



November 2011

Dear Valued Payroll Client:

Welcome to Year End! In an effort to continue providing the highest level of service available in our industry, we have compiled the enclosed 2011 Year End Preparation Guide for your reference. The Guide has been designed to help you simplify the administrative and regulatory burdens of taking your company through the payroll calendar year-end.

Contained in the Guide is pertinent information regarding Important Dates, W-2's, Year-End Maintenance and General Information. A W-2 Verification Report is attached for you to check the accuracy of employee data prior to our processing the W-2's, as well as a 2012 Payroll Input Schedule specific to your company. Be certain to verify SS Numbers and Names to avoid penalties. Please verify your Federal ID# on your Payroll Tax Liability Report and immediately notify us of any change!!!

Also attached are the following forms that require your attention. Please review and return to us by the due dates listed in the chart below: Bonus & Holiday Processing Schedule, Adjustments Expected (if applicable), W-2 Filing Waiver (if applicable), Supplies Order Form, SS# Verification.

Description	Due Date	Completed <input checked="" type="checkbox"/>
Bonus & Holiday Schedule	12-09-11	
W-2 Verification Report Changes (For On-Line & PC Connection clients, please key changes prior to the last Dec. Payroll – do not send the changes to Proxus).	12-09-11	
2012 Payroll Schedule – make changes as needed	12-09-11	
Adjustments Expected Form (if applicable)	12-09-11	
W-2 Magnetic Media Waiver (if applicable)	12-09-11	
Supplies Order Form	12-09-11	
Social Security Number Verification Request	ASAP	

If you have any questions or concerns regarding these materials, please feel free to call us. Included in our Guide are the latest limits, etc. available at this time for 2012. We will continue to keep you informed of changes for the new tax year.

Thank you in advance for your close attention to the attached. To the best of your ability, please try to follow the schedules set forth and respond to those items by the due dates. This will help us take you through year-end in a smooth and organized fashion. *All of us at PROXUS wish to take this opportunity to extend to each of you a very Happy Holiday Season. We look forward to serving your growing business needs throughout the upcoming New Year.*

PROXUS 414 Commerce Drive Suite 120 Ft Washington Pa 19034
Phone: 215-283-2550 Fax: 215-283-2779



CLIENT BONUS & HOLIDAY SCHEDULE
 (Fax to 215-283-2779 or Email to service@proxushr.com)

CLIENT NUMBER: _____ CLIENT NAME: _____

Separate **BONUS PAYROLLS** should be submitted on a day other than your normal payroll input day when possible. Multiple payrolls submitted the same day require the first payroll to be processed and updated prior to beginning data entry on the second payroll. Delays should be expected on busy processing days during December. Please plan accordingly! Be sure to update the enclosed Payroll Calendar! **Remember that check dates must be consecutive, i.e., you cannot run a payroll dated for Friday and then, run a second payroll using a Thursday check date.**

Should multiple payrolls result in an accumulated Federal Tax Deposit of \$100K or greater, the deposit is due the next business day. Tax Filing clients should input payrolls of this size 3 days prior to check date. You may be notified to wire the funds to our Tax Service depending upon the dollar amounts & timing.

Note: PROXUS will be closed on Thursday, November 24 & Friday, November 25 for the Thanksgiving Holiday. Proxus will also be closed Monday, Dec 26 (Christmas Day observed), and Monday, Jan 2 (New Years Day observed).

Please complete the following and return to us by December 9, 2011.

SEPARATE BONUS PAYROLL? _____ Yes _____ No _____ Unknown
 (If Unknown, please contact us if you later decide to issue a separate bonus payroll.)

Bonus Payroll Input Date	Delivery Date	Check Date

*****MY TENTATIVE SCHEDULE FOR PAYROLL PROCESSING DURING THE HOLIDAY SEASON IS AS FOLLOWS*****

Checks **DATED** the Week of December 26, 2011

(Banks are closed Mon, Dec 26. We will change your ck & input date per your Holiday schedule.)

Input Date	Delivery Date	Check Date

Checks **DATED** the Week of Jan 2, 2012

(Banks are closed Mon, Jan 2. We will change your ck & input date per your Holiday schedule.)

Input Date	Delivery Date	Check Date



ADJUSTMENTS EXPECTED
 (Fax to 215-283-2779 or Email to service@proxushr.com)

CLIENT NUMBER: _____ **CLIENT NAME:** _____

In order to prepare the W-2 file for our printer, **ALL** clients' 4th quarter files will be closed as of Friday, December 30. However, we understand that you may have adjustments.

Note: If you participate in our Tax Filing Service, due to the deadlines imposed by Ceridian Tax Service (CTS), we MUST close your quarter by Wed, December 28 and transmit Quarterly figures to them on Thurs, December 29, as is. Payrolls processed after December 28 will be considered "adjustment" runs. Revised Quarterly files will be sent to CTS as necessary.

Adjustments processed by Fri, Dec 30: will be reflected on the Quarterly Tax Returns & W-2's but may result in penalty & interest for late deposit depending upon the dollar amounts.

Adjustments processed between Jan 3 - Jan 6: may require Amended Tax Returns and could result in penalty & interest. 4th Quarter & individual W-2's will be re-run. No W2C's will be required.

Adjustments processed after Jan 6: will result in a re-run of 4th Qtr, new individual W-2's, Amended Returns, potential W-2C's and penalty & interest.

****Additional processing fees (\$25.00) apply to all adjustment runs.**

Check here if you expect to have adjustments after Wed, 12/28 _____

Indicate below the types of adjustments you expect. Do not use this form to submit the actual adjustments; this is for scheduling purposes only! If your 4th Quarter and W2's have already been processed, we will run an adjustment payroll. 4th Quarter & individual W2's will be rerun. Please check below the types of adjustments you anticipate:

- | | |
|----------------------------------|---|
| _____ Group Term Life Ins | _____ Personal Use of Co. Car |
| _____ Third Party Disability Pay | _____ S-Corp Health Fringe |
| _____ Officer Bonus | _____ Moving Expenses |
| _____ Taxable Business Expenses | _____ Other: e.g. ER HSA contributions, addl 401k |

Provide below the date you expect to have adjustments ready to process:

Input Date	Check Date
	12/31/2011



FEDERAL W-2 FILING WAIVER
(Fax to 215-283-2779 or email to service@proxushr.com)

CLIENT NUMBER: _____ **CLIENT NAME:** _____

The Social Security Administration requires any employer with 250 or more W-2's to file electronically. Proxus will file all clients' Federal Forms W-2 automatically, regardless of the number of forms, unless you notify us otherwise. This form should only be sent to us if you **DO NOT** wish us to file your Federal W-2's to the Social Security Administration.

Tax Filing Clients: **Disregard this form as it does not apply to you!** All W-2's will be filed on your behalf by our Tax Service. This includes State & Local as well as Federal.

Non-Tax Filing Clients: If you are a Non-Tax Filing client and do not want Proxus to file your Federal W-2's electronically, you must sign below indicating that you will take full responsibility for filing to Social Security by the due date. Please note: Proxus does not support electronic W-2 filing to State agencies for non-Tax Filing clients. Paper copies & annual summaries will be provided.

I request on behalf of my company that Proxus NOT file my 2011 Federal Forms W-2 and W-3 electronically. I assume full responsibility for the filing of all Forms W-2 & W-3. I understand there will be a \$25.00 extra handling charge for NOT filing via Proxus. I will not have over 250 Forms W-2. We do not participate in the automatic Tax Filing Service.

Client Signature

Title

Client Name (Please Print)

Date

Note for 1099 filing: Proxus will electronically file Form 1099 only if there are 50 or more forms for the Federal ID#. If there are less than 50 forms, filing will be your responsibility and we will provide everything you need. If for any reason you have more than fifty 1099's and do not wish us to file on your behalf, you must contact tax@proxushr.com by Jan 6 with instructions to us not to file. We will still prepare the paper copies for recipients if you wish and filing will be your responsibility.



SUPPLIES ORDER FORM
(Fax to 215-283-2779)

Bill To:	Client Number:
	Contact Name:
	Company Name:
	Delivery Address:
	City, St, Zip:

DESCRIPTION	PRICING	COMMENTS	QUANTITY
Paycheck Double Window Envelopes	\$35.00 (plus tax) per box of 500 envelopes	Order number of boxes In Quantity Column <i>Delivery of large quantities may be delayed or split.</i>	
Pre-Printed W-4 Forms Employee Withholding	\$10.00 base plus \$.25 per employee	In Quantity Column, indicate "YES". <i>Delivery will be in <u>LATE</u> January.</i>	
Employee Attendance Calendars	\$12.50 base plus \$.50 per employee	In Quantity Column, indicate "YES". <i>Delivery will be in <u>LATE</u> January.</i>	

Comments:

To order, please fax this form to us at 215-283-2779 or email to service@proxushr.com. If you have any questions, please feel free to call. All prices are subject to change. Delivery charges will apply.



SOCIAL SECURITY NUMBER VERIFICATION REQUEST

If you would like Proxus to verify your employees' Social Security Numbers directly with the Social Security Administration, please complete the following information and fax back to Proxus Customer Service at 215-283-2779 or email to tax@proxushr.com. No cover sheet is necessary. Verifications will be done throughout December on a first come first serve basis and results will be emailed to you via File Guardian, a secure file delivery email service.

Date: _____

Client #: _____ **Client Name:** _____
(Please copy this page for multiple client numbers – each client will be verified separately)

Contact Name: _____

Phone#: _____

Email Address: _____ (Please print clearly)
(Results will be sent to this email address)

Pricing: \$5.00 Base per client number + \$.25/employee

For Proxus Use Only:

File Creation Date : _____ **Download Date:** _____

Date of Upload: _____ **Email to Client:** _____

File Name: _____

Invoice Date: _____ **Amount:** _____

The SSN Verification service is available at no cost to all employers who wish to register at www.socialsecurity.gov. Proxus does not have an exclusive arrangement with the Social Security Administration nor does Proxus have direct access to SSA databases.

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