



71 Hanover Road, Florham Park, NJ 07932
smallbusiness.adp.com

Focus on what matters and leave the processing to us.

ADP offers additional services that enable you to put your business first, without diverting valuable resources into data processing needs. Ask your ADP Sales Representative about these time-saving services:

■ Electronic Time and Attendance

When your employees enter time and attendance through an electronic timesheet or time clock, your payroll process becomes faster, more accurate and easier to manage. Send the data electronically to ADP for processing and eliminate the need for rekeying.

■ Retirement Services – 401(k) Plan*

ADP's seamless recordkeeping and administrative services make 401(k) plans easy to manage, allowing you to offer a valuable benefit that contributes to improved employee retention. In fact, users of ADP Payroll® can also realize a 44% reduction in the number of staff hours spent on plan administration when they use our retirement solution¹.

■ Pay-by-Pay® Premium Payment Program for Workers' Compensation**

Improves cash flow by eliminating large, upfront deposits², allowing you to spread out your premium payments over an entire year. You'll never have to calculate premiums manually or write and send payment checks, and the increased accuracy of our Pay-by-Pay solution often results in dollar savings and reduces the probability of year-end audit adjustments³.

■ HR Outsourcing

Small businesses face the same HR challenges as a large corporation, despite having only a fraction of the resources. ADP offers enhanced HR outsourcing services designed to streamline the HR process into a single point of contact. Your mission-critical HR functions will be implemented into a single-source delivery model that is flexible, secure and powerful.

¹ Source: "ADP Payroll and 401(k) Integration Study - September 2004" conducted by Spring Consulting Group and Mathew Greenwald and Associates. ² While premium deposits may be eliminated, mandatory state assessment fees may be required in some states. ³ 60% of clients have experienced dollar savings not related to premiums (increasing accuracy resulted in reduced administrative costs). Source: Small Business Services Workers' Compensation Client Study - January 2005. *ADP's 401(k) plan enrollers are employees of ADP Broker-Dealer, Inc. One ADP Boulevard, Roseland, NJ 07068, subsidiary of ADP, member NASD, SIPC. **This information covers only the offering of the Pay-by-Pay® Premium Payment Program for Workers' Compensation payroll feature of ADP's payroll processing services and does not involve the offer or sale of any insurance products. All insurance products will be offered and sold only through the licensed agents of Automatic Data Processing Insurance Agency, Inc. or its licensed insurance partners. Certain services may not be available in all states. Clients must be using ADP's tax filing service to take advantage of Pay-by-Pay. The ADP Logo, ADP Payroll and Pay-By-Pay are registered trademarks, and EasyPay and EasyPayNet are service marks, of ADP, Inc.



ADP 2009 Year-End Client Guide.

**Dated Material: Action required.
Please read and respond by November 13, 2009.**

This guide contains information and critical dates that will help ease your year-end tax filing. Fill in and submit all forms to give yourself peace of mind that everything is completed accurately and on time.

“ADP has saved me an average of 3-4 hours a week in payroll processing. I am very pleased with the ease and reliability of the system and I never worry. In the event I have a question, I typically receive an immediate answer.” — Amber Peebles
Owner > Athena Construction Group > Triangle, Virginia

Athena Construction Group. Paid by ADP.





Additional Resources

IRS Forms and Publications

1-800-TAX-FORM (800) 829-3676

<http://www.irs.gov/formspubs/index.html>

IRS Contact Information

(800) 829-4933

<http://www.irs.gov>

Social Security Contact Information

(800) 772-1213

<http://www.ssa.gov>

ADP Employer Resource Center

Access ADP calculators and tools, as well as up-to-date tax and compliance resources.

<http://www.adp.com/tools-and-resources.aspx>

ADP Small Business Services Client Center

Access payroll and tax-related resources designed for ADP Small Business Services clients.

<http://smallbusiness.adp.com/small-business-services/client-support.aspx>

Year-End Online Tutorials

<http://www.smallbusiness.adp.com>

Look in the Client Support section to learn more about important year-end topics at your convenience, with tutorials including:

- How to Prepare for a Bonus Payroll
- What to Expect During Year-End
- How to Report Third Party Sick Pay
- Understanding Year-End Reports
- And many more!

KEEPING YOUR QUARTER-END ON SCHEDULE

If you need to schedule additional payrolls or adjustments **after** your last regularly scheduled payroll of 2009, you must notify ADP.

If you call in or fax your payroll: Inform your ADP representative about additional payrolls.

If you are an EasyPayNetSM client: **1.** When entering an additional, off-schedule payroll, select “Special” as the monthly pay cycle number. **2.** Verify scheduled deductions. **3.** Enter the appropriate check date for the payroll.



Welcome to the 2009 Year-End Client Guide

The end of 2009 is approaching, and ADP is pleased to present this easy-to-use Year-End Guide to help you complete your 2009 payroll without any costly issues. We know that year-end can be confusing, so we've simplified the guide to make it easier than ever to entrust your payroll to the payroll experts. Your attention to this process is greatly appreciated.

Use the forms and tools in this guide to ensure you receive accurate and timely bonus payrolls, year-end reports and W-2s. Please review it by November 13, 2009 to avoid penalties for missing critical deadlines.

The 2009 Year-End Guide will provide you information on how to:

- Report critical information using the Year-End Reply Form.
- Schedule employee bonuses using the Bonus Payroll Reply Form.
- Verify the accuracy of the information ADP has on file for your employees.
- Report your final 2009 payroll adjustments.
- Prepare to file, if necessary, your quarterly and annual tax forms.
- Avoid costly payroll adjustments and reruns.

ADP begins processing year-end forms and reports as soon as your final 2009 payroll is processed. Please keep the following items in mind to avoid delays and any additional fees and potential tax agency inquiries:

■ **Verify Tax IDs**

You must confirm the accuracy of all tax identification numbers on the Payroll Summary report and correct any discrepancies by November 13, 2009.

■ **Submit 2009 W-2 Information Changes**

You must provide corrected or missing employee W-2 information to ADP prior to your last payroll with a 2009 check date. (See page 15.)

■ **Know Your Filing Responsibilities**

In some cases you – not ADP – are responsible for filing taxes. Verify your filing responsibilities using the Quarterly Tax Verification Notice (issued with the last November payroll) or your third quarter Statement of Deposit (sent in the mail).

■ **Submit Payroll Adjustments**

You must report final payroll adjustments (e.g., manually issued or voided checks) to ADP before or with your last regularly scheduled 2009 payroll, and no later than December 30, 2009.

■ **Report Filing of Form W-2c**

If you file Form W-2c with the IRS to correct errors on an employee's W-2, you will need to contact ADP so we can update our records. A correction fee may also be incurred.

Thank you in advance as we work together to make your 2009 payroll year-end a success. We appreciate the opportunity to serve your payroll processing needs and look forward to working with you in 2010. As always, you can reach your payroll experts at the number on the letter accompanying this guide.

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Critical Dates and Important Deadlines

November	1: 2010 payroll processing schedule delivered with your first payroll after November 1, 2009.
	13: DUE: Year-End Reply Form (page 5, 7) DUE: Bonus Payroll Reply Form (page 9, 11) 1099 & W-2 Filing Preparation may also be required (page 13)
	23-24: High Call Volume Days: ADP anticipates high client call volumes on these days.
	26: ADP is CLOSED. This is a federal banking holiday.

December	7: Use the schedule you received from your first payroll processed after November 1 to report any changes in your payroll processing dates to ADP
	8-10: High Call Volume Days
	18: If your regular payroll is scheduled or dated for Friday, December 25, 2009, please refer to the annual schedule for your adjusted processing date.
	21-22: High Call Volume Days
	23: If your regular payroll is scheduled or dated for Friday, January 1, 2010, and you want to switch the date, please tell your ADP representative by today.
	24: ADP is open with full service. Payrolls with a check date of December 26 or 28 may be debited from your account today. Be sure funds are available.
	25: ADP is CLOSED. This is a federal banking holiday.
	28: High Call Volume Day
	29: DEADLINE: Last day to submit your final 2009 payroll with check date December 31. High Call Volume Day
	30: DEADLINE: Last day for Tax Filing Service clients to process changes without potential penalties. High Call Volume Day
	31: Payrolls with a check date of January 2 or 4 may be debited today. Be sure funds are available. High Call Volume Day

January 2010	1: ADP is CLOSED. This is a federal banking holiday.
	4: High Call Volume Day
	8: Last day for Tax Filing Service clients to submit 2009 fourth-quarter adjustments without incurring ADP amendment fees.
	12: High Call Volume Day
	26-29: High Call Volume Days
FEBRUARY 1: DEADLINE: Distribute your employees' W-2 and 1099 forms before February 1.	

Year-End Checklist

ADP makes it simple to complete 2009 processing and get ready for 2010. Use this checklist to track what needs to happen and when.

DUE DATE November 13, 2009

- Complete and Return the Year-End Reply Form** Page 5, 7
- Complete and Return the Bonus Payroll Reply Form** Page 9, 11
- Prepare to Process and File Your 1099 Forms** Page 13
Some action **MAY** be required by November 13.
- Filing Responsibilities** Page 14

DUE DATE December 23, 2009

- Schedule Your Final Payroll with a 2009 Check Date** Page 14
Friday, January 1, 2010 is a bank holiday. If this is your regularly scheduled payroll date, you must decide whether to keep or change this date.

DUE DATE Before your last payroll with a 2009 check date

- Update “Allowed and Taken” Hours, if applicable** Page 8
Vacation and sick balances are automatically cleared after your last December payroll, so be sure to report any changes before your last 2009 payroll.
- Verify and Submit Changes to Employee Information** Page 15
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DUE DATE Your first payroll of 2010

- Update Employee Deductions** Page 17
- Deactivate Retirement Plan Catch-Up Contributions, if desired** Page 17

Required Reports

As you move through this guide, you may require these reports to complete certain tasks.

- **Master List.** If you call in your payroll, a free Master List will be delivered with a payroll after September 28, 2009. EasyPayNet clients can request a free Master List with any payroll.
- **Employee List with SSNs.** Request this report with the Year-End Reply Form on page 5 of this guide.
- **Quarterly Tax Verification Notice.** This report is issued with your last November payroll.
- **Statement of Deposit.** This report will be mailed to you in early February 2010.

The end of 2009 is quickly approaching. Completing this form now will help ensure that we process your year-end payrolls and filings accurately and on time. [Please see the back of this form for additional information.](#)

Employee List with Social Security Numbers

- I would like to receive a free Employee List with SSNs report to verify my employees' Social Security numbers. (For security reasons, an ADP representative will contact you to discuss your preferred delivery method.)

 **Your Company Information**

Branch/Client Code: _____ Company Name: _____

Contact Name: _____ Phone Number: _____

Section 1**■ Taxable Fringe Benefits**

Please indicate any fringe benefit(s) and taxing option(s) you will report below:

- Automobile fringe benefits for personal use of a company car. Withhold all taxes. (AUTO)
- Fully taxable fringe benefits. Withhold all taxes. (FNG1)
- Fully taxable fringe benefits. Withhold FICA (Social Security/Medicare) only. (FNGR)
- Non-taxable fringe benefits. Do not withhold taxes or report benefits on W-2s. (NTAX)

Section 2**■ Qualified Pension and Retirement Plans**

A response is only required in this section if your qualified pension plan is 100% company-funded. If so, please check the appropriate box:

- All of my employees are covered by our company-funded pension plan.
- Some of my employees are covered by this plan. (Please attach a list of employees.)

If you have employees who make contributions to any deferred compensation plan, ADP automatically completes Form W-2 with the required information.

Section 3**■ Group Term Life (GTL) Insurance Premiums**

If you will be reporting GTL insurance premiums, indicate how they should be taxed:

- Withhold FICA (Social Security/Medicare) only. Report federal and state wages on W-2s. (INSP)
- Withhold all taxes. (INS2)

Section 4**■ S-Corporation Health Insurance**

If you will be reporting S-Corporation health insurance, check the applicable taxing option:

- Fully taxable for federal income tax, FICA (Social Security/Medicare) and most states. (SCRF)
- Only taxable for federal income tax and most states. (SCRJ)

New Jersey S-Corporation Employers only

- Only taxable for federal income tax. (SCRJ)
- Taxable for federal income tax and FICA (Social Security/Medicare). (SCRN)



Instructions for Completing the Year-End Reply Form

ACTION REQUIRED BY NOVEMBER 13, 2009

As the end of 2009 approaches, it is important that you verify that your account and employee information is accurate and special processing is arranged. After submitting this form, you must report these items with one of your remaining regular payrolls with a check dated in 2009 to ensure that your employees have sufficient pay from which to withhold taxes. If you require assistance on the reporting regulations for these items, please contact your accountant.

IMPORTANT

You may require the following reports to complete this form. Refer to your Checklist (page 4) to learn more about where you can find these reports.

- **Master List**
- **Quarterly Tax Verification Notice**
- **Statement of Deposit**

Section 1 Taxable Fringe Benefits

Sometimes the value of some non-cash fringe benefits must be considered income to employees and must be reported on Form 941 (or 944 if applicable) and employees' W-2s. Taxable fringe benefits are included as wages, making them subject to federal income tax, FICA (Social Security/Medicare), federal unemployment (FUTA), and possibly state income tax and unemployment insurance (based on state regulations). Taxable fringe benefits may include:

- Personal use of company automobiles
- Personal flights on employer-provided aircraft
- Employer-provided vacations
- Some gifts

For EasyPayNet clients

Find easy-to-use instructions on entering special income amounts with a payroll:
<http://smallbusiness.adp.com/small-business-services/client-support/year-end-central.aspx>

Though the IRS has issued regulations defining taxable fringe benefits, the tax on these benefits varies by each company's interpretation of the law.

Section 2 Qualified Pension and Retirement Plans

A response is only required in this section if your qualified pension plan is 100% company-funded.

The SSA requires that employees' W-2s reflect active participation in a retirement plan or a simplified employee pension plan during any part of the year. If you have employees who make contributions to any deferred compensation plan, ADP **automatically** completes Form W-2 with the required information. These include:

- 401(k)
- SIMPLE
- 408(k)
- 403(b)
- 457
- Roth SIMPLE 401(k)
- 501(c)
- Roth 401(k)
- Roth 403(b)

Section 3 Group Term Life (GTL) Insurance Premiums

When you pay premiums on GTL insurance for an employee, premiums for coverage in excess of \$50,000 are subject to FICA (Social Security/Medicare) withholding and must be reported with a payroll before the end of 2009.

Section 4 S-Corporation Health Insurance

The cost of premiums for accident and health insurance coverage provided by an S-Corporation to its 2% shareholder-employees must be reported as income on Form 941 (or 944 if applicable) and Form W-2.

Your Company Information

Branch/Client Code: _____ Company Name: _____

Contact Name: _____ Phone Number: _____

Section 5

Other Miscellaneous Income

Check the items that you will be reporting at the end of the year:

- | | |
|---|---|
| <input type="checkbox"/> Allocated Tips | <input type="checkbox"/> Dependent Care |
| <input type="checkbox"/> Golden Parachute Payments | <input type="checkbox"/> Uncollected FICA (Social Security/Medicare) on Tips |
| <input type="checkbox"/> Uncollected FICA on Insurance Premiums | <input type="checkbox"/> Unsubstantiated Employee Expense Reimbursements |
| <input type="checkbox"/> Moving Expenses | <input type="checkbox"/> Third Party Sick Pay – If this will be reported after your last payroll of 2009, please contact ADP. |

Section 6

Statutory Employees

Please include a list of any statutory employees who worked for your company this year with this form.

Section 7

IMPORTANT COMPANY INFORMATION

Has your company information changed? If so, please notify ADP using this section:

Effective Date _____

E-mail Address _____

Legal Name _____

Legal Address _____

Federal Employer Identification Number (FEIN) _____

State Tax Identification Number _____ State Abbreviation _____

Unemployment Tax Identification Number _____ State Abbreviation _____

Section 8

Vacation/Sick Balances

Do you wish to carry over vacation and/or sick balances to 2010?

- Yes, my vacation balances should be carried over to 2010.
- Yes, my sick balances should be carried over to 2010.

Checkpoint

Thank you for completing the Year-End Reply Form.
Please send this form to ADP by November 13.
The mailing address and fax number are on the letter that accompanies this guide.

Section 5**Other Miscellaneous Income****■ Allocated tips**

If your business requires the reporting of tips, and you find after completing restaurant Form 8027 that sufficient tips were not reported, you must report an adjustment to add allocated tips for the affected employees. This ensures that the tips appear as income on their W-2s.

■ Dependent care

Dependent care expenses are incurred when the care is provided, not when the employee is billed or charged. You must report the total amount incurred for dependent care assistance provided to your employees.

■ Golden parachute payments

If you made any golden parachute payments to key corporate executives and the excess payments are considered wages, they are subject to FICA (Social Security/Medicare), federal unemployment (FUTA) and income tax. The amount of excess payments must be reported on the employee's W-2. The 20% excise tax on these payments is considered income tax withholding and must be reported.

■ Moving expenses

Nonqualified moving expenses are taxable. However, both *qualified* and *nonqualified* moving expenses reimbursed to or paid on behalf of an employee must be reported on Form W-2.

Questions? Contact your accountant or refer to IRS publication 521.

■ Uncollected FICA on insurance premiums and tips

If you were unable to collect all of the required FICA (Social Security/Medicare) tax on premiums paid for group term life insurance (e.g., you are still paying the premium on a retired employee) or employee tips, the amount must be reported as uncollected FICA – not as Social Security tax withholding.

■ Unsubstantiated employee expense reimbursements

You must report amounts paid to your employees for business expenses if:

- Your employee does not or is not required to substantiate the expenses.
(i.e. furnish receipts or expense reports) **OR**
- You advance amounts to your employee for business expenses, and your employee does not or is not required to return amounts not used for business expenses.

Section 6**Statutory Employees**

Certain categories of workers who are independent contractors under common law but treated by statute as employees must be identified as statutory employees to ADP so the proper notation is included on their W-2s. For more information regarding statutory employees contact your accountant, or perform a search for the term at www.irs.gov.

Section 7**Important Company Information**

Complete this section ONLY if any of your company information has changed.

Use your Quarterly Tax Verification Notice or your third-quarter Statement of Deposit to verify your company's:

- Legal name and address
- State tax identification number
- Federal Employer Identification Number (FEIN)
- State unemployment tax identification number

You may also verify these items (with the exception of your legal address) with your Payroll Summary, issued with every payroll. ADP may request supporting documentation.

Section 8**Vacation/Sick Balances**

All vacation and sick balances will be cleared after your last December payroll, unless saved on a fiscal basis. You must notify ADP if you want to carry over vacation and/or sick balances into the new year.

If you are an EasyPayNet client, please skip this form and use Bonus Reply Form B.

Bonus Payroll Reply Form A

Please send this completed form to ADP by November 13, 2009. You can find the mailing address and fax number on the letter that accompanies this guide.

Bonuses are an important way to recognize employee performance. Completing this form now will help ensure that we process your bonus payroll accurately. Please see the back of the form for additional information.

Step 1: Schedule your bonus payroll

Branch/Client Code: _____ Company Name: _____

Contact Name: _____ Phone Number: _____

Yes, I will be processing a separate bonus payroll on _____

I will not be processing a separate bonus payroll.

I will be including my bonus checks in a regular payroll on _____

Period beginning date _____ Period ending date _____ Check date _____

I would prefer to be called in the: Morning _____ Afternoon _____ Other _____

Please check here if you will fax your bonus information by noon on the date indicated above.

KEY INFORMATION

- If you are using one of our banking features, such as Full Service Direct Deposit or ADPCheck, you must report your bonus payroll at least three business days before the check date.
- Once you process a bonus payroll, the bonus amounts will be included in the year-to-date section of the employees' check stubs. To prevent bonus amounts from appearing on an earlier check, schedule the bonus payroll as the last payroll prior to distribution of the bonus checks.
- When selecting a date above, please refer to the letter that accompanied this guide, which specifies the designated bonus payroll processing dates from which you can choose.

Step 2

■ Taxing Options

To ensure that bonuses are taxed correctly, select one of the following options:

Tax my bonus payroll using regular table rates for all taxes.

Tax my bonus payroll at the supplemental wage rate for federal tax and withhold all applicable state, city, FICA (Social Security/Medicare), unemployment and disability taxes. (SUPW) **The federal supplemental tax rate is a flat 25% for earnings up to \$1,000,000.00 and a flat 35% for earnings over \$1,000,000.00.**

Do not withhold federal or state tax, but withhold all other applicable taxes. (BONS)

Using this option, wages are considered taxable for federal and state and will be included on W-2s.

I will provide ADP with pre-calculated gross-to-net figures.

Refer to <http://www.adp.com/tools-and-resources.aspx> for calculators that can assist you.

Step 3

■ Payroll Options

Cancel Direct Deposit and issue all checks.

Cancel the voluntary deductions listed below.

Refer to your Worksheet issued with each payroll for deduction codes and names. Changes will be made to all employees that are set up for the deduction. For each voluntary deduction you want to cancel, provide the deduction code and name below:

Code	Name	Code	Name	Code	Name	Code	Name
------	------	------	------	------	------	------	------

Checkpoint

Thank you for completing the Bonus Payroll Reply Form.
Please send this form to ADP by November 13.
The mailing address and fax number are on the letter that accompanies this guide.



Instructions for Completing Bonus Reply Form A

ACTION REQUIRED BY NOVEMBER 13, 2009

If you are an EasyPayNet client, use Bonus Payroll Reply Form B.

Step 1 Schedule your Bonus Payroll

When scheduling a bonus payroll, keep these points in mind:

- Processing bonus payrolls separately prevents issues with employee taxes and/or voluntary deductions.
- Please allow at least 48 hours between reporting your regular scheduled payroll and the bonus payroll to afford you ample time for reviewing and making changes, if necessary.
- Bonus amounts will be included in the year-to-date section of employee check stubs – so schedule it as the last payroll prior to distribution of the bonus checks.
- You must be available on the day of delivery to check that the payroll is accurate and to wire funds, if necessary.

If you are using one of our banking features, such as Full Service Direct Deposit or ADPCheck, your bonus payroll must be reported to ADP at least three days before your check date.

If you require assistance determining pre-calculated bonus check amounts, check out our Resource Center Web site at <http://www.adp.com/tools-and-resources.aspx>

Special Information about Bonus Payrolls

■ Bonus payrolls with federal tax liabilities in excess of \$100,000

Federal tax liabilities in excess of \$100,000 must be deposited by the next banking day after the check date to avoid penalties and interest. ADP Tax Filing Service clients must report this payroll to ADP at least three business days prior to the check date.

■ Funding requirements

In addition to federal regulations, ADP also applies certain restrictions to large bonus payrolls that may require a wire transfer prior to check date. If these restrictions apply to your bonus payroll, ADP will supply you with the necessary wire instructions by the next business day after the bonus payroll has been processed.

■ Calculating gross from net pay for bonus checks

If you know what net bonus you would like to award an employee and FICA (Social Security/Medicare) is the only tax deducted from a bonus check, you may use the following formulas to calculate FICA and the inflated gross amount:

Year-To-Date Gross*	Inflated Gross	FICA
Under \$106,800.00	Net Bonus Pay ÷ 0.9235	7.65% x Inflated Gross
Over \$106,800.00	Net Bonus Pay ÷ 0.9855	1.45% x Inflated Gross

* The employee's year-to-date gross earnings determines which formula should be used.

Step 2 Taxing Options

This allows you to explain how your bonus will be taxed. Ask your accountant for more information regarding bonus taxation.

Step 3 Payroll Options

This allows you to select paper checks for this bonus payroll and cancel any usual voluntary deductions. Consult the Worksheet issued with each payroll for deduction codes and names, and include them in Step 3.

For more information on payroll resources, federal, state and local tax information, and other tools, visit: <http://www.adp.com/tools-and-resources.aspx>

For EasyPayNet clients **ONLY**

Bonus Payroll Reply Form B

Please send this completed form to ADP by November 13, 2009.
You can find the mailing address and fax number on the letter that accompanies this guide.

Bonuses are an important way to recognize employee performance. Completing this form now will help ensure that we process your bonus payroll accurately. **Please see the back of the form for additional information.**

Step 1: Schedule your bonus payroll

Branch/Client Code: _____ Company Name: _____

Contact Name: _____ Phone Number: _____

Yes, I will be processing a separate bonus payroll on _____

I will not be processing a separate bonus payroll.

I will be including my bonus checks in a regular payroll on _____

Period beginning date _____ Period ending date _____ Check date _____

KEY INFORMATION

- If this payroll is separate from a regularly scheduled payroll, be sure to select “Special” as the monthly pay cycle number so your regularly scheduled payrolls stay on schedule.
- If you are using one of our banking features, such as Full Service Direct Deposit or ADPCheck, you must report your bonus payroll at least three business days before the check date.
- If you want to distribute the bonus checks, be sure to cancel direct deposit for this payroll.
- Once you process a bonus payroll, the bonus amounts will be included in the year-to-date section of the employees’ check stubs. To prevent bonus amounts from appearing on an earlier check, schedule your bonus payroll as the last payroll prior to distribution of the bonus checks.

Step 2

■ Taxing Options

To ensure that bonuses are taxed correctly, select *one* of the following options:

Tax my bonus payroll using regular table rates for all taxes.

Tax my bonus payroll at the supplemental wage rate for federal tax and withhold all applicable state, city, FICA (Social Security/Medicare), unemployment and disability taxes. (SUPW) **The federal supplemental tax rate is a flat 25% for earnings up to \$1,000,000.00 and a flat 35% for earnings over \$1,000,000.00.**

Do *not* withhold federal or state tax, but withhold all other applicable taxes. (BONS)

Using this option, wages are considered taxable for federal and state and will be included on W-2s.

With the EasyPayNet Paycheck Calculator, you can easily obtain gross-to-net figures for bonus payrolls using your employees’ withholding and deduction data and save the results as pre-calculated checks to be processed when you submit your bonus payroll.

For additional information and procedures regarding bonus payrolls, refer to the ADP Small Business Services Client Center Web site at:

<http://smallbusiness.adp.com/small-business-services/client-support/year-end-central.aspx>

Checkpoint

Thank you for completing the Bonus Payroll Reply Form.
Please send this form to ADP by November 13.
The mailing address and fax number are on the letter that accompanies this guide.



Instructions for Completing Bonus Reply Form B

ACTION REQUIRED BY NOVEMBER 13, 2009

If you are not an EasyPayNet client, use Bonus Payroll Reply Form A.

Step 1 **Schedule your Bonus Payroll**

When scheduling a bonus payroll, keep these points in mind:

- Processing bonus payrolls separately prevents issues with employee taxes and/or voluntary deductions.
- Please allow at least 48 hours between reporting your regular scheduled payroll and the bonus payroll to afford you ample time for reviewing and making changes, if necessary.
- Bonus amounts will be included in the year-to-date section of employee check stubs – so schedule it as the last payroll prior to distribution of the bonus checks.
- You must be available on the day of delivery to check that the payroll is accurate and to wire funds, if necessary.

If you are using one of our banking features, such as Full Service Direct Deposit or ADPCheck, your bonus payroll must be reported to ADP at least three days before your check date.

If you require assistance determining pre-calculated bonus check amounts, check out our Resource Center Web site at <http://www.adp.com/tools-and-resources.aspx>.

Special Information about Bonus Payrolls

■ Bonus payrolls with federal tax liabilities in excess of \$100,000

Federal tax liabilities in excess of \$100,000 must be deposited by the next banking day after the check date to avoid penalties and interest. ADP Tax Filing Service clients must report this payroll to ADP at least three business days prior to the check date.

■ Funding requirements

In addition to federal regulations, ADP also applies certain restrictions to large bonus payrolls that may require a wire transfer prior to check date. If these restrictions apply to your bonus payroll, ADP will supply you with the necessary wire instructions by the next business day after the bonus payroll has been processed.

■ Calculating gross from net pay for bonus checks

If you know what net bonus you would like to award an employee and FICA (Social Security/Medicare) is the only tax deducted from a bonus check, you may use the following formulas to calculate FICA and the inflated gross amount:

Year-To-Date Gross*	Inflated Gross	FICA
Under \$106,800.00	Net Bonus Pay ÷ 0.9235	7.65% x Inflated Gross
Over \$106,800.00	Net Bonus Pay ÷ 0.9855	1.45% x Inflated Gross

* The employee's year-to-date gross earnings determines which formula should be used.

If you are an ADP EasyPayNet client, please select "Special" as the monthly pay cycle number, verify scheduled deductions and enter the appropriate check date for the bonus payrolls. Want to hand-deliver the checks? You can cancel Direct Deposit for a bonus payroll so that you can personally deliver bonus checks.

Step 2 **Taxing Options**

This allows you to explain how your bonus will be taxed. Ask your accountant for more information regarding bonus taxation.

For more information on payroll resources, federal, state and local tax information, and other tools, visit: **<http://www.adp.com/tools-and-resources.aspx>**



Preparing to Process and File your 1099 Forms

ACTION REQUIRED BY NOVEMBER 13, 2009

IMPORTANT

You may require the Master List to complete this form. Refer to your Checklist (page 4) to learn more about where you can find this report.

ADP's Tax Filing Service (TFS) does not file 1099 forms.

Therefore, all ADP clients, including clients that use ADP's Tax Filing Service, are responsible for filing 1099s and Form 1096 with the appropriate agencies.

■ Processing your 1099 forms

The integrity of your 1099s is as important as an accurate W-2. Please verify all the reporting information using your Master List, including recipient name, address, federal identification number and year-to-date figures.

ADP will produce the following copies of Form 1099:

- **Copy A** — IRS federal copy (pre-printed, scannable)
- **Copy B** — Employee copy
- **Copy C** — Payer copy (employer)
- **Copy 1** — State copy (employer)
- **Copy 2** — State filing copy (employee)

■ 1099 submission requirements

ADP can provide paper versions of both federal and state/city 1099-MISC forms, as well as 1099-R forms for all jurisdictions. However, federal law stipulates that any employer with 250 or more 1099-MISC or 1099-R forms in a given year must file electronically. If you provide your Transmitter Control Code by November 13, 2009, ADP will produce a federal 1099-MISC CD-ROM. However, ADP does not provide 1099-R data on CD ROM.

■ 1099 mailing addresses

Principal business, office or agency, or individual legal residence location:	Internal Revenue Center
AL, AR, AZ, CT, DE, FL, GA, KY, LA, MA, ME, MS, NC, NH, NJ, NM, NY, OH, PA, RI, TX, VA, VT, WV	Austin, TX 73301
AK, CA, CO, DC, HI, ID, IL, IN, IA, KS, MD, MI, MN, MO, MT, NE, ND, NV, OK, OR, SC, SD, TN, UT, WA, WI, WY	Kansas City, MO 64999

■ Obtaining a Transmitter Control Code (TCC)

If you require a 1099-MISC CD ROM and have not previously electronically filed with the IRS, you will need to apply for an IRS/MCC-assigned Transmitter Control Code (TCC.) To obtain your TCC, you must file Form 4419 with the IRS.

Once you have been approved by the IRS and have received your TCC, you do not need to reapply each year.

Information about IRS forms

■ Form 1099-MISC

Reports distributions for independent contractors who have provided services to your business.

■ Form 1099-R

Reports distributions of annuities, retirement and profit sharing plans, and IRAs.

■ Form 1096

Form 1096 is required to file 1099 forms with the IRS.

ADP does not produce or file Form 1096.

If you file 1099s, it is your responsibility to complete and file Form 1096. Instructions will be provided with the 1099s in your year-end package.

■ Form 945

Form 945 is an annual federal return for reconciling taxes withheld and deposited on non-payroll earnings (e.g., backup federal withholding and tax withheld on 1099-R and 1099-MISC income).

ADP does not produce or file Form 945.

If you need to file Form 945, it is your responsibility to complete and file this form with the IRS.

You may obtain forms from the IRS Web site at: <http://www.irs.gov/formspubs/index.html> or call 1-800-TAX-FORM (1-800-829-3676).



Client Filing Responsibilities

ACTION MAY BE REQUIRED BY NOVEMBER 13, 2009

IMPORTANT

If you are responsible for filing your 2009 annual returns, this section has important information for you.

If ADP files your annual returns, you may skip this section.

If you use ADP's Tax Filing Service, refer to your Quarterly Tax Verification notice to determine your filing responsibility. Refer to your Checklist (page 4) to learn more about where you can find this report.

■ If You Have Fewer Than 250 Employees

If your company has fewer than 250 employees, ADP will send copies of federal (Copy A) W-2s and federal Form W-3, Transmittal of Income and Tax Statements with your year end reports. You must submit both forms to the Social Security Administration (SSA) using the instructions printed on your Form W-3.

Submit Copy A of your W-2s and Form W-3 to the Social Security Administration by March 1, 2010. If you are filing electronically, you may submit as late as March 31, 2010.

■ If You Have More Than 250 Employees

Federal law requires that any employer with 250 or more W-2 forms in a given year must file W-2 data electronically. For ADP to provide a CD-ROM version of your federal W-2 data so that you may file electronically, you will first need to register with the SSA to obtain a unique Personal Identification Number (PIN). You must change your password at least once a year in order to keep your PIN active. You can change your password or update your company information at: <http://www.ssa.gov/bso/>

After obtaining your PIN, please contact ADP by November 13, 2009. A CD-ROM cannot be produced without this information.

You may register via the SSA Web site at: <http://www.ssa.gov/employer> or by phone at 1-800-772-6270.

■ Annual Form 944 Required of Certain Employers

The IRS notified certain employers to file Annual Form 944 instead of the quarterly Form 941. If you received this notice and do not use ADP's Tax Filing Service, it is your responsibility to file this form.

If you need more information regarding Form 944, perform a search for "944" at www.irs.gov

■ Household Employers

ADP will deposit and file state taxes for household employers. However, household employers are responsible for filing their federal taxes each quarter. Please use Form 1040 Schedule H to calculate and file your total household employment taxes (Social Security, Medicare, FUTA and withheld federal income taxes) and Form 1040ES to deposit these taxes. ADP provides a Statement of Deposit (SOD) with filing instructions, as well as a credit for the total amount of taxes collected for the quarter prior to the deadline for depositing and filing estimated tax payments.



If Your Payroll is Dated January 1, 2010

ACTION REQUIRED BEFORE DECEMBER 23, 2009

Friday, January 1, 2010 is a federal bank holiday and ADP will be closed.

If your payroll falls on this date, you can either:

■ Change your check date to December 31, 2009.

This option creates an extra 2009 pay cycle that may impact your employees' annual wage brackets, taxes and voluntary deductions. If needed, voluntary deductions can be cancelled for this payroll only. Wages will be reported on 2009 W-2s, and Social Security, Medicare and certain benefit deductions will not restart until your first payroll dated in 2010. **OR**

■ Keep your check date on January 1, 2010.

If you choose this, your employees will not be able to cash checks and direct deposit will not be credited until the next banking day. Wages will be reported on 2010 W-2s.

YEAR-END PROCESSING DATES

ADP will process your annual tax reports after your last payroll of 2009 is processed. Final payroll adjustments (e.g., manually issued or voided checks) must be reported with or before your last 2009 payroll.



Verify Your Employee Information

ACTION REQUIRED BEFORE YOUR LAST PAYROLL OF 2009

IMPORTANT

You may require the following reports to complete this form. Refer to your Checklist (page 4) to learn more about where you can find these reports.

- **Master List**
- **Employee List with SSNs**
- **Quarterly Tax Verification**
- **Statement of Deposit**

The Social Security Administration (SSA) requires that all company and employee information that appears on W-2 forms be complete and accurate. Incorrect employee information is the top cause of W-2 mistakes and reruns, and it is important that you verify this information on your Master List:

- **Names (spelling) and addresses**
- **Income tax state and unemployment tax state**
- **City and local tax coding, if applicable**
- **Year-to-date figures**

ADP can print a message on your employee paycheck stubs asking them to verify their names and addresses.

■ **Social Security numbers**

Tax agencies may impose a penalty for each W-2 with a missing or incorrect Social Security number (SSN). Please verify employees' SSNs with a free Employee List with SSNs report.

■ **Marital status and exemptions**

■ **Federal and state tax status**

The tax status of "Exempt" indicates wages are not subject to taxation and will not appear on the W-2. The tax status of "No" indicates the employee is subject to taxation, but tax is not withheld – these wages will be reported on the W-2 as taxable income.

■ **Year-to-date figures**

■ **Employment status**

Please be sure to refer to your Master List for terminated employees. The letter "T" will appear before the employee number on the Master List. ADP will purge all terminated employees with the first payroll of 2010, except terminated employees with one or more of the following:

- A loan or garnishment balance
- Premium Only Plan (POP), if the POP plan does not end on the calendar year
- Fiscal year-to-date figures
- Vacation, sick and personal balances, if carried over to the next year

If you have a terminated employee with a balance (i.e., vacation, sick, personal or loan balance) and want his or her information purged with the first payroll of 2010, the balances must be removed. To remove balances for a terminated employee, you must report these adjustments to your ADP representative before your last payroll of 2009.

The EasyPaySM system accommodates employees who take a leave of absence.

Employees marked with a status of “leave of absence” (the letter “L” appears before the employee number on the Master List) will remain on file for the new year.

■ Third party sick pay

Federal legislation requires reporting of both sick pay (taxable and non-taxable) made to employees from a third party and the taxes withheld on those payments. If third party sick pay is not reported by the third party, it must be included on your employees' W-2s. ADP will provide this information on a separate W-2. An “X” will be printed on the separate W-2 in the area of box 13 labeled either “3rd party sick pay” or “3 PSP.”

If you don't expect to receive this information in time to report it with your last payroll of 2009, contact us before your last 2009 payroll to discuss your options to postpone year-end processing.



Considerations for ADP Tax Filing Clients

ACTION REQUIRED BEFORE YOUR LAST PAYROLL OF 2009

This section applies only to clients who use ADP's Tax Filing Service. If you do not use this service, you may skip this section.

■ Making payroll adjustments

Report manually issued checks, voided checks and adjustments to ensure that accurate tax amounts are deposited according to tax agency rules or guidelines.

Report any payroll adjustments to your ADP representative before your last payroll of 2009.

■ Correcting an employee's W-2 using Form W-2c

If you file Form W-2c with the IRS to correct errors on an employee's W-2, the correction must also be reported to ADP. Corrections reported on Form W-2c may require corrections to your employment tax returns previously filed by ADP. If your employment tax returns are not properly corrected, you will receive notices from the IRS and/or SSA requiring you to resolve discrepancies.

■ Reporting COBRA assistance payments

Notify ADP of any unreported COBRA payments made on behalf of former employees in calendar year 2009. COBRA payments made in 2009 can not be reported and/or credited in 2010. ADP will include these payments when preparing and filing Form 941. If you are responsible for filing your own quarterly federal taxes, ADP will include the COBRA payment information on the form.

■ Absolution letter

If you will process 2009 payroll adjustments after December 30, 2009, you must submit a signed absolution letter to absolve ADP of responsibility for any potential penalties and interest.

Contact your ADP representative before your last payroll of 2009 if you require an absolution letter.



Your First Payroll of 2010

ACTION REQUIRED for accurate setup of 2010 payroll

The first payroll of 2010 is the perfect time to make updates to your payroll information, including deductions like:

- Medical
- Life Insurance
- Dental
- 401(k)
- Other voluntary deductions

■ **Deactivation of Retirement Plan Catch-Up Contributions, if desired**

If you have a retirement plan through an administrator that is not ADP and any of your employees are set up with a retirement plan catch-up deduction, both the regular and catch-up deductions will automatically come out of the first payroll of 2010 unless you request a change.

■ **2010 Tax Changes**

Your employees may see changes in their first 2010 paycheck as a result of new federal and state tax requirements, such as FICA (Social Security/Medicare) limits, state income tax rates, and 401(k) or pension plan limits. We will explain these changes in the 2010 Tax Changes letter which will be delivered with a payroll in mid-December.

Year-End Pricing Guide

All information, changes or forms submitted after the dates specified in this guide may incur an additional late submission charge.

Year-End Item	Base Charge	Per Item Charge
Master List	No additional charge	N/A
Employee List with SSNs	No additional charge	N/A
Employee Earnings Summary/W-2s/1099s	\$35.00	\$5.40 per form
Delivery of Earnings Summary/W-2s/1099s	\$10.50	
Federal W-2 CD ROM (Required by federal law for employers with 250 or more W-2 forms)		\$125.00 per CD ROM
Federal 1099-MISC CD ROM (Required by federal law for employers with 250 or more 1099 forms)		\$125.00 per CD ROM
1099-MISC and/or 1099-R Forms Only	\$35.00	\$5.40 per form
Year-End Reprocessing Fee*	\$100.00 + W-2 reprints and cost of adjustment payroll	
Tax Filing Reclose Fee	A \$50.00 fee may be incurred for adjustments processed after December 31, 2009	
For Additional Controls or Related Companies: Employee Earnings Summary/W-2s/1099s	\$22.50	\$5.40 per form
Employee Attendance Records (request with payroll)	\$11.00	\$0.25 per employee

*** If a W-2 is lost or destroyed, you may photocopy your employer copy or request a reprint from ADP. Please note there will be charges per item and for delivery.**