



National Reach, Local Touch.

4940 Nicholson Court
Kensington, MD 20895
Tel (301) 770-4200
Fax (301) 770-6821
www.payrollnetwork.com

PAYROLL NETWORK

2011 YEAR END GUIDE

We at Payroll Network (PNI) would like to take this opportunity to thank you for your business and to wish you a Happy Holiday Season and a prosperous New Year.

Please review this year end guide carefully to ensure you understand what procedures and steps will be necessary to process your year end reports and returns. Enforcement of the deadlines in this guide is essential to ensure accurate year end reports and timely filings with the various tax authorities.

All forms mentioned in this guide are available in interactive **PDF** format at
www.PayrollNetwork.com/go/YearEnd2011

TABLE OF CONTENTS

IT'S THAT TIME AGAIN!!!	1
URGENT THANKSGIVING WEEK PAYROLL SCHEDULE	2
ATTENTION FEDERAL RESERVE BANK HOLIDAY SCHEDULE	3
NOVEMBER AND DECEMBER 2011 CALENDAR	4
JANUARY 2012 CALENDAR	5
CONTACT INFORMATION	6
TAX FILING SERVICE	7
WHAT'S NEW FOR 2011 YEAR END	7
YEAR END CHECKLIST	8
PAYROLL PROCESSING SCHEDULE FOR 2012	9
EMPLOYEE W-2 VERIFICATION REPORT	10
ADJUSTMENT PROCESSING	11
EFFECT OF YEAR END ADJUSTMENTS ON TAXABLE WAGES & TAXES	11
W-2 PRELIST REPORT	12
FINAL TAX LIABILITY REPORT	12
OTHER YEAR END CONCERNS	12
W-2 PRELIST REPORT SAMPLE	13
RECONCILING W-2 INFORMATION TO A CHECK STUB	14
DOS AND DON'TS	15
PREPARING FOR YEAR-END AND 2012 REPLY FORM	16
TERMINATED EMPLOYEE REQUEST FORM	17
SPECIAL REQUEST FORM	18
ONLINE EMPLOYEE SECURITY FORM	19
RETIREMENT PLAN CATCH-UP CONTRIBUTIONS FOR 2012	20

IT IS THAT TIME AGAIN!!!



Another year end is fast approaching. In order to enable each of us to successfully navigate this year end, we are providing the following points of emphasis.

1. **Employee W-2 and SSN Web Report**- Please review this report, making all necessary changes (name/address/social security number) **prior to your last check date in 2011**. This report is located in PayChoice Online under Web Reports.
2. **2012 Schedule**- Carefully review Pay Endings and Check Dates under Web Reports/Company Sched. A schedule of all bank holidays and Payroll Network closings is posted on our website. **Please approve and sign your 2012 schedule**. Return via mail, fax (301)770-6821 or email **YrEnd@payrollnetwork.com**, whether you have changes or not.

If 2011 was the first year in which you had a leave plan with Payroll Network, you must provide us with your policy for carry over of any unused balances into 2012 **prior to your last check date in 2011**. Failure to provide this information may result in incorrect carry over balances.

If you are planning year end bonus payrolls outside of your normal processing, you must schedule them in advance with Client Service. Bonus payrolls will be processed on Thursdays and Fridays, not with your regular scheduled payroll.

PLEASE MAIL/FAX/E-MAIL YOUR 2012 SCHEDULE BY DECEMBER 2, 2011.

Thank you in advance for your cooperation in this critical issue.

Sincerely,

Payroll Network Staff



*****URGENT***THANKSGIVING WEEK PAYROLL SCHEDULE**

Date: November 2011

From: Payroll Network, Inc.
Main Telephone#: (301) 770-4200
Payroll Data: (301) 770-6821

Subject: Thanksgiving Week Payroll Schedule

Dear Valued Client:

Due to the Thanksgiving holiday on Thursday, November 24, 2011, payrolls must be processed one day earlier than normal.

Please follow this schedule based on the date of your checks and/or direct deposits:

Checks/Direct Deposits Date:

Wednesday, November 23rd
Friday, November 25th
Monday, November 28th
Tuesday, November 29th

Input Must Be Received By:

Monday, November 21st
Tuesday, November 22nd
Wednesday, November 23rd
Wednesday, November 23rd

All payrolls processed on Wednesday, November 23rd, will be delivered on Monday, November 28th. If you would like your payroll delivered on Friday, November 25th please notify/email Client Service Department.

Any payroll submissions on Wednesday, November 23rd must be submitted before noon to ensure timely processing.

Our office will be closed on Thanksgiving Day and Friday, November 25th. We wish "you and yours" a blessed and happy Thanksgiving!

Sincerely,

PAYROLL NETWORK, INC.



***ATTENTION* FEDERAL RESERVE BANK HOLIDAY SCHEDULE**

Listed below is the Federal Reserve Bank Holiday Schedule (most banks are closed-allow an **EXTRA** day for direct deposits).

***Marks the days Payroll Network, Inc. is CLOSED.**

11/24/2011*	Thanksgiving Day (Bank Holiday)
11/25/2011*	Day after Thanksgiving (not a bank holiday)
12/26/2011*	Christmas Day observed (Bank Holiday)
01/02/2012*	New Years Day Observed (Bank Holiday)
01/16/2012	Martin Luther King Day (Bank Holiday)
02/20/2012	Presidents Day (Bank Holiday)
05/28/2012 *	Memorial Day (Bank Holiday)
07/04/2012*	Independence Day (Bank Holiday)
08/03/2012*	Payroll Network Company Holiday (not a bank holiday)
09/03/2012*	Labor Day (Bank Holiday)
10/08/2012	Columbus Day (Bank Holiday)
11/12/2012	Veterans Day (Bank Holiday)
11/22/2012*	Thanksgiving Day (Bank Holiday)
11/23/2012*	Day after Thanksgiving (not a bank holiday)
12/24/2012*	Christmas Eve (not a bank holiday)
12/25/2012*	Christmas Day (Bank Holiday)
01/01/2013*	New Years Day (Bank Holiday)

Please review your schedule and return a copy of your schedule showing your CHECK DATES for 2012 with any corrections. If your schedule is correct, please return a signed copy approving the dates listed.

Mail to: Payroll Network, Inc.
Attention: Linda Ward
4940 Nicholson Court, Suite 200
Kensington, MD 20895-1003

Or

Fax to: (301) 770-6821 Attention: Linda Ward

Or

E-mail: YrEnd@PayrollNetwork.com

Thank you in advance for your help.

NOVEMBER AND DECEMBER 2011 CALENDAR

NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11 Veterans Day	12
13	14	15	16	17	18	19
20	21	22	23	24 Thanksgiving Day PNI Closed	25 PNI Closed	26
27	28	29	30			

DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Verify payroll processing calendar	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Last day to process bonus payrolls	17
18	19	20	21	22	23 Deadline for returned signed reply form	24
25	26 PNI Closed	27	28 Last day to process payroll with 12/31 chk date	29	30	31

NOTE: Due to federal or state banking holidays, the ACH funds may be debited one day earlier than normal.

JANUARY 2012 CALENDAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 PNI Closed	3	4	5 Amended return requests are submitted	6 W2 prelist corrections, & adjustment forms W2 deferral due	7
8	9	10	11	12	13	14
15	16 Martin Luther King, Jr. Federal Holiday	17	18	19	20	21
22	23	24	25	26	27	28
29	30 W-2,1099 forms and quarterlies delivered and posted on web	31				

NOTE: Due to federal or state banking holidays, the ACH funds may be debited one day earlier than normal.



CONTACT INFORMATION

For your convenience, we have established several features:

- A separate page on our website that contains links to Year End 2011 resources
www.PayrollNetwork.com/go//YearEnd2011
- Frequently Asked Questions (FAQ) at www.PayrollNetwork.com/go//YearEndFAQ
- A special email account that will be responded to within one working day
YrEnd@PayrollNetwork.com.

If you have any questions relating to year end processing, please check the Frequently Asked Questions information before you submit your request to our Client Service Department via YrEnd@PayrollNetwork.com.

Important Contact Information

Please check our website at www.PayrollNetwork.com/go//contact-us for a full directory or you may contact us directly at:

Client Service	(301) 770-4200 Option 4	ClientService@PayrollNetwork.com
Tax Filing	(301) 770-4200 Option 6	TaxDept@PayrollNetwork.com
Delivery	(301) 770-4200 Option 3	ProductionControl@PayrollNetwork.com
Technical Support	(301) 770-4200 Option 5	PNITechSupport@PayrollNetwork.com
Fax	(301) 770-6821	

TAX FILING SERVICE

If you are a tax filing service client, Payroll Network:

- Is impounding your taxes directly from your bank account and paying payroll taxes on your behalf.
- Assumes the responsibility to deposit, reconcile, and file authorized payroll tax deposits and returns.
- Files forms 940, 941, W-2, W-3, and annual state and local returns.
- Assumes the responsibility of any penalties due to our error.

If you are a tax filing service client, you:

- Are responsible to forwarding all tax notifications (i.e. unemployment rate changes, tax notices, etc.) to Payroll Network **promptly upon receipt**. Although we file taxes on your behalf, the tax authorities will not send the notices directly to Payroll Network. Obtaining this information promptly is imperative to our ability to provide accurate and timely tax services.

Please refer to the calendars at the beginning of this guide for important deadlines.

If you are not using our tax filing service, it is *your* responsibility to:

- Pay your taxes directly to the tax authorities.
- File authorized payroll tax deposits and returns (including forms 940 and 941).

Payroll Network files W-2 and 1099 forms electronically for **all clients** (including those *not* using tax filing service) by the appropriate due dates. **Please do not file any W-2 or 1099 forms that have been recorded in the Payroll System to the federal or state tax authorities.**

WHAT'S NEW FOR 2011 YEAR END?

- **Frequently Asked Questions (FAQ) Online**

www.PayrollNetwork.com/go//YearEndFAQ

- **YrEnd@PayrollNetwork.com for year end processing questions**

A dedicated email account for your year end processing questions.

- **W-2 and completed tax forms now available on the web**

Payroll Network has developed a more secure method of delivering your W-2's, 1099's, tax returns and reports via the web. You will no longer automatically receive a CD. If you choose to receive a CD you must complete the enclosed *Special Request Form* or www.PayrollNetwork.com/forms/SpecialRequestForm.pdf.

If you are an Online Employer user, you should already have a user name and password. If you are not an Online Employer user, you will need to complete the enclosed *Online Employer Security Form* or www.PayrollNetwork.com/forms/SecurityForm.pdf to obtain a user name and password.

- **Terminated Employee Request**

PayChoice Online and Connection clients should review the new options available for terminated employee data retention. Your existing data retention will remain unchanged, unless you submit a new *Terminated Employee Request Form* or www.PayrollNetwork.com/forms/TerminatedEERRequestForm.pdf



YEAR END CHECKLIST

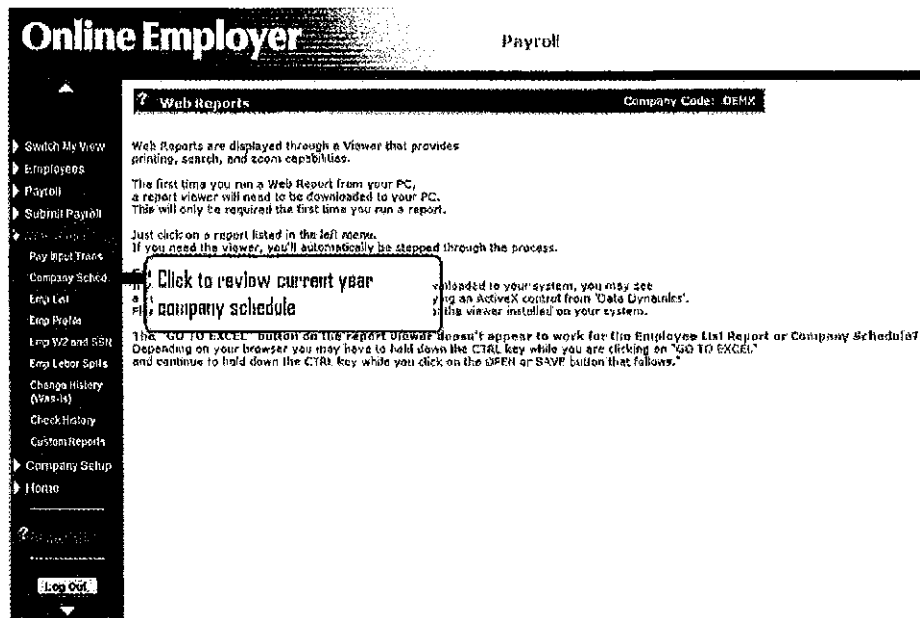
Here is a checklist to assist you in keeping track of what must be completed to ensure a smooth year end process.

√	Checklist Item	Due Date
	Please visit our web site at www.PayrollNetwork.com/go//YearEnd2011 for a copy of this booklet, forms, Frequently Asked Questions and any updates.	ongoing
	Verify Accuracy of Company Legal Name and Tax Identification Numbers Verify the accuracy of your company legal name and each state tax identification number that Payroll Network has on file. The <i>Tax IDs & Rates screen</i> under Company Setup will show you this information. Contact our Client Service Department to make any corrections.	12/09/2011
	Review Employee Addresses and Social Security Numbers Review the accuracy of all employee addresses and social security numbers using the <i>Employee W-2 and SSN Web Report</i> found under Web Reports. Instructions to locate report on page 10.	No later than last scheduled 2011 payroll
	Verify your Payroll Processing Schedule for 2012 Please review, approve, sign and return your <i>Payroll Processing Schedule for 2012</i> to our Client Service Department. Instructions to locate the schedule on page 9.	12/02/2011
	Review Terminated Employee Status PayChoice Online and Connection clients should review the new options available for terminated employee data retention. Your existing data retention will remain unchanged, unless you submit a new <i>Terminated Employee Request Form</i> .	12/09/2011
	Last Day to Process Bonus Payroll	12/16/2011
	Third party sick pay Submit 3" party sick pay data to Client Service Department.	No later than last scheduled 2011 payroll
	Input W-2 Adjustments Input adjustments by final scheduled payroll of 2011.	No later than last scheduled 2011 payroll
	Review W-2 Prelist Report Please review the <i>W-2 Prelist Report</i> to assure that all W-2 data has been properly identified. Submit all required changes to our Client Service Department. More information on pages 11 & 12.	1/06/2012
	Request W-2 Adjustments If you require adjustments after 12/29/11, please prepare and submit the W-2 adjustments to our Client Service Department. There will be an additional charge to process adjustments.	1/06/2012
	Request W-2 Deferred Printing To request the deferred production of your W-2s, please submit a written request for deferral to the Client Service Department.	1/06/2012

The last day for processing 2011 checks or direct deposits is Wednesday, 12/28/2011

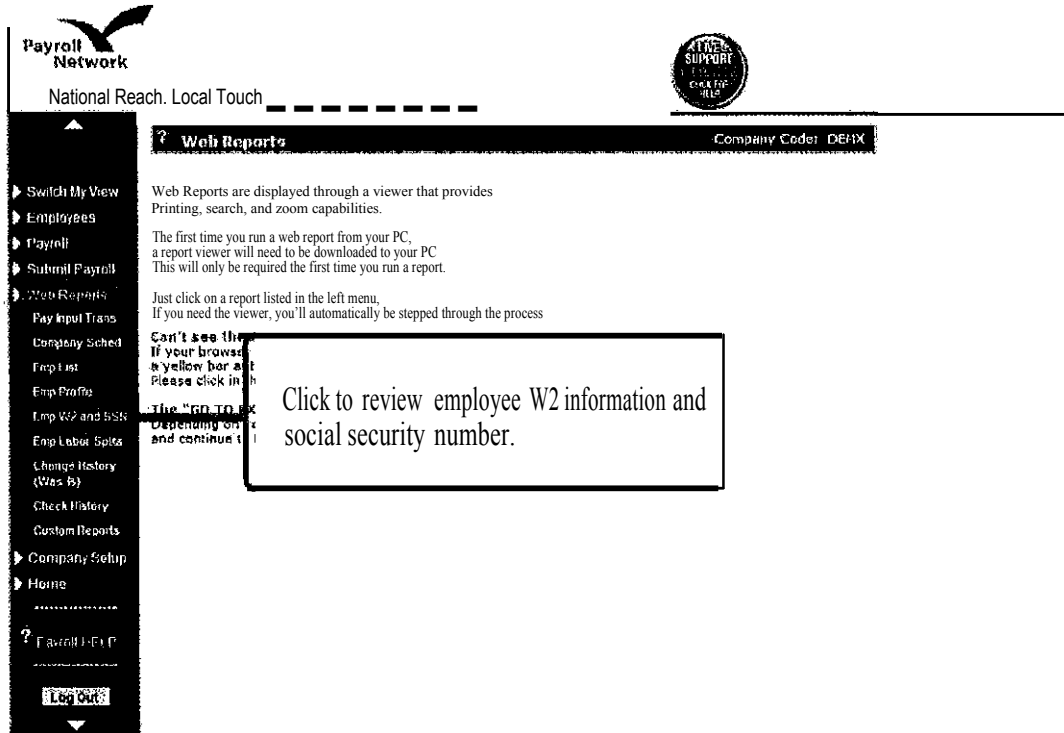
PAYROLL PROCESSING SCHEDULE FOR 2012

2012 Schedule-Carefully review Pay Endings and Check Dates. A schedule of all bank holidays and Payroll Network Closings are posted on our website. Please review your 2012 company schedule, print it and send back signed with any changes you would like done to the dates. Return via mail, fax (301)770-6821 or email YrEnd@payrollnetwork.com. Please send the printed signed schedule to us regardless if you have changes or not.



An approved, signed payroll schedule should be returned by Friday, 12/2/2011

EMPLOYEE W-2 AND SSN WEB REPORT



Payroll Network
National Reach. Local Touch

Web Reports Company Code: DEHX

Web Reports are displayed through a viewer that provides Printing, search, and zoom capabilities.

The first time you run a web report from your PC, a report viewer will need to be downloaded to your PC. This will only be required the first time you run a report.

Just click on a report listed in the left menu. If you need the viewer, you'll automatically be stepped through the process.

Can't see the yellow bar?
If your browser is not set to display images, please click in the yellow bar to refresh the page.

The "GO TO" button
Depending on your browser, you may need to click the "GO TO" button and continue to the report.

Click to review employee W2 information and social security number.

- Switch My View
- Employees
- Payroll
- Submittal Payroll
- Web Reports
 - Pay Input Trans
 - Company Sched
 - Emp List
 - Emp Profile
 - Emp W2 and SSN
 - Emp Labor Split
 - Change History (Was B)
 - Check History
 - Custom Reports
- Company Setup
- Home

Payroll Help

Log Out

ADJUSTMENT PROCESSING

Before you process a payroll with a 2012 pay date, you may schedule an adjustment process for any 2011 entries that were not completed. Contact the Client Service Department to schedule an adjustment process.

Once scheduled, adjustments can then be entered in PayChoice Online. Your payroll information will be available for download the day after the adjustment process is run.

If you are a PayChoice Online user,

- And you are using the pay grid; **remove** the regular pay for all salary and exception type employees.
- **Use** the payroll adjustments screen to process voids or manual checks.
- **Review** your *Pre-Payroll Process Journal* prior to submitting your adjustment run.

Void and Manual Checks

You **CANNOT** enter manual checks or void checks after your last payroll of 2011.

If you have void or manual checks to process after you have processed your first payroll for 2012 you must send the information to the Client Service Department. You will be billed \$250.00 plus normal processing for these adjustment runs. Amended Return charges may also apply.

The last day for processing 2011 checks or direct deposits is Wednesday, 12/28/2011

EFFECT OF YEAR END ADJUSTMENTS ON TAXABLE WAGES & TAXES

Before entering adjustments:

- Determine the type of adjustment needed (e.g., fringe benefits, group term life, personal use of company car, etc.). It is highly recommended that you input these items before your last payroll of 2011. If you input these special W-2 Items before your last payroll of 2011, the system will adjust the appropriate taxable wages up to their limits.
- Input these items on the pay grid if you are running a regular or bonus payroll process. Otherwise, contact the Client Service Department. **Do not enter these items as manual checks.**
- If any employee Social Security tax is accrued due to these adjustments, it will create a variance and the Client Service Department will contact you regarding resolution.
- If the employee has no further pay, the system can only adjust the employer taxes and special adjustments must be made to accommodate Social Security taxes. These special adjustments must be processed by submitting the information to our Client Service Department.



W-2 PRELIST REPORT

The *W-2 Prelist Report* represents what will be reported on your W-2 forms. You will receive this report with each of the following:

- Your last payroll processing in 2011
- Each year end adjustment processing, if applicable

Please review this report carefully to be certain that all the information required on the W-2's has been properly identified. If further adjustments are required, please process by the deadlines noted on the calendars (pages 4-5) and/or the checklist (page 8).

Sample W-2 Prelist is available on page 12.

FINAL TAX LIABILITY REPORT

Pay particular attention to any state(s) which are flagged with an (*). This indicates that Payroll Network does not have the state identification number on file for this state. Failure to provide Payroll Network with the identification number before your W-2's are requested will result in a delay of their processing.

OTHER YEAR END CONCERNS

1099 Miscellaneous Forms

If you have paid 1099 Miscellaneous income through the payroll system in 2011, Payroll Network will produce these forms. If you have additional 1099 employees enter them before you process your last payroll for 2011.

Bonus Payrolls

Are you planning a special year end bonus payroll run? If so:

- Schedule processing on a Thursday or Friday **apart from** your regular payroll
- Contact Client Service Department to schedule your separate bonus run
- Inform us of any special handling of taxes and deductions
- Process any special pays on or before 12/16/2011



W-2 PRELIST REPORT SAMPLE

Process Date - FEB 12, 2008		PayNet W-2 Prelist for PA													Page - 6	
EMPLOYEE NAME	EMP. NO.	Box 1 WAGES, TIPS & OTH COMP	Box 2 FEDERAL WITHHOLD TAX	Box 3 SOCIAL SECURITY WAGES	Box 4 SOCIAL SECURITY TAX WITH	Box 5 MEDICARE WAGES and TIPS	Box 6 MEDICARE TAX WITHHELD	Box 7 SOCIAL SECURITY TIPS	Box 8 ALLOTIPS Box 9 ADV. FIC	Box 10 DEP. CARE	Box 11 NONQUAL	Box 12 DEFERRED COMP.	Box 14 OTHER	Box 16 ST WAGES Box 18 LOC WAGES	Box 17 STATE TAX Box 19 LOC. TAX	Box 18 ST. NAME Box 20 LOC. NAME
PALMER, ARNOLD 1401 GOLF DRIVE LATROBE, PA 21450 940-86-6780	6742 NO	64000.00	14959.45	64000.00	3968.00	64000.00	928.00							64000.00	1964.86	PA
** STATE PA TOTALS		64000.00	14959.45	64000.00	3968.00	64000.00	928.00							64000.00	1964.86	
**		64000.00		64000.00		64000.00										

SAMPLE

ED OF QUARHR DATE DEC 31,2007

DEM8 - ANDYDEE ENTERPRISES, LLC

PROC005

- 4



RECONCILING W-2 INFORMATION TO A CHECK STUB

The following is an example of common reconciling items between the employee's final check stub and the W-2. This example provides guidelines for reconciling your W-2 to your last check stub.

If you still have questions please submit them to YrEnd@PayrollNetwork.com.

EXAMPLE

2011 W-2 Common Reconciling Items

Gross Per Check Stub		\$51,500.00
Less non-Taxable Reimbursements		<u>(1,500.00)</u>
Sub-Total		50,000.00
Add non Cash Taxable Income:		
Group Term Life	125.00	
Pers Use Co Car	2,475.00	
Employer Pd Fringes	<u>1,000.00</u>	3,600.00
Deduct Pre-Tax Items:		
Cafeteria Plan	4,225.00	
HSA Deduction	1,775.00	
Other pre-Tax Plans	<u>500.00</u>	<u>(6,500.00)</u>
*W-2 Box 5 Medicare Wages		47,100.00
401K, 403B, IRA Deductions		<u>(10,500.00)</u>
W-2 Box 1 Federal Taxable Income		36,600.00

NOTE: W-2 Box 3 FICA Wage Limit is \$106,800.00 (excludes non-taxable earnings/reimbursements, cafeteria plans & pre-tax deductions)

Please Note: Any employee who lived in more than one state during the year will receive multiple W-2s. The W-2 for their current state of residence will have all of their federal, state and/or local tax information. The second W-2 will only contain the state and/or local tax information for the previous state(s).

DOS AND DON'TS

Topic	Do	Don't
Void Checks	Do void fourth quarter checks on or before your last payroll process for 2011.	Do not void prior quarter checks. Send them to the Client Service Department.
Manual Checks	Do enter them on or before your last payroll process for 2011.	Do not enter a negative manual check for a prior quarter, fringe or company benefits. Send them to the Client Service Department.
Group Term Life (GTL)	Do enter on or before your last payroll process for 2011.	Do not enter GTL on terminated employees or use manual adjustments after the last 2011 payroll. Call the Client Service Department for instructions.
Address Changes	Do make all address changes on or before your last payroll process for 2011.	
Fringe Benefits	Do report any additional fringe items on or before your last payroll process for 2011.	Do not enter manual adjustments after the last 2011 payroll process. Send them to the Client Service Department.
Third Party Sick Pay	Send all 3 rd Party Sick Pay to the Client Service Department on or before your last payroll process for 2011.	
Payroll Calendar	Do verify payroll processing schedule/calendar by 12/2/2011.	
Verification	Do review the following: <ul style="list-style-type: none"> • W-2 Prelist • Tax IDs and Rates Screen • Employee W-2 and SSN Web Report 	
1099 master file information	PayChoice Online clients enter into the system before you process the last payroll of 2011.	
1099 Information	PayChoice Online clients enter into the system before you process the last payroll of 2011.	
Payroll Tax Information	Send all payroll tax documents received from federal, state and/or local tax authorities to the Tax Department.	Do not overlook any tax documents received. If you are unsure about sending it, send it and the Tax Department will determine its validity.



PREPARING FOR YEAR-END AND 2012 REPLY FORM

Company Name _____
 Company Number _____
 Date _____
 Completed By _____
 Signature _____

ACTION ITEM: To avoid tax and penalties, please complete and return no later than:

Friday, December 16, 2011

Fax to (301)770-6821

Verifying W-2 Information

A Please verify your **Company legal** name, address and Account #'s

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> My Company's Legal Name & Address | <input type="checkbox"/> Are correct | <input type="checkbox"/> Are incorrect |
| <input type="checkbox"/> My Federal ID # | <input type="checkbox"/> Is correct | <input type="checkbox"/> Is incorrect |
| <input type="checkbox"/> My State ID #'s | <input type="checkbox"/> Are correct | <input type="checkbox"/> Are incorrect |
| <input type="checkbox"/> My Local ID #'s | <input type="checkbox"/> Are correct | <input type="checkbox"/> Are incorrect |

B. I have reviewed my **Employee Information** including W-2 Pension Status. I understand the IRS may assess penalties for inaccurate information:

ACTION ITEM: Have you verified that the name and social security number on every employee's paycheck matches his/her Social Security card exactly? **DO NOT** use shortened or nick names (ex. Betsy for Elizabeth).

The IRS may assess penalties against employers whose Forms W-2 have mismatched employee names and social security numbers. The penalty for W-2's with incorrect information is \$50.00 (maximum \$250,000).

- I have keyed all necessary changes in my Payroll Network software OR
 No changes are required- my employee information is correct as shown.

Year End Adjustments

A Outstanding **VOID/MANUAL** CHECKS

- I **DO NOT** have any unprocessed 2011 manual or void checks.
 I **DO** have unprocessed manual void checks. I will forward all void/manual checks to Payroll Network, Inc. before my last scheduled payroll.

*****Remember- checks issued in 2011 cannot be voided in 2012*****

B. Third Party Sick Pay

- I **WILL** report Third Party Sick Pay for 2011. All third party sick pay amounts should be reported to us before your last payroll of 2011. For those clients who are concerned about receiving timely information from their providers, please be aware that interim statements are available and can be used. Please contact your third-party provider to obtain this information.

Note: We will produce and file all Employee Third Party Sick Pay W2's unless you notify us in writing that you or your third party administrator will be responsible for these forms.

- I will **NOT** report Third Party Sick Pay for 2011.

I understand that if I need to make any changes **AFTER MY LAST PAYROLL**, I must call Client Service **IMMEDIATELY to request that the processing of my W2s be put on HOLD**. Otherwise, Payroll Network, Inc. will begin processing my 4th quarter reports within 48 hours of my last payroll of 2011. **Submitting changes or additional information after this period will result in additional charges.**



TERMINATED EMPLOYEE REQUEST FORM

PayChoice Online and Connection clients should review the new options available for terminated employee data retention.

NOTE: Your existing data retention will remain unchanged, unless you submit this *Terminated Employee Request Form* to the Client Service Department

How long should your terminated employee data be readily available?

- Keep on file permanently.
- Drop at the end of 2011.
- Keep for one year, then delete at the end of 2012.
- Keep for two years, then delete at the end of 2013.
- Keep for three years, then delete at the end of 2014.
- Keep for four years, then delete at the end of 2015.
- Keep for five years, then delete at the end of 2016.

Name _____

Company Name _____ Client # _____

Address _____

City, State, Zip Code _____



SPECIAL REQUEST FORM

Instructions: If applicable, please complete and submit this form to the Client Service Department.

Name, _____

Company Name _____ Client# _____

Address, _____

City, State, Zip Code _____

ORDER	<u>PRODUCT & DESCRIPTION</u>	COST	
<input type="checkbox"/>	<i>Employee W-4's for 2012</i>	Up to 20 Employees	\$15.00
		21-50	\$20.00
		Over 50	\$25.00
<input type="checkbox"/>	<i>Employee Attendance Records for 2012</i> (Provides easy way to track time off)	Up to 20 Employees	\$15.00
		21-50	\$20.00
		Over 50	\$25.00
<input type="checkbox"/>	<i>Employee Name and Address Labels</i> (Preprinted labels for communication with employees)		\$.42 each

As long as the above items are ordered to coincide with normal payroll delivery, there will be no extra delivery charges.



ONLINE EMPLOYEE SECURITY FORM

Security Information Release Authorization Form

Client Four Digit ID: _____ 2nd ID _____ 3rd ID _____ 4th ID _____ 5th ID _____

Client Name: _____

Authorized Contact Name: _____

Authorized Contact Title: _____

Authorized Contact Email: _____

Phone Number: _____ Fax Number: _____

Signature: _____ Date: _____
(Client authorized contact only)

Change existing user level access:

- None From "user" to "Company Level"* From "company Level" to User" From Employee to Administrator
- From Administrator to Employee Add Admin to Employee Services Allow Access to ViewChoice reports
- No longer allow access to View Choice Report Reset password Delete user
- Other: _____

*This option requires making an employee an administrator

Add New User:

Payroll: None Administrator Data Entry Hours Only

Employee Services: None Administrator Employee

ViewChoice: None Full Access

Online Employer: None Company Level Access (Allows User to Change Settings for Any User)

Tax Browser: None Full Access

HR Resource Center: None Online Access Telephone Consult

User Name: _____

User E-mail: _____

Fax form to the attention of the IT Department at 301-770-4666



RETIREMENT PLAN CATCH-UP CONTRIBUTIONS FOR 2012

January 2012

For 2012, employees age 50 or older will again be allowed to make additional "catch-up" contributions to various retirement plans (401K, 403B, SARSEP, 457). An individual may make an additional pre-tax catch-up contribution up to \$5,500 in 2012 (this is the same limitation amount as 2011). In the case of a SIMPLE IRA Plan, the "catch-up" amount is \$2,500. Additionally, if there is a company match in place, the employer is allowed to, but not required to, match the additional amount.

Check with your retirement plan advisor to determine who is eligible. If an eligible employee will be taking advantage of this regulation, PayChoice Online and Connection clients need to enter the employee information.

NOTE: This document is for your records only. Please do not return it to Payroll Network.

Thank you,

PAYROLL NETWORK, INC.

Company ID # _____
Company Name _____
Employee#: _____
Employee Name _____
Employee Birth Date _____
Type of Plan _____
Total Amount of Deduction _____
Amount per Pay _____
Date to Begin Taking Deduction _____
Company Match? (Yes or No) _____
Submitted by: _____
Phone Number: _____
Email: _____

Employee Signature

Date