000

Type of Use	2009 Amt
Standard	\$.55
Relocation	\$.24
Charitable	\$.14
Medical	\$.24

Luxury Car Value: \$15,000

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

Federal Per Diem Rates (effective 10-1-2009)

Lodging Rate (high)	\$193
Lodging Rate (low)	\$111
Meal & Incidental (high)	\$65
Meal & Incidental (low)	\$52
Combined (high)	\$258
Combined (low)	\$163

Great Information Online:
Visit our website for valuable resources such as:
Important Government Websites & Phone Numbers
as well as 2010 Tax Changes

Important notes

Account Balances

For on-time preparation of your 4th quarter and year end reports, be sure your account balance is current

Duplicate W2 Requests

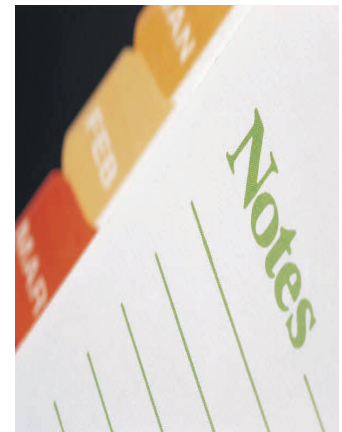
If an employee loses or misplaces their original W2, we can reprint a duplicate W2 marked "REISSUED STATEMENT" for a nominal charge.

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.



Happy Holidays from all of us at Palmetto Payroll Solutions!

PO Box 6156
Columbia, SC 29260

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Email: Vgilham@Palmettopayroll.com

Check out our website for the
latest news and info.

Website:

www.Palmettopayroll.com



Payroll Poem

Last night as I lay sleeping
I died or so it seemed,
Then I went to heaven
But only in my dream

Up there St Peter met me
Standing at the pearly gates,
He said "I must check your record
Please stand here and wait."

He turned and said "Your record
Is covered with terrible flaws,
On earth I see you rallied
For every losing cause."

I see that you drank alcohol
And smoked and used drugs too,
Fact is, you've done everything
A good person should never do.

We can't have people like you up here
Your life was full of sin,
Then he read the last of my record
Took my hand and said "Come in."

He lead me up to the big boss and said
"Take her in and treat her well",
She used to work in Payroll
She's done her time in hell".



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

Platinum Pay 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 Platinum Pay 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.

Platinum Pay 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 Platinum Pay

Take the tour and explore all the reasons Platinum Pay Payroll is for you at

www.palmettopayroll.com

Call us today at (803) 252-3083 and put the power of payroll in your hands.

Platinum pay

Put The Power of payroll in your hands