

ADVANCED PAYROLL SOLUTIONS, LLC YEAR-END PREPARATION FOR 2015

DECEMBER 2015

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HOLIDAY & PRINT SCHEDULES



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

Holiday Schedule:

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

Christmas	
December 24	Open until noon
December 25	Closed
New Years	
December 31	Open until noon
January 1	Closed

Delivery During Holidays:

Overnight carriers will not be operating on the listed holidays.

If you choose to use an overnight carrier, the payroll will be delivered the next business day after the legal holiday. Ask your specialist about alternate delivery options.

Upcoming Federal Reserve Banking Holidays (No Direct Deposit):

Christmas Day
December 25th
New Year's Day
January 1st
Martin Luther King Day
January 19th

Platinum Pay Xpress—For the Small Employer

Run payroll and get on with your day. That is exactly what Platinum Pay Xpress empowers small businesses to do, easier and faster than ever.

Anytime, anywhere.

Payroll should be on your time schedule, which is why you can run payroll from anywhere, on nearly any device, anytime day or night.

Customize your experience.

Customize your experience by arranging the screens to fit your workflow, design your entry grid to simplify data entry, even change colors to make payroll a little fun.

Going green.

You receive all your payroll reports, even your quarter-end and year-end forms online in PDF format making printing or forwarding to your accountant a breeze.

Contact us today to find out how to make payroll easy with Platinum Pay Xpress.

YEAR-END CHECKLIST

- Review Holiday Schedule
- Identify your last payroll(s) for 2015 and first payroll(s) for 2016
- Schedule a time for year-end adjustments for such items as third party sick pay, allocated tips, wage corrections, year end bonuses, relocation expenses, group term life, personal use of company cars, additional manual checks, voided checks, S-Corp Health Ins, any other taxable fringe benefits, etc.

These adjustments should occur **on or before** your last regular payroll run of 2015 so that taxes can be withheld and paid timely as necessary
- Before 1st payroll process date in
 - Jan 2016:** Notify all employees to review their W4 forms (*Refer to the Employee Notices Section on page 3*)
 - Verify APS Company & Employee Data Reports
 - January 12, 2016:** APS will mail out/publish W2/Year-end reports by this date
 - January 31, 2016:** Distribute employee W2's/1099's by this date
 - January 31, 2016:** File Form 940 / 944 / 943 as applicable, by this date

APS 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 CP-136—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.

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 2 business days **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, LLC
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 APS in regards to any agency notice.

YEAR-END DEADLINES

December

Payroll Adjustments

All adjustments for 2015 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
- S-Corp Health Ins Premiums
- Auto Allowances / Personal use of Company Car



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

EMPLOYEE INFORMATION VERIFICATION



Request from your payroll specialist a **Company Data Letter & Employee Data Report** listing of 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.

Contact one of our Payroll Specialists 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 2015 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 / 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.

Advanced EIC has been repealed for Tax Years (TY) 2011+ as part of the Education Jobs Act of 2010.

Employees who are eligible for the EIC will still be able to claim the full amount of the credit on their personal income tax returns but will no longer have the option to get a portion of the credit in



advance. Employers should not accept a Form W-5 from an employee for wages paid after December 31, 2010.

2016 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	2016 Amt
Standard	\$.54
Relocation	\$.19
Charitable	\$.14
Medical	\$.19

Federal Per Diem Rates (effective 10-1-2015)

Lodging Rate (high)	\$207
Lodging Rate (low)	\$128
Meal & Incidental (high)	\$68
Meal & Incidental (low)	\$57
Combined (high)	\$275
Combined (low)	\$185

Great Information

Online:

Visit our website

for valuable

resources such as:

[Important](#)

[Government](#)

[Websites & Phone](#)

[Numbers](#)

IMPORTANT NOTES

Account Balances

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

Duplicate W2 Requests

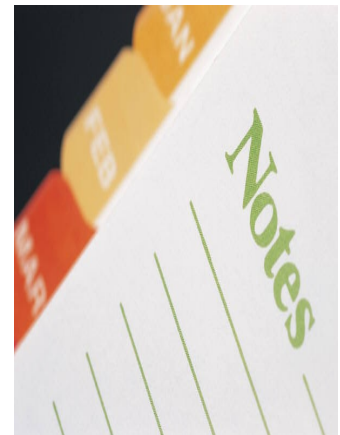
If an employee loses or misplaces their original W2, we can reprint a duplicate W2 marked “REISSUED STATEMENT” for a nominal charge.

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.”



Check out our website for the latest news and info.

Website: www.advanced-payroll.com

ADVANCED PAYROLL SOLUTIONS, LLC

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Daphne, AL 36526

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Fax: (251) 626-0680

Email: Laura.Landers@advanced-payroll.com

T H E W A Y T O P A Y

IS YOUR TIME VALUABLE? CONSIDER SWIPELOCK



The easy-to-use timekeeping solution that's linked by phone or internet to your payroll professionals at APS.

APS'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 clockless 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

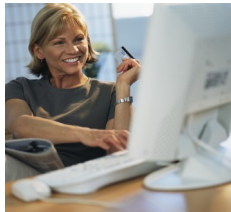
Features:

- 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 your payroll specialist today at (251) 626-0099.

PLATINUMPAY –PUT THE POWER OF PAYROLL IN YOUR HANDS– FOR THE LARGE EMPLOYER



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, 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 de

tailed 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.





FEDERAL RESERVE 2016 BANK HOLIDAYS

Federal Reserve Banks will be closed on the following holidays in 2016; no electronic (ACH) transactions can be processed on those dates. Please incorporate these dates into your schedule like you would incorporate Saturdays and Sundays. If you have a question about your schedule please call us at (251) 626-0099.

January 1, 2016	Friday	*New Year's Day
January 18, 2015	Monday	Martin Luther King Jr. Day
February 15, 2015	Monday	Presidents' Day
May 30, 2015	Monday	*Memorial Day
July 4, 2015	Monday	*Independence Day
September 5, 2015	Monday	*Labor Day
October 10, 2015	Monday	Columbus Day
November 11, 2015	Friday	Veterans Day
November 24, 2015	Thursday	*Thanksgiving Day
December 26, 2015	Monday	*Christmas Day Observed

*** Advanced Payroll Solutions will be closed.**

Advanced Payroll Solutions will also be closed on the following days in 2016:

February 9, 2016 (Tuesday) Mardi Gras

November 25, 2016 (Friday) Day after Thanksgiving

December 24, 2016 (Close at noon)

December 31, 2016 (Close at noon)

Hours of Operation

Please help us by reporting your payroll data as early as possible and prior to 12:00 PM. Data reported after 2:00 PM will be processed the next day. Our office hours are Monday thru Thursday 8:00 AM to 5:00 PM and 8:00 AM to 3:00 PM on Fridays. However, we accept faxed payrolls, Platinumpay/Platinum Express and email correspondence 24 hours a day, seven days a week.

Advanced Payroll Solutions W2 Reprint Request Form

Fax To:
251-626-0680

Please fill out the below form, sign and mail or fax to the above.

Employee's Request -- Please fill out and return to your employer

Please reissue a Wage and Tax Statement (Form W2) for the following employee, for the tax year ending _____

Employee Name

Employee SSN

Street Address _____

City _____

State _____

Zip _____

Reason for Reprint (Circle One) Never Received Misplaced or Destroyed ** Incorrect SSN or Name Other (Explain) _____

**** If SSN is incorrect, please forward a copy of your SSN card and a copy of your W2 with this request**

Employee Signature _____

Employer Signature _____

Request Date _____

For Payroll Department Only

Date Request Received _____

Processed By _____