



CLIENT # _____

Company Name: _____

CSR Name: _____

ATTENTION PAYROLL CLIENT FAX CHECKLIST TO 516-931-8500
DUE 12/11/09:

The end of 2009 is fast approaching, and we would like to take this opportunity to thank you for allowing ADVANTAGE to serve your payroll needs over the past year.

We wish to remind you that all information which is to be reflected or included in the 2009 tax returns and employee W-2's should be processed by your last scheduled payroll in 2009. The payroll CHECK DATE (pay date) will determine to which tax year a payroll is posted. Therefore, your last payroll of 2009 should be check dated on or before Thursday, December 31, 2009.

Please review your records to insure all additions and corrections are submitted on or before your last payroll date for 2009. Some items, which should be checked, include:

<input type="checkbox"/> Employee Social Security Numbers	<input type="checkbox"/> Void or Manual Checks
<input type="checkbox"/> Employee Address Changes	<input type="checkbox"/> Dependent Care Benefits
<input type="checkbox"/> Group Term Life Insurance Benefits	<input type="checkbox"/> Employee Business Expenses
<input type="checkbox"/> Value of Automobile	<input type="checkbox"/> Excess Mileage Information
<input type="checkbox"/> Allocated Tips	<input type="checkbox"/> Third Party Sick Payments
<input type="checkbox"/> Moving Expenses	<input type="checkbox"/> Pension Plan/Profit Sharing Participation
<input type="checkbox"/> S-Corp Health Insurance Premiums	<input type="checkbox"/> Housing/Rent Expenses
<input type="checkbox"/> Misc Fringe Benefits/Other Compensation	<input type="checkbox"/> Christmas or Year End Bonuses

We urge you to submit any of this information as early as possible in order to allow time to verify the postings and make any necessary adjustments.

Should you find it necessary to make changes to your account after the close of 2009, you need to contact ADVANTAGE immediately. Once your file has been closed, there will be fees associated with any adjustments as well as delays in receiving your tax returns and W-2's. The IRS and other agencies may also assess penalties and interest for late deposits and filings.

Thank you in advance for your cooperation. Happy Holidays!