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Year-End Seminar 2013

Topics include:

-  What's New for 2014
including the latest Affordable Care Act (ACA) impacts
-  Year-End Calendars and Checklists
-  Adjustment Processing
-  Reconciling Reports
-  Special Compensation Options
-  ADP Support Center

Handout Manual

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Contents

Introduction

Welcome.....	1
Objectives.....	1
Agenda	1

Year-End Calendars and Checklists

Introduction	2
November Calendar.....	3
November Checklist.....	4
December Calendar.....	26
December Checklist.....	27
January Calendar.....	29
January Checklist	30

Adjustment Processing

Verifying Employee Information.....	32
Important Items to Include	32
Tax Report Hold.....	33
Identifying Adjustment Situations.....	33
Out-of-Sequence Payrolls.....	34
Adjustment Considerations	35
Amendments – ADP’s Tax Filing Service	36
Avoiding Agency Assessments (Penalties and Interest)	37

Reconciling Quarter-End and Year-End Tax Reports

Quarter-End Tax Reports	38
Year-End Tax Reports.....	60
Reconciling Payroll Information.....	69

Special Compensation Options

Deferred Compensation.....	76
Group Term Life	80
Health Savings Account (HSA).....	85
Long-Term Disability.....	89
Taxable Fringe Benefits	92
Third-Party Sick Pay	96
Vehicle Benefits, Expenses, and Allowance	99

Online References

ADP Tax-Banking Portal	101
Automatic Date Processing (ADP)	105
Social Security Administration (SSA).....	111
Internal Revenue Service (IRS)	113
Office of Child Support Enforcement (OCSE)	115
U.S. Citizenship and Immigration Services (USCIS).....	116
Additional Resources	117

Seminar Closing

Objectives.....	118
Year-End Seminar	119
Continuing Education Credits	120

Introduction

Welcome

Objectives

Upon completing this seminar, you will be prepared to:

- Identify the source documents needed for quarter-end and year-end closing
- Identify key dates and deadlines
- Identify documents that require a response to ADP
- Describe how ADP processes adjustments
- Describe selected special compensation options
- Reconcile quarter-end and year-end reports
- Identify the Web sites to access payroll and tax information
- Summarize changes for this year and identify what's new for next year

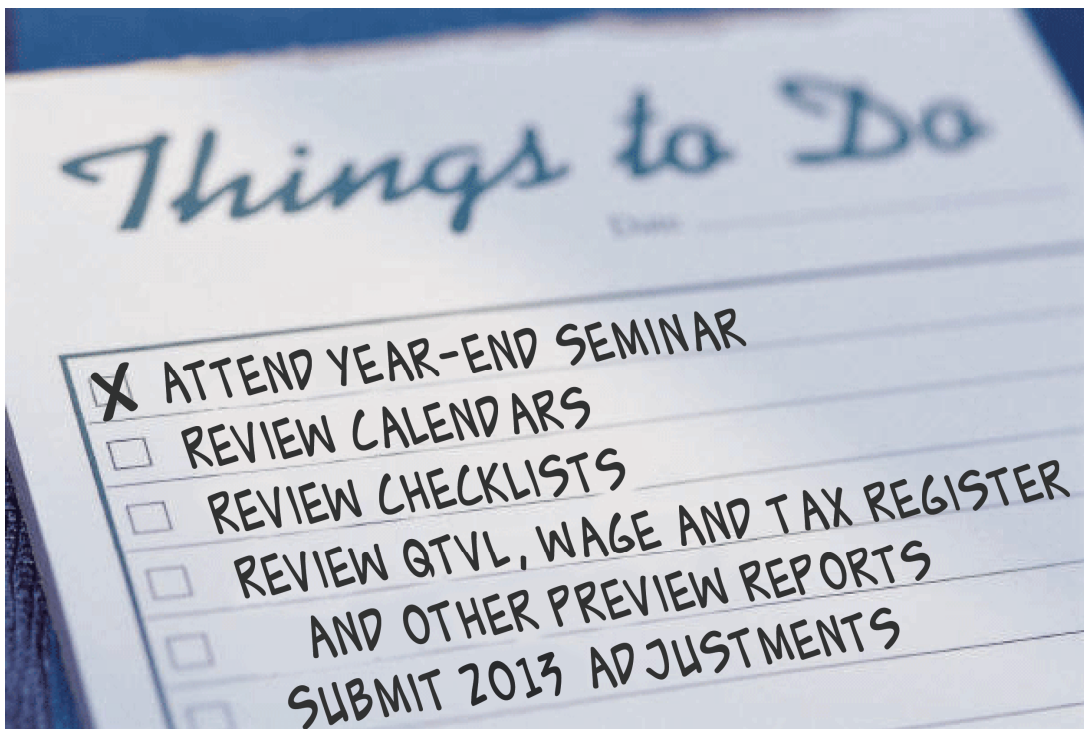
Agenda

- Introduction
- Year-End Calendars and Checklists
- Adjustment Processing
- Reconciling Quarter-End and Year-End Tax Reports
- Special Compensation Options
- Online References
- Review of This Year and What's New for Next Year
- Seminar Closing

Year-End Calendars and Checklists

Introduction

You need to complete many tasks during year-end. To help you with organizing these tasks, ADP provides you with calendars and checklists to ensure a smooth year-end.



The calendars and checklists on the following pages will help you to prioritize the tasks that you need to complete during November, December, and January.

November Calendar

November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11 – Veterans' Day – Most banks are closed. 11/28 – Thanksgiving – ADP and most banks are closed. <i>** Allow an extra day for direct deposits.</i>					1	2
3	4	5	6	7	8	9
10	11 Veterans' Day Holiday – Most banks are closed.	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Thanksgiving Holiday – ADP and banks are closed.	29	30

Important note: If your company is set up with Direct Deposit, Full Service Direct Deposit (FSDD), ADPCheck, or TotalPay Services, it is important that you know the holidays that your bank is closed and when ADP is closed. On these occasions, you must process your payroll at least three days prior to your pay date, not including the payday. This will ensure timely deposits and guarantee that funds will be available for your employees.

November Checklist

The following table lists the items to complete in November. Access the ADP Support Center by clicking the Support Center link on the Portal Home page or at <https://support.adp.com>. You also contact your ADP Service Center if you need to make any changes.

Item	Action	✓
1	Assemble a year-end committee.	
2	Verify the 2014 Payroll Schedule details including pay, period-ending, and quarter-closing dates.	
3	Verify management report schedules and consider bonus and adjustment payrolls.	
4	Verify that the month-end dates are accurate on the in-line monthly summary schedule.	
5	Verify the General Ledger Interface Schedule form and consider any bonus and adjustment payrolls.	
6	Verify special accumulators and clearings on the Master Control and set up any new accumulators for the year 2014.	
7	Review the Error Notification System to verify the accuracy of your payroll records.	
8	Review and note the information in the <i>Year-End Client Booklet</i> .	
9	Verify the accuracy of details in the Quarterly Tax Verification letter (QVL).	
10	Request a preview Wage and Tax Register and review employee data prior to the end of the fourth quarter. Review the report for credit employees.	
11	Enter and verify special compensation options, such as group term life, third-party sick pay, long-term disability, taxable fringe benefits, and qualified pension.	
12	Schedule bonus and adjustment payrolls. Refer to the "Bonus and Adjustment Payroll Reminders" checklist and "Special Taxing Options for Bonus Payrolls" section.	
13	Order payroll supplies.	
14	Use check stub messages for employee reminders.	



PAYROLL SCHEDULE

COMPANY CODE	CALENDAR YEAR
AQN	20XX

COMPANY NAME	
NOS QTR TEST	

REPORT DATE	PAGE
09/08/20XX	1

CSR = TP DESCRIPTION DATE HOLIDAYS DATE DESCRIPTION DATE

NEW YEAR'S DAY 01/01 MEMORIAL DAY 05/30 JULY 4TH 07/04

LABOR DAY 09/05 THANKSGIVING DAY 11/24 CHRISTMAS DAY 12/25

INPUT DAYS, DELIVERY DAYS, AND PAYDATES FALLING ON WEEKENDS OR HOLIDAYS HAVE BEEN ADJUSTED.
REFER TO SCHEDULE FOR SPECIFIC INFORMATION.

PAYROLL SCHEDULE: 1 PAYROLL PROCESSING IS: MONTHLY

FREQUENCY	EVENTS	DESCRIPTION	GROUP	D	I	Z
EVERY PAYROLL		DEDUCTIONS	GROUP D			
		DEDUCTIONS	GROUP E			
		DEDUCTIONS	GROUP F			
		DEDUCTIONS	GROUP H			
		DEDUCTIONS	GROUP K	24	25	81
		DEDUCTIONS	GROUP M	26		
		DEDUCTIONS	GROUP N	1	2	3
		DEDUCTIONS	GROUP W			
		DEDUCTIONS	GROUP 5			
		DEDUCTIONS	GROUP 6			
		DEDUCTIONS	GROUP 8			
		SPECIAL EFFECT	65 - CLEAR	GRP 1		
		DEDUCTIONS	GROUP J			
LAST PAYDATE OF QUARTER		RUN REPORT	TAX REPORTS			8
LAST PAYDATE OF YEAR		DEDUCTIONS	GROUP G			

PAYROLL SCHEDULE – DEDUCTIONS AND REPORTS



COMPANY CODE	CALENDAR YEAR
AQN	20XX

COMPANY NAME
NOS QTR TEST

REPORT DATE	PAGE
09/08/20XX	2

WEEK NO	P R	INPUT DATE	DELIVERY DATE	PAY DATE	PERIOD ENDING DATE	EVENTS	SCHEDULED DEDUCTION AND REPORT GROUPS
05	1	01/28	01/29	01/31	01/31		
09	1	03/19	03/19	02/29	02/29		
A13	1	#05/08	#05/09	#03/28	#03/28	UNSCHEDULED PAYROLL	
14	1	03/28	03/31	03/31	03/31	RUN TAX REPORTS	
18	1	05/08	05/08	04/30	04/30		
22	1	05/21	05/29	05/30	#05/30		
A26	1	#07/14	#07/15	#06/27	#06/27	UNSCHEDULED PAYROLL	
27	1	06/27	06/30	06/30	06/30	RUN TAX REPORTS	
31	1	08/01	08/01	07/31	07/31		
A32	1	#08/22	#08/25	#08/18	#08/18	UNSCHEDULED PAYROLL	
35	1	09/04	09/04	#08/29	#08/29		
40	1	09/26	09/29	09/30	09/30	DEDUCTION GROUP RUN TAX REPORTS	D E F H J K M N W 5 6 8
44	1	10/28	10/29	10/31	10/31	DEDUCTION GROUP	D E F H K M N W 5 6 8
48	1	11/25	11/26	11/26	11/30	DEDUCTION GROUP	D E F H K M N W 5 6 8
A53	1	#12/23	#12/24	#12/24	#12/28	CHRISTMAS BONUS	
53	2	12/26	12/29	12/31	12/31	DEDUCTION GROUP RUN TAX REPORTS	D E F G H J K M N W 5 6 8

Payroll Schedule

The Payroll Schedule displays payrolls, deductions, reports, and special effects that have been scheduled for the entire calendar year. Review the cover sheet, schedule detail, and special effects prior to the first payroll processing of the new year.

Review and verify:

- Specific deductions and associated frequency codes
- Pay dates
- Period-ending dates
- The last pay date of each quarter
- Management reports or General Ledger Reports that are scheduled to run

These dates determine when ADP will run the quarterly reports and which payrolls it will include in a particular quarter. If the quarter closes with an error, the quarter must be reopened, the correction has to be made, the quarterly reports must be rerun, and the Form 941 and other quarterly reports may have to be amended.

Verify Special Accumulators and Clearings

A special accumulator is a storage feature used to accumulate amounts for payroll elements such as hours, earnings, and deductions. You can find a list of your special accumulators on your Master Control report.

The most common accumulator clearing frequency is at the end of each calendar year. However, other clearing frequencies are available. The clearing frequency is the date on which the accumulated amount will clear out and start over. It is your responsibility to let ADP know when to clear out the accumulated amounts.

Here is an example of standard accumulator clearing options:

Clearing Frequency	Description
Quarter 1	Clear at the end of the first quarter.
Quarter 2	Clear at the end of the second quarter.
Quarter 3	Clear at the end of the third quarter.
Year-end	Clear at the end of the fourth quarter.
Every quarter	Clear at the end of every quarter.
Never	Never clear.

Special Clearings

You may need to clear accumulated amounts on a frequency other than what is offered in the standard clearings section such as monthly or during a specific week in the year.

If your company requires this option, ADP can set up a clearing frequency using a special effects code.

Accumulators that require a special clearing frequency are assigned to a group number and scheduled to clear using special effects. The clearing schedules for accumulator groups are controlled by the following coded entries on your payroll special effects schedule. Accumulators are cleared *before* the payroll is processed.

Clearing Frequency Group	Payroll Special Effect Code	Description
Group 1	65	Clear group 1 accumulators.
Group 2	66	Clear group 2 accumulators.
Group 3	67	Clear group 3 accumulators.

Important note: Special accumulators scheduled to clear with special effects display in the Special Effects portion of the Payroll Schedule. Be certain to review and verify the Special Effects portion of the Payroll Schedule each year for proper processing.

Master Control Company Options

COMPANY OPTIONS				
Special Accumulators	Number	Description	Accumulation Of	Clearing
	35	ER PAID HEALTH SAVIN	MEMO CODE H	EVERY QTR
	36	EE PAID HEALTH SAVIN	DEDUCTION CODE 5	YEAR END
	37	EE PAID HEALTH SAVIN	DEDUCTION CODE 5	EVERY QTR
	38	HEALTH SAVINGS-YTD	DEDUCTION CODE 6	YEAR END
	39	HEALTH SAVINGS-QTD	DEDUCTION CODE 6	EVERY QTR
	40	ER PAID NON-TXBL SIC	EARNINGS CODE D	YEAR END
	41	ER PAID NON-TXBL SIC	EARNINGS CODE D	EVERY QTR
	42	EE SAL REDUC PARK/TR	DEDUCTION CODE 8	YEAR END
	43	EE SAL REDUC PARK/TR	DEDUCTION CODE 8	EVERY QTR
	44	SUPP WAGES + \$1 MIL	SUPPLEMENTAL WAGES	YEAR END
	45	409A DEF W2 CODE Y	DEDUCTION CODE 4	YEAR END
	46	409A INC W2 CODE Z	EARNINGS CODE 4	YEAR END
	47	SCORP	EARNINGS CODE 5	YEAR END
	54	ROTH UNDER 401(K) PL	DEDUCTION CODE 24	YEAR END

All special accumulator codes and clearing frequencies display on the Company Options page of the Master Control report that you will receive with every payroll. The Clearing column displays the standard or special clearing or group number assigned to the accumulator.

It is your responsibility to review your existing special accumulators, clearing frequencies, and special effects and set up new special accumulators for 2014 if necessary.

You can add, change, or delete special accumulators by submitting the Accumulator Add/Change/Delete Request form, which you can access on the ADP Support Center.

COMPANY OPTIONS

Special Accumulators	Number	Description	Accumulation Of	Clearing	AMC	Check/Voucher	Download
	35	ER PAID HEALTH SAVIN	MEMO CODE H	EVERY QTR	YES	NO	NO
	36	EE PAID HEALTH SAVIN	DEDUCTION CODE 5	YEAR END	YES	YES	NO
	37	EE PAID HEALTH SAVIN	DEDUCTION CODE 5	EVERY QTR	YES	NO	NO
	38	HEALTH SAVINGS-YTD	DEDUCTION CODE 6	YEAR END	YES	YES	NO
	39	HEALTH SAVINGS-QTD	DEDUCTION CODE 6	EVERY QTR	YES	NO	NO
	40	ER PAID NON-TXBL SIC	EARNINGS CODE D	YEAR END	YES	YES	NO
	41	ER PAID NON-TXBL SIC	EARNINGS CODE D	EVERY QTR	YES	NO	NO
	42	EE SAL REDUC PARK/TR	DEDUCTION CODE 8	YEAR END	YES	YES	NO
	43	EE SAL REDUC PARK/TR	DEDUCTION CODE 8	EVERY QTR	YES	NO	NO
	44	SUPP WAGES + \$1 MIL	SUPPLEMENTAL WAGES	YEAR END	YES	NO	NO
	45	409A DEF W2 CODE Y	DEDUCTION CODE 4	YEAR END	YES	YES	NO
	46	409A INC W2 CODE Z	EARNINGS CODE 4	YEAR END	YES	YES	NO
	47	SCORP	EARNINGS CODE 5	YEAR END	YES	YES	NO
	54	ROTH UNDER 401(K) PL	DEDUCTION CODE 24	YEAR END	YES	YES	NO
	55	ROTH UNDER 401(K) PL	DEDUCTION CODE 24	EVERY QTR	YES	NO	NO
	56	ROTH UNDER 403(B) PL	DEDUCTION CODE 25	YEAR END	YES	YES	NO
	57	ROTH UNDER 403(B) PL	DEDUCTION CODE 25	EVERY QTR	YES	NO	NO
	58	DOM PART CA	DEDUCTION CODE 26	YEAR END	YES	YES	NO
	60	VACATION BUY	DEDUCTION CODE I	QTR 2,4	YES	NO	NO
	61	TRAVEL	DEDUCTION CODE J	QTR 2,4	YES	NO	NO
	62	TRANSIT CHECK	DEDUCTION CODE 8	QTR 2,4	YES	NO	NO
	63	EDUCATION ASSIST	DEDUCTION CODE T	QTR 2,4	YES	NO	NO
	AA	401K	DEDUCTION CODE K	GROUP 1	YES	NO	NO
	AB	401K	DEDUCTION CODE K	YEAR END	YES	NO	NO
	AC	401K	DEDUCTION CODE K	EVERY QTR	YES	NO	NO
	LE	LOAN	DEDUCTION CODE R	GROUP 1	YES	NO	NO
	LN	LOAN	DEDUCTION CODE R	NEVER	YES	NO	NO

Earnings Literals	Code	Report	Check/Voucher	Code	Report	Check/Voucher	Code	Report	Check/Voucher
	B	EBETAX	C	DEPEND	D	NTSICK	E	BONUS	BONUS
	H	HOLI	L	LTD	M	OMOVEX	N	STKOP1	NON-STAT STOCK
	S	SICK	V	VACA	4	409AIN	5	SCORP	S CORP
	*DT		*OT		*RG				

Deduction Literals	Code	Report	Check/Voucher	Code	Report	Check/Voucher	Code	Report	Check/Voucher
	A	FSA	B	EBETAX	C	DEPEND	D	DENT	DENTAL PLAN
	E	EBENON	F	FRINGE	G	GYMDUE	H	HEALTH	HEALTH BEN
	I	VAC	J	TRAV	K	401K	M	1099	OTHER COMP
	N	STKOP1	R	LOAN	S	MED	T	EDUC	EDUCA ASST INCL

Error Notification System

The Error Notification System describes any discrepancies that may exist on your payroll.


The Error Notification System analyzes your employee masterfile and identifies any discrepancies that may exist, such as negative wages, applied-for or invalid Social Security numbers, invalid name formats, and invalid addresses. It also notes when an employee has been mistakenly coded as both “Qual Pension” and “No Qual Pension.” If the system finds errors, they are reported to you in an email notification. You will receive an email message containing a link to the Error Notification System. You can access the Error Notification System and review all employee files containing discrepancies.

Additional information about the Error Notification System is available in Books 1 and 2 of the *Year-End Client Booklet*.

Note: If your company has the Payroll and Quarterly Tax Reports feature and you have opted to suppress paper-based communications, you will *not* receive a paper copy of the *Year-End Client Booklet*.

An example of an Error Notification System email message displays on the following page.

To learn more about how to interpret and correct errors, you can access the ADP Support Center and select Payroll > Reports > Error Notification System.



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ADP Client Error / Warning Notification - ACTION REQUIRED

Reference ID: 77391

Dear ADP Client,

As part of our ongoing commitment to Service Excellence, we have developed a new tool to assist you with ensuring the accuracy of your company profile and employee master-file information. With ADP's **Error Notification System (ENS)**, you will receive notifications of company errors or warning conditions that are detected during a monthly analysis we will perform for your company. We believe taking these proactive measures will ensure the integrity and accuracy of your payroll and strengthen the value proposition you seek from ADP.

This email is an indication that error and/or warning conditions exist for your company code(s). We ask that you promptly resolve these error/warning conditions with your next payroll processing and before the end of the current quarter to ensure that your company has a smooth quarter and year end close. To review these conditions, click on the following link: [Error Notification System](#).

Note: You will need to enter your ADP Digital Certificate credentials to access the site. If you don't have an ADP Digital Certificate, go to <https://support.adp.com/> and click **New User?** to request one. You'll want to take advantage of the **ENS** tool in addition to all of the other great resources, tools and knowledgebase solutions available at the ADP Support Center. Upon accessing the **ENS** tool you will be provided with:

- The company code
- The file number (if applicable)
- A description of the error or warning
- A link to information specific to the error/warning, ramifications and how to resolve

Please check your payroll reports for errors or company codes that may not be listed here. Many of these error conditions can prevent paycheck or W-2s from processing and create out of balance conditions with Federal, State and Local Taxing Agencies. This can result in tax agency notices and, in some cases, fines in the form of Penalties and Interest (P&I).


We appreciate your business and continued partnership. If you have further questions contact your ADP Service Team; from the Support Center click **Payroll > Contact Us Online**.

Thank you,
ADP Client Services


Please do not reply to this message. To contact us, visit <https://support.adp.com/>


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Review the Year-End Client Booklet

The *Year-End Client Booklet* is comprised of four communications used to close out the current year and prepare for the next. ADP bases each communication on the activities you need to begin or to complete during the month it arrives.

The first two books of the *Year-End Client Booklet* are customized to reflect your payroll setup. You will receive Book 1 in October and Book 2 in November.

Year-End Client Booklet Delivery Schedule

Book Number	Approximate Delivery	Contents
Book 1	Mid-October	Contains information regarding items that require your response, including: <ul style="list-style-type: none"> • Bonus/other payroll options • Error Notification System communications • Employee calendar cards • Payroll schedule • Qualified pension employee coding
Book 2	Mid-November	Contains information regarding items that require your response, including: <ul style="list-style-type: none"> • Adjustment deadlines • Available ADP features and options • Error Notification system communication • Quarter/annual reporting changes for the new year • Quarterly Tax Verification letter (QVL)
Book 3	Available on the ADP Support Center in mid-December	Contains year-end reminders, checklists, and information, including: <ul style="list-style-type: none"> • Taxability of special features • Year-end information package
Book 4	Available on the ADP Support Center in early January	Contains beginning-of-the-new-year reminders, including: <ul style="list-style-type: none"> • Filing deadlines • New year tax updates • Special purge considerations

Note: You can obtain Book 3 and Book 4 of the *Year-End Client Booklet* by selecting Payroll > Process > Quarter End > Client Booklet on the ADP Support Center.

Review the Quarterly Tax Verification Letter

IMPORTANT!

**THIS FORM MUST BE SIGNED
AND RETURNED.**

If not in agreement, make corrections, additions, or deletions on this form. Make a copy for your records and mail the original to ADP immediately.


A Quarterly Tax Verification letter (QVL) is sent during the middle of each quarter (February, May, August, and November). This letter prompts you to verify your quarter- and year-to-date information.

ADP will close your quarter as soon as your last scheduled payroll for the current quarter is processed.

You must sign and return this form if corrections are needed in the sections of the form described on the following pages or if you do not agree with the information in this letter. Submit all additions and corrections to ADP before or with your last scheduled payroll of the quarter. Submit adjustments early to verify balances and make corrections.

Contact your ADP representative immediately if you require changes. Making necessary changes now will avoid delays and allow sufficient time for verification. You can make most changes on the ADP Support Center.

Quarterly Tax Verification Letter (Top)

QUARTERLY TAX VERIFICATION					
CO. CODE		DATE ISSUED		PAGE NUMBER	
APO		07/20/20XX		1	
THESE DATES REFLECT THE LAST PAYROLL TO BE INCLUDED IN THIS QUARTER.					
PAY PERIOD ENDING	PAY DATE	QUARTER END WEEK NO.	FEDERAL IDENT. NUMBER	EMPLOYER TYPE	
09/30/20XX	09/28/20XX	39-1	13-5677684	941	
NAME AND ADDRESS					
QTR END TEST 2 1 ADP BOULEVARD ROSELAND NJ 07068-1728			INSTRUCTIONS The information on this form reflects the controls that will be used to process your tax reports. Please verify this information. Any incorrectly reported tax information causing an additional run of your reports may result in a two week delay and additional charges. If you have any questions contact your Client Services Representative immediately. TS 99 (609) 395-5000 AUTOMATIC DATA PROCESSING, INC. PRINCETON REGION 15 WATERVIEW BLVD PARSIPPANY N.J. 07068		

Fields to verify include the following:

- Federal identification number
- Employer type
- Legal name and address
- Period-ending date*
- Pay date*
- Week number of the last payroll of the quarter*

*Consider holiday weeks, adjustment processing, and office closings.

If the payroll indicated is not the last payroll due to additional payrolls, canceled payrolls, or adjustments, contact your ADP representative immediately.

Quarterly Tax Verification Letter (Middle)

The following conditions and/or options will apply in processing your Quarterly Tax Reports -

TAX SERVICE	OTHER COMPENSATION	G.T.L.
TXBL FRINGE	3RD PARTY SICK PAY	DEFFRRED COMP. 401K
CAFETERIA 125	MULTIJURISDICTION	

Your WASHINGTON hours will be found in Special Accumulator 02

Your VERMONT hours will be found in Special Accumulator 19

The Retirement plan box on the W-2 form will be checked unless the employee is coded otherwise.

The following EARNINGS/DEDUCTIONS are Tax and Taxable EXEMPT as displayed below -
Your Deduction Code 26 is Exempt from:

Your Deduction Code 4 is Exempt from:

STATE WITHHOLDING
FEDERAL WITHHOLDING
STATE WITHHOLDING
CITY WITHHOLDING
EMPLOYEE SUI/SDI TAX/TAXABLE
FUTA TAXABLE
EMPLOYER SUI TAXABLE

Verify that the conditions and options that will apply in processing your company's Quarterly Tax Report are correct.

Quarterly Tax Verification Letter (Bottom)

The following identification numbers apply to your company -

STATE	SIT-EIN	SUI-EIN	MISC-EIN	EVPDI-EIN
AL	441179	0022345678		
CA	123-4567-1	123-4567	1	
CT	SIT EIN MISSING	55-555-55		
FL	SIT EIN N/A	7674543		
GA	2766302-AA	498772-06		

The following identification numbers apply to your company -

STATE	PERCENTAGE	STATE	PERCENTAGE	STATE	PERCENTAGE
01 NY	2.6000	02 MA	3.0000	03 AL	2.7000
09 NJ	0.5000	23 GA	2.7000	25 CA	3.4000
27 CT	1.9000	30 OH	2.0000	31 KY	3.0000

The responsibility for the Deposits and/or Filings for your Jurisdictions are as follows:

ADP is responsible for Filing the Annual FUTA Return - 940.
ADP is responsible for Filing the Annual Federal W2 Reconciliation - W3.
FED 941 ADP Deposits/Files entire Quarter

ADP is responsible for Filing the Annual W-2 Reconciliation for AL.
AL 03 SIT ADP Deposits/Files entire Quarter.
AL 03 SUI-ER ADP Deposits/Files entire Quarter.

ADP is responsible for Filing the Annual W-2 Reconciliation for CA.
CA 25 SIT ADP Deposits/Files entire Quarter.
CA SUI-ER ADP Deposits/Files entire Quarter.

In addition to all Statutory Requirements, box 10 of your W-2 Forms will display the following -
DCB WITH AMOUNTS FROM SPECIAL ACCUMULATOR 006

In addition to all Statutory Requirements, box 12 of your W-2 Forms will display the following -
CODE L WITH AMOUNTS FROM SPECIAL ACCUMULATOR 031

* PLEASE VERIFY ALL INFORMATION. IF STATE/LOCAL INCOME TAX *
* OR UNEMPLOYMENT INFORMATION IS SET UP AS "APPLIED FOR" OR *
* INACCURATE OR MISSING, PLEASE UPDATE VIA SUPPORT CENTER. *
* THE DEADLINE TO UPDATE THIS INFORMATION IS NO LATER THAN *
* mm/dd/yyyy *

<p>IMPORTANT If not in agreement, make corrections, additions or deletions on this form. Make a copy for your records and mail original to ADP immediately.</p>	<p>AUTHORIZED SIGNATURE</p>
--	-----------------------------

Verify state identification numbers:

- State income tax (SIT-EIN)
- State unemployment insurance (SUI-EIN)
- Miscellaneous (MISC-EIN)
- Voluntary plan disability insurance (EVPDI-EIN)
- Unemployment experience rates

If you use ADP's Tax Filing Service, verify the list of responsibilities for deposits and filing status.

Request a Preview Wage and Tax Register

To avoid potential problems at quarter close or year-end, ADP suggests that you request a preview Wage and Tax Register.

ADP offers you the opportunity to preview your quarter-end and year-end reports on CD-ROM. ADP produces preview reports in early December and after the last payroll processing for the quarter. The preview will include all data processed at the time of the preview request.

To request a preview of your company's quarter-end and year-end reports, you can access the ADP Support Center. Select Payroll > Tools/Forms > CD-ROM > Preview CD-ROM (Year End) Reports.

Enter Special Compensation Options

Enter or verify all special compensation options or options that have special tax or payroll routines during November. November is the time to verify, make necessary changes to, or set up new special compensation options for your company for the coming new year.

Schedule Bonus and Adjustment Payrolls

Bonus and Adjustment Payroll Reminders

Refer to each item on this checklist when planning and scheduling a bonus or an adjustment payroll.

Item	Items to Verify	✓
1	Schedule Payroll in Advance When scheduling an additional payroll, be aware that if you use ADP's Tax Filing Service, there is a 14-day limit between the time ADP processes the payroll and the pay date.	
2	Automatic Pay Determine whether automatic pay should be canceled on the additional payroll.	
3	Standard Deductions Permanent standard deductions will not be deducted unless otherwise indicated. You must indicate to your ADP representative which deduction codes should be active on the payroll.	
4	Special Calculations If your company has unique calculations set up, you need to indicate whether or not these calculations should be active. Examples of special calculations include deductions based on a percentage of earnings, benefit accruals, or union dues.	
5	Direct Deposit If your company uses direct deposit, you must indicate whether you would like live checks or vouchers produced. If you choose to activate direct deposit, your pay date must be 48 hours from the date your payroll is delivered to guarantee timely deposits.	
6	Payroll Liability Verify the bonus or adjustment payroll liability to ensure it does not exceed \$400,000.	
7	Custom Management Reports/In-Line Monthly Summary Indicate whether the bonus or adjustment payroll should be included in your management reports or your in-line monthly summary or both.	
8	Automated Group Term Life ADP can calculate employee group term life insurance coverage and premium amounts. If your company uses this feature, you must notify your ADP representative if you do not want this feature active on a particular payroll.	
9	Check Stub Message A message of up to 100 characters can print on the Earnings Statement.	

Special Taxing Options for Bonus Payrolls

The following table describes the various special taxing options available for bonus payrolls:

Taxing Option	Description
Normal taxes	Taxes are based on the employee's normal tax frequency. Tax blocks, flat specified or percentage amounts, and extra taxes will apply.
Taxation of earnings	Earnings may be spread over a number of weeks to a maximum of nine. Post the indicated number of weeks in the Tax Frequency Code field. Tax blocks, specified flat dollar or percentage amounts, and extra taxes will apply.
Flat 25 percent federal tax	<p>A flat 25 percent federal income tax will be deducted as well as the applicable bonus taxation rate for each individual state. Social Security and Medicare taxes will also be withheld.</p> <p>Note: Employees require a specific entry if they are coded for flat dollar or percentage amounts for federal and state taxes or for extra federal and state taxes.</p> <p>Important: All bonus amounts in excess of \$1 million will be taxed at 35 percent.</p>
Social Security and Medicare only	<p>If this option is requested, the system will only deduct Social Security (6.20 percent) and Medicare (1.45 percent) taxes. Federal income tax, state income tax, and voluntary deductions will not be withheld. However, if any of your employees are subject to Ohio School District tax or SUI/SDI tax, these taxes will be withheld in addition to Social Security and Medicare taxes.</p> <p>Important: Local taxes may apply.</p>
Special Social Security and Medicare only/gross-up	<p>This routine will pay a desired net pay and collect the Social Security and Medicare taxes only. For example, a posted amount of \$100 will be adjusted to a gross pay of \$108.28. \$8.28 will be deducted for Social Security and Medicare and the net pay will be \$100. If any employees on your payroll are subject to SUI/SDI tax, these taxes will be withheld in addition to the Social Security and Medicare taxes.</p> <p>Note: If you choose to use this routine, the Social Security and Medicare amounts will be coded with earnings code F. If your company uses code F for another earnings amount, this description will print next to the Social Security and Medicare amounts on the employee's paycheck stubs. To avoid confusion, notify your ADP representative to change or delete the description for this payroll only.</p> <p>Important: Local taxes may apply.</p>

Payroll Liability

Payroll Funding Reminders Letter (Top)

Payroll Funding Reminders

Reference ID: 76271

Dear ADP Client,

As a reminder, to ensure timely employee direct deposits we recommend you accept and approve your payroll 72 hours prior to pay date. Payrolls processed less than 72 hours prior to check date could experience late funding of employee direct deposits and tax deposits, and a delay in the delivery of your payroll package.

Payroll and Tax Liabilities Defined

- **Payroll Liability** – Sum of your ADPCheck, Full Service Direct Deposit (FSDD) or TotalPay amounts
- **Tax Liability** – Total tax liability for ADP Tax Filing clients

ACH Debit

If you are set up with an ACH Debit, each company code is set up with an "average Payroll Liability" amount. On a given payroll:

If ...	Then ...
Your Current Payroll Liability is Less than your average Payroll Liability	ADP will debit your account via an ACH transaction one (1) day prior to pay date as usual .
Your Current Payroll Liability significantly exceeds your average Payroll Liability	ADP may require your company to initiate a Direct Wire**
Your Current Payroll Liability is in excess of \$400,000	ADP will require your company to initiate a Direct Wire**
Your Current Tax Liability is in excess of \$1,000,000	ADP will require your company to initiate a Direct Wire**

** If a **Direct Wire** is required, you will be contacted by ADP and will be provided with wire instructions at that time. **Please note employee direct deposits will be held and payroll deliveries may be delayed until your wire is received.**

A \$10.00 wire fee will be invoiced separately.

Reverse Wire

Payroll Funding Reminders Letter (Bottom)

If you are set up with a Reverse Wire we would like to remind you that to ensure timely employee direct deposits and tax deposits we recommend you accept and approve your payroll 72 hours prior to pay date.

Funding your Account

Please be sure to fund your account timely:

Funding Method	Payroll Liability should be funded...	Tax Liability should be funded...
ACH Debit	1 day prior to pay date	1 day prior to pay date
Direct Wire (when required)	2 days prior to pay date	1 day prior to pay date
Reverse Wire	2 days prior to pay date	1 day prior to pay date

If you have any questions contact your Client Service Team and request assistance from the Financial Services Risk Team.

Please contact your Service Team for additional questions by selecting **Payroll > Contact Us Online** on the Support Center.

Thank you,
ADP Client Services

Please do not reply to this message. To contact us, visit www.Support.ADP.com

HR & Benefits

Preparing for Open Enrollment

The following table lists the items to complete when preparing for open enrollment:

Item	Action	✓
1	Identify changes that affect your plan setup.	
2	Determine if you will need to create ACA base plans for this enrollment period.	
3	Notify ADP of any new carrier connections.	
4	Provide your carrier's account manager and account structure documentation for plan changes.	
5	Review your Employee Self Service content and workflow rights (and update if applicable).	
6	Provide ADP with deduction code information for newly added benefit plans.	
7	Contact your ADP Service Center regarding changes affecting your payroll.	
8	Attend Open Enrollment training.	
9	Review the Open Enrollment section of the ADP Support Center.	

Completing Open Enrollment

The following table lists the reports and statements to validate when completing open enrollment:

Item	Action	✓
1	Activity report	
2	Comparison report	
3	Confirmation statements	
4	Benefit statements	

Order Payroll Supplies

Order the payroll supplies needed to complete the current year and begin the new year on the ADP Support Center.

Consider ordering the following:

- Binders
- Blank checks
- Check envelopes
- Employee calendar cards
- Payroll forms
- FormW-2 envelopes

Supply Order Request Form

Supply Order Request Form	
COMPANY INFORMATION	
Company Code:	▶ 1P5 ▼
Company Name:	TEST CO - NY METRO
Email:	YourE-mail@acompany.com
SUPPLIES REQUESTED	
Stock	Quantity
▶ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
DELIVERY INFORMATION	
Special Instructions:	<input type="text"/>
All Payroll Supplies will be delivered to the address and contact currently on file with ADP within 5 business days.	
<input type="button" value="Submit"/>	

December Calendar

December 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Christmas Holiday - ADP and banks are closed.	26	27	28
29	30	31	12/25 - Christmas - ADP and banks are closed.			

December Checklist

The following table lists the items to complete in December. Access the ADP Support Center or contact your ADP Service Center if you need to make any changes.

Item	Action	✓
1	Return items requiring a response to ADP.	
2	Obtain 2014 Forms W-4 for employees.	
3	Complete prior quarter adjustments or amendments.	
4	Request a Tax Report Hold to delay quarter or annual report printing.	
5	Process year-end bonus and adjustment payrolls and verify their accuracy.	
6	Notify ADP if you need new management reports.	
7	Access the ADP Support Center or notify ADP if you need new special accumulators.	
8	Verify that all manual and voided checks and special compensation moneys have been accurately submitted to ADP.	
9	Review the final payroll for 2013.	
10	Enter backup withholding.	
11	Submit new SUI and worker's compensation rate changes on the ADP Support Center.	

Note: It is important that you provide ADP with your current SUI rates and SUI rate notices. Invalid SUI rates can result in incorrect taxes paid to the agency and may result in penalty and interest if your tax is underpaid.

You can prevent agency notices from being generated by providing ADP with:

- Valid ID numbers and access codes
- Correct SUI rates and appropriate local income tax codes and ID numbers, if applicable upon setup

Items Requiring a Response

During the month of December, you must let ADP know if changes or corrections are required on the following items:

- Payroll Schedule
- Special Effects Schedule
- Management Report Schedule
- Quarterly Tax Verification letter (QVL)

It is critical that you return these items to ADP promptly.

Note: You can submit payroll schedule changes to ADP using the Payroll Schedule Change Request form located in the Tools/Forms section of the ADP Support Center. To access this form, select Payroll > Tools/Forms.

January Calendar

January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01/01 – New Year's Day – ADP and banks are closed.			1 New Year's Day Holiday - ADP and banks are closed.	2	3	4
01/20 – M.L. King Day – Most banks are closed. <i>**Allow an extra day for direct deposits.</i>						
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 M.L. King Day Holiday - Most banks are closed.	21	22	23	24	25
26	27	28	29	30	31	

January Checklist

The following table lists the items to complete in January:

Item	Action	✓
1	Verify receipt of all reports.	
2	Review Forms W-2 and distribute by January 31.	
3	Verify 2014 schedules.	
4	Verify new company setups.	
5	Employees claiming tax exempt status must complete new Form W-4s.	

Note: The name that displays on the employee's Form W-2 should match the name that displays on the employee's Social Security card. Review the Forms W-2 carefully and request corrections in a timely manner. Remember, it is your responsibility to distribute Forms W-2 to employees no later than January 31.

Important Dates to Remember

Adjustment Processing

Verifying Employee Information

It is important that you verify existing employee information to ensure the accuracy of the Form W-2. Remember to verify your employees’:

- Addresses
- Names
- Social Security numbers

Important note: It is critical that your employees’ names and Social Security numbers display on their Form W-2 just as it displays on their Social Security card.

Reminder: If your company has opted to conceal employees’ Social Security numbers, employees cannot view this information. Be certain to remind your employees to verify their Social Security number on Form W-2.

Important Items to Include

The following table lists the items you must include in your processing prior to your last payroll of the quarter or year:

Item	Include	✓
1	Employee bonuses	
2	Manual and voided checks	
3	Special compensation options, such as: <ul style="list-style-type: none"> • Cafeteria 125 • Deferred compensation • Dependent care benefits • Employee business expenses • Group term life • Long-term disability • Qualified pension • Taxable fringe benefits • Third-party sick pay 	
4	Exercised stock options	

Tax Report Hold

A Tax Report Hold is a request to:

- Allow for adjustments to be made by using an out-of-sequence (OOS) payroll before reports are produced
- Delay the printing of the quarter or annual reports

Note: A Tax Report Hold must be released by using a Tax Report Release after the out-of-sequence payroll is complete.

Identifying Adjustment Situations

Many situations warrant payroll adjustments. The most common situations that cause the need for adjustments are voiding a check:

- That was previously issued
- For the wrong employee
- With no positive wages in the same quarter on a company level to offset the void. Your company cannot have quarter-to-date negative taxable wages.

If you discover an error that requires adjusting, you can identify its impact by asking yourself the following questions:

- Does the adjustment impact only one payroll?
- Is the adjustment for the current quarter or the previous quarter?
- Is the adjustment for this year or for last year?
- How many employees are affected?
- What information needs to be corrected?

Out-of-Sequence Payrolls

An out-of-sequence payroll is:

- A payroll in the current quarter or year processed out of the normal sequence or not originally scheduled
- Run after the last regularly scheduled payroll but before the quarter or the year cutoff date
- Scheduled on the ADP Support Center
- Authorized by you
- A payroll that generates updated payroll and tax reports, including Forms W-2, if applicable
- A payroll that may have processing fees, with penalty and interest costs

To process an out-of-sequence payroll, you may need to provide ADP with payroll information including:

- Quarter number
- Pay date
- Period-ending date
- Active deduction codes
- Ascertain date (the date the adjustment was discovered)
- Reason (the reason for the adjustment)

You can enter an out-of-sequence payroll by using an Out of Sequence Adjustment Request, available on the ADP Support Center. This self-service feature allows you to make out-of-sequence payroll requests online.

The out-of-sequence payroll deadline for this year is _____.

Adjustment Considerations

When processing additional payrolls or adjustments, consider the following:

- Is the delivery date of the payroll 48 hours prior to the pay date?
- Have other payrolls or adjustments occurred within the same deposit period?
- Is this a credit or an adjustment payroll?

Allowing the 48-hour period prior to the pay date permits enough time to review the payroll or adjustment for accuracy as well as make deposits for payroll liabilities.

Note: Tax deposit liabilities that are more than \$100,000 are due the day after the pay date. If you process more than one payroll or adjustment during a deposit period, the combined liability may change your liability deposit date.

Amendments – ADP’s Tax Filing Service

- Adjustments processed after a specified date in the following quarter or year
- Corrections to a tax return that you authorize ADP to file on your behalf
- Considered for amendment fees and penalty and interest costs

Generally, an amendment:

- Is processed by ADP if you use ADP’s Tax Filing Service
- Results in updated Wage and Tax Registers, quarterly reports, and Forms W-2
- Is the result of an adjustment payroll that may include processing fees with penalty and interest costs

Avoiding Agency Assessments (Penalties and Interest)

The following payroll best practices can assist you in avoiding agency assessments or penalties and interest:

- Monitor deposit frequency for changes or updates.
- Notify ADP of experience rate changes or updates.
- Notify ADP of federal/state/local identification number changes or updates.
- Review employee errors that may display in the Error Notification System.
- View agency notices using ADP's Agency Notice Manager.
- Update the federal/state/local agency.
- Verify new payroll entries to ensure accuracy.

Important note: If you identify errors or discrepancies, access the ADP Support Center or contact your ADP Service Center immediately to explore options to correct errors prior to the close of the quarter or year. In some cases, failure to close may result in incorrect quarterly or annual filings.

Reconciling Quarter-End and Year-End Tax Reports

Quarter-End Tax Reports

Master Control

The Master Control report:

- Accompanies each payroll
- Contains up-to-date masterfile information, which should be periodically verified for accuracy
- Contains current quarter-to-date and year-to-date totals, which should be periodically verified for accuracy
- Feeds into the quarter system to create quarterly reports

PERSONNEL	PAY	TAX STATUS	SCHEDULED AMOUNTS	ACCUMULATIONS TO DATE
ALBRIGHT, ANTHONY D 67 MAIN AVE MILFORD ,CT 06461 File: 001110 Status: ACTIVE Dept: 000500 Sex: M Clock: BD001 Cntl: FT SSN: XXX-XX-5113 Hire: 04/15/1985 Birth: 05/12/1943	Gross: 4,215.00 Salary: 4000.00 Monthly Rate Calc: 3 LWW: 35 NWW: 39 Paid 12th of Month: 1,2 Prior Qtr Month 3 Standard 5th F 215.00	Marital Status: M-MARRIED Federal: 03 Exemptions 10% Extra Federal Tax 27 CT Filing Status 04 (Table D) 27 CT SUI/DI GTL Cov 72,000.00	44.76 H HEALTH 30.00 J TRAV 20.00 N STKOP1 6.0000% 81 401K 200.00 Y SAV1 Direct Deposits Acct 1: 2113257911 Code W Tran/ABA: 02120033 9 Full Deposit Acct 2: 43051918764 Code Y Tran/ABA: 10648748 8 Partial Deposit	37,935.00 Y Gross 12,645.00 Q Gross 6,250.23 Y FIT 2,083.41 Q FIT 2,367.56 Y SS 789.19 Q SS 553.70 Y MED 184.56 Q MED 1,536.21 Y State 1 512.07 Q State 1 251.46 Y GTL 83.82 Q GTL 1,935.00 Y Fringe Ben 645.00 Q Fringe Ben 2,276.10 Y 401K 758.70 Q 401K 1,935.00 Ac 01 CAR A 90.00 Ac 04 TRAVE 270.00 Ac 22 TRAVE 1,935.00 Ac 44 SUPP 90.00 Ac 61 TRAVE 758.70 Ac AA 401K 758.70 Ac AB 401K 758.70 Ac AC 401K
ANGELO, MARIA 428 RONALD DRIVE WEST ORANGE, NJ 07052 File: 001620 Status: ACTIVE Dept: 000100 Sex: F SSN: XXX-XX-3333	Gross: 0.00 Extra Pays: 1 Salary: 2500.00 Monthly Rate Calc: 3 LWW: 35 NWW: 09 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: M-MARRIED Federal: 01 Exemptions 56 NJ 21 NJ SUI/DI GTL Cov 45,000.00	100.00 24 R401K 500.00 X CHECK2 Direct Deposits Acct 1: 0247891011 Code W Tran/ABA: 02120033 9 Full Deposit Acct 2: 724851006 Code X Tran/ABA: 02120033 9 Partial Deposit	20,000.00 Y Gross 5,000.00 Q Gross 1,331.52 Y FIT 332.88 Q FIT 1,240.00 Y SS 310.00 Q SS 290.00 Y MED 72.50 Q MED 320.00 Y State 1 80.00 Q State 1 185.00 Y SUI/DI 46.25 Q SUI/DI 800.00 Ac 54 ROTH 200.00 Ac 55 ROTH
BARBATO, SAMUEL 170 OAK LA FORT MEYERS, FL 33901 File: 001130 Status: ACTIVE Dept: 000600 Sex: M Clock: BD020 Cntl: FT SSN: XXX-XX-5612 Hire: 09/08/1986 Birth: 05/02/1961	Gross: 1,144.00 Hourly Rate: 7.1500 Monthly Rate Calc: 3 LWW: 35 NWW: 39 Std Hours: 160.00 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: M-MARRIED Federal: 02 Exemptions 42 FL 42 FL SUI/DI GTL Cov 20,592.00	75.00 D DENT 30.00 I VAC 30.00 J TRAV 20.00 N STKOP1 6.0000% 81 401K Direct Deposits Acct 1: 00146122981 Code W Tran/ABA: 01397213 8 Full Deposit	10,296.00 Y Gross 3,432.00 Q Gross 632.77 Y SS 207.20 Q SS 147.99 Y MED 48.46 Q MED 617.76 Y 401K 205.92 Q 401K 90.00 Ac 04 TRAVE 1,440.00 Ac 15 HOURS 90.00 Ac 16 VACAT 90.00 Ac 17 VACAT 270.00 Ac 22 TRAVE 90.00 Ac 60 VACAT 90.00 Ac 61 TRAVE 205.92 Ac AA 401K 205.92 Ac AB 401K 205.92 Ac AC 401K
CAVALLO, FRANK L 6C ACORN WAY OAK PARK VILLAGE JACKSONVILLE, FL 32225 File: 001155 Status: ACTIVE Dept: 000500 Sex: M Clock: BD044 Cntl: FT SSN: XXX-XX-6022 Hire: 12/15/1985 Birth: 03/13/1960	Gross: 2,307.68 Salary: 2307.68 Monthly Rate Calc: 3 LWW: 35 NWW: 39 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: M-MARRIED Federal: 02 Exemptions 42 FL 42 FL SUI/DI GTL Cov 41,538.24	6.0000% 81 401K Goal Deductions #1 60.00 8 TRANS Limit: 1380.00 To Date: 180.00 Direct Deposits Acct 1: 00146122981 Code W Tran/ABA: 01397213 8 Full Deposit	20,769.12 Y Gross 6,923.04 Q Gross 809.28 Y FIT 257.76 Q FIT 1,276.53 Y SS 418.07 Q SS 298.54 Y MED 97.77 Q MED 180.00 Y Fringe Ben 180.00 Q Fringe Ben 1,246.14 Y 401K 415.38 Q 401K 180.00 Ac 42 EE SA 180.00 Ac 43 EE SA 180.00 Ac 62 TRANS 415.38 Ac AA 401K 415.38 Ac AB 401K 415.38 Ac AC 401K
Qualified Pension CONTI, PATRICIA 916 EDGEWOOD DR VALLEY STREAM, NY 11007 File: 001160 Status: ACTIVE	Gross: 1,970.00 Hourly Rate: 11.5000 Monthly Rate Calc: 3 LWW: 35 NWW: 39	Marital Status: M-MARRIED Federal: 03 Exemptions 01 NY 19 NY SUI/DI	61.32 H HEALTH 30.00 J TRAV 46.00 K 401K Direct Deposits Acct 1: 041441290 Code W Tran/ABA: 01397213 8 Full Deposit	18,405.00 Y Gross 5,910.00 Q Gross 361.57 Y FIT 114.69 Q FIT 1,054.62 Y SS 351.54 Q SS 246.65 Y MED 82.22 Q MED 366.93 Y State 1 122.31 Q State 1

PERSONNEL TAX STATUS SCHEDULED AMOUNTS ACCUMULATIONS TO DATE

PERSONNEL
CONTI, PATRICIA
 File: 001160
 (continued)
 Dept: 000110 Sex: F
 Clock: BD032
 Cntl: FT
 SSN: XXX-XX-9111
 Dates Birth: 08/26/1942
 Hire: 03/13/1982
 Qualified Pension

Std Hours: 160.00
 Paid 12th of Month: 1.2
 Prior Qtr Month 3

0033 NEW YORK CIT
 GTL Cov 33,120.00

23.40 Y SUI/DI 7.80 Q SUI/DI
 895.00 Y XFUTA 240.00 Q XFUTA
 895.00 Y XSS 240.00 Q XSS
 895.00 Y XMED 240.00 Q XMED
 895.00 Y XState 1 240.00 Q XState 1
 895.00 Y XSUI/DI EE 240.00 Q XSUI/DI EE
 895.00 Y XSUI/DI ER 240.00 Q XSUI/DI ER
 895.00 Y XLocal 1 240.00 Q XLocal 1

Additional Accumulations to Date
 1,000.00 Y 3PSPTXBL 200.00 Y 3PSPNTXB 190.00 Y 3PSPFIT
 0.00 Q 3PSPSS 0.00 Q 3PSPMED 90.00 Ac 04 TRAVE
 895.00 Ac 29 ECL 500.00 Ac 40 ER PA 138.00 Ac AA 401K
 138.00 Ac AB 401K

CONVERSE, CHRISTINE
 305 MAIN STREET
 SPEARVILLE, KS 67878
 File: 001123 Status: TERM
 Dept: 000400 Sex: F
 SSN: XXX-XX-9725

Gross: 0.00
 Hourly Rate: 6.0000
 Monthly
 Rate Calc: 3

Marital Status: S-SINGLE
 Federal: 00 Exemptions
 44 KS
 44 KS SUI/DI
 Prenote Date 09/01/2008

25.00 Y SAV1
 Direct Deposits
 Code Y
 Partial Deposit

Set for Purge
DEXTER, JOHN H
 15 HYACINTH WAY
 BIRMINGHAM, AL 35243
 File: 001170 Status: ACTIVE
 Dept: 000100 Sex: M
 Clock: BD045
 Cntl: FT
 SSN: XXX-XX-6415
 Dates Birth: 03/13/1945

Gross: 5,000.00
 Salary: 5000.00
 Monthly
 Rate Calc: 3
 LWV: 35 NWW: 39
 Paid 12th of Month: 1.2
 Prior Qtr Month 3

Marital Status: M-MARRIED
 Federal: 05 Exemptions
 03 AL
 03 AL SUI/DI
 GTL Cov 90,000.00

29.50 C DEPEND 52.00 D DENT
 61.32 H HEALTH 30.00 J TRAV
 20.00 N STKOP1 6.0000% 81 401K

DUFFY, JOHN
 20 SVEN DRIVE
 RENO, NV 89501
 File: 001116 Status: ACTIVE
 Dept: 000400 Sex: M
 SSN: XXX-XX-9721
 Dates Birth: 03/13/1945

Gross: 6,020.24
 Salary: 6020.24
 Monthly
 Rate Calc: 3
 LWV: 35 NWW: 39
 Paid 12th of Month: 1.2
 Prior Qtr Month 3

Marital Status: M-MARRIED
 Federal: 00 Exemptions
 48 NV
 48 NV SUI/DI
 GTL Cov 108,364.32

6,0000% 81 401K
 1000.00 Y SAV1
 Direct Deposits
 Code W
 Full Deposit
 Code X
 Partial Deposit
 Code Y
 Partial Deposit

PERSONNEL	PAY	TAX STATUS	SCHEDULED AMOUNTS	ACCUMULATIONS TO DATE
DUNN,MARCIA 25 REAGAN LANE WICHITA,KS 67226 File: 001112 Dept: 000110 SSN: XXX-XX-9725	Gross: 0.00 Salary: 2038.47 Monthly Rate Calc: 3 LWW: 13 NWW: 05	Marital Status: M-MARRIED Federal: 01 Exemptions 44 KS 44 KS SUI/DI	50.00 K 401K	2,750.00 Y Gross 196.44 Y FIT 170.50 Y SS 39.88 Y MED 118.77 Y State 1 50.00 Y 401K
ESPOSITO,EMILY C 133 PLEASANT AVE EDISON,NJ 08837 File: 001111 Dept: 000500 SSN: XXX-XX-9725	Gross: 1,540.00 Hourly Rate: 5.2500 Monthly Rate Calc: 3 LWW: 35 NWW: 39 Std Hours: 160.00 Paid 12th of Month: 1.2 Prior Qtr Month 3	Marital Status: S-SINGLE Federal: 00 Exemptions 03 AL 19 NY SUI/DI GTL Cov 15,120.00	6.0000% 81 401K	13,860.00 Y Gross 694.17 Y FIT 580.32 Y SS 135.72 Y MED 268.11 Y State 1 23.40 Y SUI/DI 4,500.00 Y XFIT 4,500.00 Y XFUTA
Additional Accumulations to Date				
	4,500.00 Y XSS 4,500.00 Y XSUI/DI EE 4,500.00 Y Other Comp 277.20 Ac AC 401K	Q XSS Q XSUI/DI EE Q Other Comp	1,500.00 Q XMED 1,500.00 Q XSUI/DI ER 4,500.00 Ac 15 HOURS 4,500.00 Ac AA 401K	4,500.00 Y XState 1 831.60 Y 401K 277.20 Ac AA 401K
EVERS,THOMAS 982 FARR CIR MORRAINE,OH 45439 File: 001180 Dept: 000100 Clock: BD047 Cntrl: FT SSN: XXX-XX-3987	Gross: 4,753.84 Salary: 4653.84 Monthly Rate Calc: 3 LWW: 35 NWW: 13 Paid 12th of Month: 1.2 Prior Qtr Month 3	Marital Status: M-MARRIED Federal: 03 Exemptions 5% Extra Federal Tax 30 OH \$50 Extra State Tax 30 OH SUI/DI 110M SPRINGFIELD GTL Cov 83,769.12	50.00 A FSA 61.32 H HEALTH 90.00 S MED	42,784.56 Y Gross 5,564.79 Y FIT 2,559.18 Y SS 598.52 Y MED 1,881.36 Y State 1 825.57 Y Local 1 900.00 Y XFIT 900.00 Y XFUTA 900.00 Y XSS 900.00 Q XMED 900.00 Y XState 1
Additional Accumulations to Date				
	900.00 Y XSUI/DI ER 90.00 Ac 04 TRAVE	Q XSUI/DI ER Ac 06 DEPN	300.00 Q XLocal 1 246.00 Ac 07 DEPN	130.59 Y GTL 270.00 Ac 22 TRAVE
FAGER,CHARLES 32 CHILTON CIR SACRAMENTO,CA 95826 File: 001185 Dept: 000400 Clock: BD560 Cntrl: FT SSN: XXX-XX-4613	Gross: 1,520.00 Hourly Rate: 9.5000 Monthly Rate Calc: 3 LWW: 35 NWW: 39 Std Hours: 160.00 Paid 12th of Month: 1.2 Prior Qtr Month 3	Marital Status: S-SINGLE Federal: 01 Exemptions 25 CA 75 CA SUI/DI GTL Cov 27,360.00	45.00 A FSA 12.50 L Limit: 250.00 To Date: 100.00	13,680.00 Y Gross 1,073.16 Y FIT 848.16 Y SS 198.36 Y MED 98.91 Y State 1 109.44 Y SUI/DI 1,440.00 Ac 15 HOURS
Additional Accumulations to Date				
	900.00 Y XSUI/DI ER 90.00 Ac 04 TRAVE	Q XSUI/DI ER Ac 06 DEPN	300.00 Q XLocal 1 738.00 Ac 08 DEPN	43.53 Q GTL 90.00 Ac 61 TRAVE
FISHER,JOHN L 1255 GRAYDON PL GRAND RAPIDS,MI 49506 File: 001190	Gross: 2,307.68 Salary: 2307.68 Monthly Rate Calc: 3 LWW: 35 NWW: 39	Marital Status: M-MARRIED Federal: 02 Exemptions 5% Extra Federal Tax 60 MI	61.32 H HEALTH 30.00 J TRAV	25,461.44 Y Gross 2,316.89 Y FIT 1,578.61 Y SS 369.19 Y MED 977.04 Y State 1 301.14 Q State 1

PERSONNEL	PAY	TAX STATUS	SCHEDULED AMOUNTS	ACCUMULATIONS TO DATE
FISHER,JOHN L File: 001190 (continued) Dept: 000500 Clock: BD760 Cntl: FT SSN: XXX-XX-1105 Hire: 08/12/1985 Birth: 02/12/1947 Sex: M Status: ACTIVE Dept: 000500 Clock: BD970 Cntl: FT SSN: XXX-XX-4303	Paid 12th of Month: 1,2 Prior Qtr Month 3 Gross: 2,038.47 Salary: 2038.47 Monthly Rate 2: 50.9618 Rate Calc: 3 LWW: 35 NWW: 39 Paid 12th of Month: 1,2 Prior Qtr Month 3	60 MI SUI/DI 027G PINE T GTL Cov 41,538.24 Marital Status: S-SINGLE Federal: 01 Exemptions 23 GA 01 Exemptions 23 GA SUI/DI GTL Cov 36,692.46	80.00 T EDUC 18,346.23 Y Gross 1,773.09 Y FIT 1,137.47 Y SS 266.02 Y MED 718.74 Y State 1 240.00 Y Fringe Ben 240.00 Ac 05 EDUCA 240.00 Ac 44 SUPP	69.24 Q Local 1 0.00 Q XFIT 0.00 Q XFUTA 0.00 Q XState 1 0.00 Q XSUI/DI ER 0.00 Q XLocal 1 270.00 Ac 22 TRAVE 90.00 Ac 04 TRAVE 3,000.00 Ac 45 409A 6,115.41 Q Gross 591.03 Q FIT 379.16 Q SS 88.67 Q MED 229.98 Q State 1 240.00 Q Fringe Ben 50.00 Ac 33 ER PA 240.00 Ac 63 EDUCA
FITCH,MARJORIE 12 NORMANDY BLVD ATLANTA,GA 30328 File: 001240 Dept: 000500 Clock: BD970 Cntl: FT SSN: XXX-XX-4303 Hire: 03/25/1984 Birth: 05/12/1962	Gross: 4,546.00 Salary: 4546.00 Monthly Rate Calc: 3 LWW: 35 NWW: 13 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: S-SINGLE Federal: 02 Exemptions 10% Extra Federal Tax 56 NJ \$5 Extra State Tax 21 NJ SUI/DI GTL Cov 81,828.00	50.00- M 1099 Goal Deductions #1 55.00 5 HLTH Limit: 56000.00 To Date: 0.00	13,638.00 Q Gross 3,291.78 Q FIT 853.07 Q SS 199.51 Q MED 405.18 Q State 1 3.92 Q SUI/DI 121.26 Q GTL 150.00- Q Other Comp
FRANKLIN,DAVID 415 CUTLASS CIR FT LEE,NJ 07923 File: 001210 Dept: 000300 Clock: BD080 Cntl: FT SSN: XXX-XX-5987 Hire: 07/15/1975 Birth: 06/15/1940	Gross: 3,500.00 Salary: 3500.00 Monthly Rate Calc: 3 LWW: 35 NWW: 13 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: M-MARRIED Federal: 02 Exemptions 56 NJ 21 NJ SUI/DI GTL Cov 63,000.00	125.00 25 R403B 31,500.00 Y Gross 2,454.21 Y FIT 1,953.00 Y SS 456.75 Y MED 525.06 Y State 1 256.22 Y SUI/DI 1,125.00 Ac 56 ROTH 3,907.17 Y Gross 242.24 Y SS 56.65 Y MED 119.97 Y State 1 2.34 Y SUI/DI	10,500.00 Q Gross 818.07 Q FIT 651.00 Q SS 152.25 Q MED 175.02 Q State 1 61.97 Q SUI/DI 375.00 Ac 57 ROTH 1,302.39 Q Gross 80.74 Q SS 18.88 Q MED 39.99 Q State 1 0.78 Q SUI/DI
GARCIA,JUAN 29 FOX RUN DRIVE NORTH CALDWELL,NJ 07006 File: 001650 Dept: 000200 SSN: XXX-XX-4444 Hire: 08/12/1985 Birth: 02/12/1947	Gross: 434.13 Salary: 434.13 Monthly Rate Calc: 3 LWW: 35 NWW: 13 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: M-MARRIED Federal: 03 Exemptions 59 PA	70.00 3 MSA	1,302.39 Q Gross 80.74 Q SS 18.88 Q MED 39.99 Q State 1 0.78 Q SUI/DI
GRADY,MARY 435 ALLYSON RD PITTSBURGH,PA 15230 File: 001220 Status: ACTIVE	Gross: 434.13 Salary: 434.13 Monthly Rate Calc: 3 LWW: 35 NWW: 13	Marital Status: M-MARRIED Federal: 03 Exemptions 59 PA	70.00 3 MSA	1,302.39 Q Gross 80.74 Q SS 18.88 Q MED 39.99 Q State 1 0.78 Q SUI/DI



PERSONNEL	PAY	TAX STATUS	SCHEDULED AMOUNTS	ACCUMULATIONS TO DATE	
GRADY, MARY File: 001220 (continued) Dept: 000400 Clock: BD087 Cntl: FT SSN: XXX-XX-4559	Paid 12th of Month: 1.2 Prior Qtr Month 3	140P FRANKLIN T GTL Cov 7,814.34	39.06 Y Local 1 630.00 Ac 27 MSAEE	13.02 Q Local 1 210.00 Ac 28 MSAEE	
HAHN, BRENDA Hire: 05/22/1986 Birth: 11/05/1960 210 DEERFIELD RD HARTFORD, CT 06123 Status: ACTIVE Sex: F	Gross: 1,270.00 Hourly Rate: 7.5000 Monthly Rate Calc: 3 LWW: 35 NWW: 39 Std Hours: 160.00 Paid 12th of Month: 1.2 Prior Qtr Month 3	Marital Status: S-SINGLE Federal: 03 Exemptions 27 CT Filing Status 04 (Table D) 27 CT SUI/DI GTL Cov 21,600.00	70.00 B EBETAX 45.20 H HEALTH 25.00 X CHECK2 Direct Deposits Acct 1: 9512374 Code X Tran/ABA: 02127690 7 Partial Deposit Code Y Acct 2: 6348612 Tran/ABA: 02127690 7 Full Deposit	11,430.00 Y Gross 88.11 Y FIT 708.66 Y SS 165.74 Y MED 355.77 Y State 1 630.00 Y Fringe Ben 685.80 Y 401K 630.00 Ac 03 EE BU 630.00 Ac 44 SUPP 228.60 Ac AB 401K	3,810.00 Q Gross 29.37 Q FIT 236.22 Q SS 55.25 Q MED 118.59 Q State 1 210.00 Q Fringe Ben 228.60 Q 401K 1,440.00 Ac 15 HOURS 228.60 Ac AA 401K 228.60 Ac AC 401K
NUNN, JR, EUGENE Hire: 02/01/1987 Birth: 11/06/1962 4405 PARK LANE DR NASHVILLE, TN 37217 Status: ACTIVE Sex: M	Gross: 1,592.30 Hourly Rate: 9.9519 Monthly Rate 2: 10.6700 Rate Calc: 3 LWW: 35 NWW: 39 Std Hours: 160.00 Paid 12th of Month: 1.2 Prior Qtr Month 3	Marital Status: S-SINGLE Federal: 01 Exemptions 52 TN 52 TN SUI/DI GTL Cov 28,661.48	10.00 L Goal Deductions #1 60.00 6 HCCACT Limit: 2900.00 To Date: 0.00	14,330.70 Y Gross 1,170.81 Y FIT 1,167.50 Y SS 273.05 Y MED 1,440.00 Ac 15 HOURS 1,500.00- Ac 26 ADAER	4,776.90 Q Gross 390.27 Q FIT 389.16 Q SS 91.02 Q MED 4,500.00- Ac 25 ADAER
O CONNOR, FRANCIS D Hire: 09/15/1985 Birth: 09/20/1959 17933 RIVER RD HOUSTON, TX 77040 Status: ACTIVE Sex: M	Gross: 2,149.04 Salary: 2149.04 Monthly Rate 2: 13.4300 Rate Calc: 3 LWW: 35 NWW: 39 Paid 12th of Month: 1.2 Prior Qtr Month 3	Marital Status: S-SINGLE Federal: 03 Exemptions 53 TX 53 TX SUI/DI GTL Cov 38,682.72	61.32 H HEALTH 50.00- M 1099	19,341.36 Y Gross 1,134.81 Y FIT 1,199.16 Y SS 280.45 Y MED 450.00- Y Other Comp 90.00 Ac 04 TRAVE 90.00 Ac 61 TRAVE	6,447.12 Q Gross 378.27 Q FIT 399.72 Q SS 93.48 Q MED 150.00- Q Other Comp 270.00 Ac 22 TRAVE
PARKS, FREDERICK Hire: 05/18/1984 Birth: 07/14/1942 15 OLD FARM RD REDMOND, WA 98052 Status: ACTIVE	Gross: 5,277.48 Salary: 5102.48 Monthly Rate 2: 29.4380 Rate Calc: 3	Marital Status: M-MARRIED Federal: 05 Exemptions 8% Extra Federal Tax 54 WA	175.00 F FRINGE 30.00 J TRAV 20.00 N STKOP1	47,497.32 Y Gross 6,816.87 Y FIT 2,974.47 Y SS 695.64 Y MED 478.08 Y GTL	15,832.44 Q Gross 2,272.29 Q FIT 991.49 Q SS 231.88 Q MED 159.36 Q GTL

Wage and Tax Register

The Wage and Tax Register focuses on the quarter-to-date and year-to-date information for employees as well as the company. Instructional materials are included with every Wage and Tax Register to assist you with reading and understanding the information displayed.

The Wage and Tax Register is sorted by employee and contains quarter-to-date and year-to-date wages, taxes, taxables, and other tax-related figures. It is used for internal purposes.

The Wage and Tax Register consists of:

- Instructional materials
- Detail pages
- Totals pages
- Recap reports, as applicable
- Credit pages, if applicable

The Wage and Tax Register is delivered approximately within the first two weeks after quarter close.

PERSONNEL TAX JURISDICTIONAL STATUS

ALBRIGHT, ANTHONY D SSN: XXX-XX-5113 DEPT: 000500 SUI Code: CONNECTICUT (27) Status: Qualified Pension: YES ACTIVE Gender: MALE

File:	001110	SSN:	XXX-XX-5113	DEPT:	000500	SUI Code:	CONNECTICUT (27)	Data Control:	FT	Status:	Qualified	Pension:	YES	ACTIVE	Gender:	MALE
TOTAL							State 1: CONNECTICUT (27)									
Gross Earnings	37,935.00	Y	12,645.00	Q	12,728.82	Q	Medicare Wages	38,186.46	Y	12,728.82	Q	SUI Wages (Total)	37,935.00	Y	12,645.00	Q
Federal Wages	35,910.36	Y	11,970.12	Q	184.56	Q	Medicare Withheld	553.70	Y	184.56	Q	SUI Wages (Taxable)	15,000.00	Y	758.70	Q
Federal Withheld	6,250.23	Y	2,083.41	Q		Q	FUTA Taxable	7,000.00	Y		Q	401 (k)	2,276.10	Y		Q
Social Security Wages	38,186.46	Y	12,728.82	Q		Q	Slate Wages	35,910.36	Y	11,970.12	Q	Group Term Life	251.46	Y	83.82	Q
Social Sec. Withheld	2,367.56	Y	789.19	Q		Q	Slate Withheld	1,536.21	Y	512.07	Q	Taxable Fringe Benefits	1,935.00	Y	645.00	Q
Co. Car (personal use)	1,935.00	Y	645.00	Q		Q										

ANGELO, MARIA SSN: XXX-XX-3333 DEPT: 000100 SUI Code: NEW JERSEY (56) Status: Qualified Pension: YES ACTIVE Gender: FEMALE

File:	001620	SSN:	XXX-XX-3333	DEPT:	000100	SUI Code:	NEW JERSEY (56)	Data Control:	FT	Status:	Qualified	Pension:	YES	ACTIVE	Gender:	FEMALE
TOTAL							State 1: NEW JERSEY (56)									
Gross Earnings	20,000.00	Y	5,000.00	Q	5,000.00	Q	Medicare Wages	20,000.00	Y	5,000.00	Q	SUI Wages (Total)	20,000.00	Y	5,000.00	Q
Federal Wages	20,000.00	Y	5,000.00	Q	72.50	Q	Medicare Withheld	290.00	Y	72.50	Q	SUI Wages (Taxable)	20,000.00	Y	5,000.00	Q
Federal Withheld	1,331.52	Y	332.88	Q		Q	FUTA Taxable	7,000.00	Y		Q	SUI Withheld	85.00	Y	21.25	Q
Social Security Wages	20,000.00	Y	5,000.00	Q		Q	Slate Wages	20,000.00	Y	5,000.00	Q	SDI Wages	20,000.00	Y	5,000.00	Q
Social Sec. Withheld	1,240.00	Y	310.00	Q		Q	Slate Withheld	320.00	Y	80.00	Q	SDI Withheld	100.00	Y	25.00	Q
Weeks Worked		Y	9	Q		Q	ROTH under 401(k)	800.00	Y	200.00	Q					
Wks. Worked Reportable		Y	9	Q		Q										

BARBATO, SAMUEL SSN: XXX-XX-5612 DEPT: 000600 SUI Code: FLORIDA (42) Status: Qualified Pension: YES ACTIVE Gender: MALE

File:	001130	SSN:	XXX-XX-5612	DEPT:	000600	SUI Code:	FLORIDA (42)	Data Control:	FT	Status:	Qualified	Pension:	YES	ACTIVE	Gender:	MALE
TOTAL							State 1: FLORIDA (42)									
Gross Earnings	10,206.00	Y	3,342.00	Q	3,342.00	Q	Medicare Wages	10,206.00	Y	3,342.00	Q	SUI Wages (Total)	10,206.00	Y	3,342.00	Q
Federal Wages	9,588.24	Y	3,136.08	Q	48.46	Q	Medicare Withheld	147.99	Y	48.46	Q	SUI Wages (Taxable)	7,000.00	Y	136.00	Q
Federal Withheld	10,206.00	Y	3,342.00	Q		Q	FUTA Taxable	7,000.00	Y	136.00	Q	401 (k)	617.76	Y	205.92	Q
Social Security Wages	632.77	Y	207.20	Q		Q	Other Exempt CAF125	90.00	Y	90.00	Q					

CAVALLO, FRANK L SSN: XXX-XX-6022 DEPT: 000500 SUI Code: FLORIDA (42) Status: Qualified Pension: YES ACTIVE Gender: MALE

File:	001155	SSN:	XXX-XX-6022	DEPT:	000500	SUI Code:	FLORIDA (42)	Data Control:	FT	Status:	Qualified	Pension:	YES	ACTIVE	Gender:	MALE
TOTAL							State 1: FLORIDA (42)									
Gross Earnings	20,769.12	Y	6,923.04	Q	6,743.04	Q	Medicare Wages	20,589.12	Y	6,743.04	Q	SUI Wages (Total)	20,769.12	Y	6,923.04	Q
Federal Wages	19,342.98	Y	6,327.66	Q	97.77	Q	Medicare Withheld	298.54	Y	97.77	Q	SUI Wages (Taxable)	7,000.00	Y	136.00	Q
Federal Withheld	809.28	Y	257.76	Q		Q	FUTA Taxable	7,000.00	Y		Q	401 (k)	1,246.14	Y	415.38	Q
Social Security Wages	20,589.12	Y	6,743.04	Q		Q	Transport-Sal Reduc	180.00	Y	180.00	Q					
Social Sec. Withheld	1,276.53	Y	418.07	Q		Q										

CONTI, PATRICIA SSN: XXX-XX-9111 DEPT: 000110 SUI Code: NEW YORK (01) Status: Qualified Pension: YES ACTIVE Gender: FEMALE

File:	001160	SSN:	XXX-XX-9111	DEPT:	000110	SUI Code:	NEW YORK (01)	Data Control:	FT	Status:	Qualified	Pension:	YES	ACTIVE	Gender:	FEMALE
TOTAL							State 1: NEW YORK (01)									
Gross Earnings	18,405.00	Y	5,910.00	Q	5,670.00	Q	Medicare Wages	18,010.00	Y	5,670.00	Q	SUI Wages (Total)	18,010.00	Y	5,670.00	Q
Federal Wages	18,491.00	Y	5,772.00	Q	82.22	Q	Medicare Withheld	261.15	Y	82.22	Q	SUI Wages (Taxable)	8,500.00	Y	5,670.00	Q
Federal Withheld	551.57	Y	114.69	Q		Q	FUTA Taxable	7,000.00	Y		Q	SDI Wages	17,010.00	Y	7.80	Q
Social Security Wages	18,010.00	Y	5,670.00	Q		Q	Slate Wages	17,596.00	Y	5,532.00	Q	SDI Withheld	23.40	Y		Q
Social Sec. Withheld	1,116.62	Y	351.54	Q		Q	Slate Withheld	366.93	Y	122.31	Q	3PSP Taxable Wages	1,000.00	Y		Q
401 (k)	414.00	Y	138.00	Q		Q	Sick Pay Non-Taxable	500.00	Y		Q	3PSP Non-Taxable	200.00	Y		Q
3PSP Federal Withheld	190.00	Y		Q		Q	ECL	895.00	Y		Q	3PSP Soc. Sec. Withheld	62.00	Y		Q
Other Wages	1,000.00	Y		Q		Q						3PSP Medicare Withheld	14.50	Y		Q



Wage & Tax Register
Detail Page

QTR END TEST 2

Regional Office: **PRINCETON REGION**
Company/Corp Code: **AQN**

Run Number: **20XX/3/00004**
QBU Number:
Federal ID: **13-5677684**

Page: **1**
Sequence: **1**
Date: **09/08/20XX**
Quarter Ending: **09/30/20XX**
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PERSONNEL TAX JURISDICTIONAL STATUS

Continued
CONTI,PATRICIA SSN: XXX-XX-9111 DEPT: 000110 Data Control: FT Status: Qualified Pension: ACTIVE Gender: FEMALE
 File: 001160

EXEMPT

Social Security Wages	895.00	Y	240.00	Q	Medicare Wages	895.00	Y	240.00	Q	SUI Wages (Taxable)	895.00	Y	240.00	Q
Social Sec. Withheld	895.00	Y	240.00	Q	Medicare Withheld	895.00	Y	240.00	Q	SUI Withheld	895.00	Y	240.00	Q
					FUTA Taxable	895.00	Y	240.00	Q	SDI Withheld	895.00	Y	240.00	Q
					Social Security Wages	895.00	Y	240.00	Q	Local Withheld	895.00	Y	240.00	Q

CONVERSE,CHRISTINE SSN: XXX-XX-9725 DEPT: 000400 Status: Qualified Pension: TERMINATED Gender: FEMALE
 File: 001123

TOTAL State 1: KANSAS (44) SUI Code: KANSAS (44) Status: Qualified Pension: TERMINATED Gender: FEMALE

Gross Earnings Y Q

DEXTER,JOHN H SSN: XXX-XX-6415 DEPT: 000100 Data Control: FT Status: Qualified Pension: ACTIVE Gender: MALE
 File: 001170

TOTAL State 1: ALABAMA (03) SUI Code: ALABAMA (03)

Gross Earnings	45,000.00	Y	15,000.00	Q	Medicare Wages	44,371.92	Y	14,990.64	Q	SUI Wages (Total)	45,237.42	Y	15,079.14	Q
Federal Wages	42,271.92	Y	14,090.64	Q	Medicare Withheld	652.09	Y	217.36	Q	SUI Wages (Taxable)	8,000.00	Y	8,000.00	Q
Federal Withheld	2,853.09	Y	951.03	Q	FUTA Taxable	7,000.00	Y	401 (k)	Q	401 (k)	2,700.00	Y	900.00	Q
Social Security Wages	44,971.92	Y	14,990.64	Q	Social Security Wages	42,271.92	Y	14,090.64	Q	Group Term Life	237.42	Y	79.14	Q
Social Sec. Withheld	2,788.26	Y	929.42	Q	Social Security Withheld	1,854.27	Y	618.09	Q	Dependent Care Benefits	265.50	Y	265.50	Y
Dependent FSA	265.50	Y	88.50	Q										

DUFFY,JOHN SSN: XXX-XX-9721 DEPT: 000400 Status: Qualified Pension: ACTIVE Gender: MALE
 File: 001116

TOTAL State 1: NEVADA (48) SUI Code: NEVADA (48)

Gross Earnings	66,682.16	Y	18,060.72	Q	Medicare Wages	66,182.16	Y	18,060.72	Q	SUI Wages (Total)	64,182.16	Y	18,060.72	Q
Federal Wages	62,181.27	Y	16,977.09	Q	Medicare Withheld	959.64	Y	261.88	Q	SUI Wages (Taxable)	25,400.00	Y	25,400.00	Q
Federal Withheld	9,096.27	Y	2,052.15	Q	FUTA Taxable	7,000.00	Y	401 (k)	Q	401 (k)	4,000.89	Y	1,083.63	Q
Social Security Wages	66,182.16	Y	18,060.72	Q	Sick Pay Non-Taxable	500.00	Y	500.00	Q	Stock Options	2,000.00	Y	2,000.00	Q
Social Sec. Withheld	4,103.29	Y	1,119.76	Q	W2 409A Income	10,000.00	Y	10,000.00	Q					

DUNN,MARCIA SSN: XXX-XX-9725 DEPT: 000110 Status: Qualified Pension: TERMINATED Gender: FEMALE
 File: 001112

TOTAL State 1: KANSAS (44) SUI Code: KANSAS (44)

Gross Earnings	2,750.00	Y	2,750.00	Q	Medicare Wages	2,750.00	Y	2,750.00	Q	SUI Wages (Total)	2,750.00	Y	2,750.00	Q
Federal Wages	2,700.00	Y	2,700.00	Q	Medicare Withheld	39.88	Y	39.88	Q	SUI Wages (Taxable)	2,750.00	Y	2,750.00	Q
Federal Withheld	196.44	Y	196.44	Q	FUTA Taxable	2,750.00	Y	2,750.00	Q	401 (k)	50.00	Y	50.00	Y
Social Security Wages	2,750.00	Y	2,750.00	Q	Social Security Wages	2,700.00	Y	2,700.00	Q					
Social Sec. Withheld	170.50	Y	170.50	Q	Social Security Withheld	118.77	Y	118.77	Q					



Wage & Tax Register
 Detail Page

QTR END TEST 2
 Regional Office: PRINCETON REGION
 Company/Corp Code: AQN

Run Number: 20XX/3/00004
 QBU Number:
 Federal ID: 13-5677684

Page: 2
 Sequence: 2
 Date: 09/08/20XX
 Quarter Ending: 09/30/20XX
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PERSONNEL TAX JURISDICTIONAL STATUS

ESPOSITO,EMILY C SSN: XXX-XX-9725 DEPT: 000500 SUI Code: NEW YORK (19) Status: ACTIVE Gender: FEMALE
 File: 001111

Special Indicators Excluded from State/City Reconciliation report Y/E Credit

State 1: ALABAMA (03) SUI Code: NEW YORK (19)

TOTAL

Gross Earnings	13,860.00	Y	4,620.00	Q	Medicare Wages	9,360.00	Y	3,120.00	Q	SUI Wages (Total)	9,360.00	Y	3,120.00	Q
Federal Wages	4,028.40	Y	1,342.80	Q	Medicare Withheld	135.72	Y	45.24	Q	SUI Wages (Taxable)	8,500.00	Y	2,260.00	Q
Federal Withheld	694.17	Y	231.39	Q	FUTA Taxable	7,000.00	Y	760.00	Q	SUI Wages	9,360.00	Y	3,120.00	Q
Social Security Wages	9,360.00	Y	3,120.00	Q	State Wages	4,028.40	Y	1,342.80	Q	SDI Withheld	23.40	Y	7.80	Q
Social Sec. Withheld	580.32	Y	193.44	Q	State Withheld	268.11	Y	89.37	Q	401 (k)	831.60	Y	277.20	Q
Other Comp. (1099)	4,500.00	Y	1,500.00	Q	Excl. Mvg. Exp. Reimb.	4,500.00	Y							

EXEMPT

Federal Withheld	4,500.00	Y	1,500.00	Q	Medicare Wages	4,500.00	Y	1,500.00	Q	SUI Wages (Taxable)	4,500.00	Y	1,500.00	Q
Social Security Wages	4,500.00	Y	1,500.00	Q	Medicare Withheld	4,500.00	Y	1,500.00	Q	SUI Withheld	4,500.00	Y	1,500.00	Q
Social Sec. Withheld	4,500.00	Y	1,500.00	Q	FUTA Taxable	4,500.00	Y	1,500.00	Q	SDI Withheld	4,500.00	Y	1,500.00	Q
	4,500.00	Y	1,500.00	Q	State Withheld	4,500.00	Y	1,500.00	Q					

EVERS,THOMAS

File: 001180 SSN: XXX-XX-3987 DEPT: 000100 SUI Code: OHIO (30) Status: ACTIVE Gender: MALE
 State 1: OHIO (30)

TOTAL Local 1: SPRINGFIELD (110M)

Gross Earnings	42,784.56	Y	14,261.52	Q	Medicare Wages	41,277.15	Y	13,759.05	Q	SUI Wages (Total)	41,146.56	Y	13,715.52	Q
Federal Wages	41,277.15	Y	13,759.05	Q	Medicare Withheld	598.52	Y	199.51	Q	SUI Wages (Taxable)	9,000.00	Y	3,000.00	Q
Federal Withheld	5,864.79	Y	1,854.93	Q	FUTA Taxable	7,000.00	Y			Local Wages	41,277.15	Y	13,759.05	Q
Social Security Wages	41,277.15	Y	13,759.05	Q	State Wages	41,277.15	Y	13,759.05	Q	Local Withheld	825.57	Y	275.19	Q
Social Sec. Withheld	2,559.18	Y	853.06	Q	State Withheld	1,881.36	Y	627.12	Q	Weeks Worked		Y	13	Q
Group Term Life	130.59	Y	43.53	Q	Dependent Care Benefits	1,638.00	Y			Wks. Worked Reportable		Y	13	Q
Dependent FSA	738.00	Y	246.00	Q										

EXEMPT

Federal Withheld	900.00	Y	300.00	Q	Medicare Wages	900.00	Y	300.00	Q	SUI Wages (Taxable)	900.00	Y	300.00	Q
Social Security Wages	900.00	Y	300.00	Q	Medicare Withheld	900.00	Y	300.00	Q	Local Withheld	900.00	Y	300.00	Q
Social Sec. Withheld	900.00	Y	300.00	Q	FUTA Taxable	900.00	Y	300.00	Q					
	900.00	Y	300.00	Q	State Withheld	900.00	Y	300.00	Q					

FAGER,CHARLES

File: 001185 SSN: XXX-XX-4613 DEPT: 000400 SUI Code: CALIFORNIA (25) Status: ACTIVE Gender: MALE
 State 1: CALIFORNIA (25)

TOTAL State 1: CALIFORNIA (75)

Gross Earnings	13,680.00	Y	4,560.00	Q	Medicare Wages	13,680.00	Y	4,560.00	Q	SUI Wages (Total)	13,680.00	Y	4,560.00	Q
Federal Wages	13,680.00	Y	4,560.00	Q	Medicare Withheld	198.36	Y	66.12	Q	SUI Wages (Taxable)	7,000.00	Y	2,333.33	Q
Federal Withheld	1,073.16	Y	357.72	Q	FUTA Taxable	7,000.00	Y			SDI Wages	13,680.00	Y	4,560.00	Q
Social Security Wages	13,680.00	Y	4,560.00	Q	State Wages	13,680.00	Y	4,560.00	Q	SDI Withheld	109.44	Y	36.48	Q
Social Sec. Withheld	848.16	Y	282.72	Q	State Withheld	98.91	Y	32.97	Q					

FISHER,JOHN L

File: 001190 SSN: XXX-XX-1105 DEPT: 000500 SUI Code: MICHIGAN (60) Status: ACTIVE Gender: MALE
 State 1: MICHIGAN (60)

TOTAL Local 1: PINE T (027G)

Gross Earnings	25,461.44	Y	6,923.04	Q	Medicare Wages	25,461.44	Y	6,923.04	Q	SUI Wages (Total)	22,461.44	Y	6,923.04	Q
Federal Wages	22,461.44	Y	6,923.04	Q	Medicare Withheld	369.19	Y	100.38	Q	SUI Wages (Taxable)	9,000.00	Y	3,000.00	Q
Federal Withheld	2,316.89	Y	663.45	Q	FUTA Taxable	7,000.00	Y			Local Wages	22,461.44	Y	6,923.04	Q
Social Security Wages	25,461.44	Y	6,923.04	Q	State Wages	22,461.44	Y	6,923.04	Q	Local Withheld	224.64	Y	69.24	Q
Social Sec. Withheld	1,578.61	Y	429.23	Q	State Withheld	977.04	Y	301.14	Q	W2 409A Deferral	3,000.00	Y		



Wage & Tax Register Detail Page

QTR END TEST 2

Regional Office: **PRINCETON REGION**
 Company/Corp Code: **AQN**

Run Number: **20XX/3/00004**
 QBU Number:
 Federal ID: **13-5677684**

Page: **3**
 Sequence: **3**
 Date: **09/08/20XX**
 Quarter Ending: **09/30/20XX**

PERSONNEL TAX JURISDICTIONAL STATUS

Continued

FISHER,JOHN L
 File: 001190 SSN: XXX-XX-1105 DEPT: 000500 Data Control: FT Status: Qualified Pension: ACTIVE Gender: MALE

EXEMPT

Federal Withheld 3,000.00 Y Q FUTA Taxable 3,000.00 Y Q SUI Wages (Taxable) 3,000.00 Y Q
 State Withheld 3,000.00 Y Q State Withheld 3,000.00 Y Q Local Withheld 3,000.00 Y Q

FITCH,MARJORIE
 File: 001240 SSN: XXX-XX-4303 DEPT: 000500 Data Control: FT Status: Qualified Pension: ACTIVE Gender: FEMALE

FRANKLIN,DAVID
 File: 001210 SSN: XXX-XX-5987 DEPT: 000300 Data Control: FT Status: Qualified Pension: ACTIVE Gender: MALE

TOTAL State 1: NEW JERSEY (56) SUI Code: NEW JERSEY (21)
 Gross Earnings 40,914.00 Y 13,638.00 Q Medicare Wages 41,277.78 Y 13,759.26 Q SUI Wages (Total) 40,914.00 Y 13,638.00 Q
 Federal Wages 41,277.78 Y 13,909.26 Q Medicare Withheld 598.53 Y 199.51 Q SUI Wages (Taxable) 27,700.00 Y 424.00 Q
 Federal Withheld 9,875.34 Y 3,291.78 Q FUTA Taxable 7,000.00 Y 7,000.00 Y SUI Withheld 117.72 Y 1.80 Q
 Social Security Wages 41,277.78 Y 13,759.26 Q State Wages 41,727.78 Y 13,909.26 Q SDI Wages 27,700.00 Y 424.00 Q
 Social Sec. Withheld 2,559.22 Y 853.07 Q State Withheld 1,215.54 Y 405.18 Q SDI Withheld 138.50 Y 2.12 Q
 Weeks Worked 13 Q Group Term Life 363.78 Y 121.26 Q Other Comp. (1099) 450.00 Y 150.00 Q
 Wks. Worked Reportable 13 Q

GARCIA,JUAN
 File: 001650 SSN: XXX-XX-4444 DEPT: 000200 Data Control: FT Status: Qualified Pension: ACTIVE Gender: MALE

TOTAL State 1: NEW JERSEY (56) SUI Code: NEW JERSEY (21)
 Gross Earnings 31,500.00 Y 10,500.00 Q Medicare Wages 31,500.00 Y 10,500.00 Q SUI Wages (Total) 31,500.00 Y 10,500.00 Q
 Federal Wages 31,500.00 Y 10,500.00 Q Medicare Withheld 456.75 Y 152.25 Q SUI Wages (Taxable) 27,700.00 Y 6,700.00 Q
 Federal Withheld 2,454.21 Y 818.07 Q FUTA Taxable 7,000.00 Y 7,000.00 Y SUI Withheld 117.72 Y 28.47 Q
 Social Security Wages 31,500.00 Y 10,500.00 Q State Wages 31,500.00 Y 10,500.00 Q SDI Wages 27,700.00 Y 6,700.00 Q
 Social Sec. Withheld 1,953.00 Y 651.00 Q State Withheld 525.06 Y 175.02 Q SDI Withheld 138.50 Y 33.50 Q
 Weeks Worked 13 Q ROTH under 403(b) 1,125.00 Y 375.00 Q
 Wks. Worked Reportable 13 Q

GRADY,MARY
 File: 001220 SSN: XXX-XX-4559 DEPT: 000400 Data Control: FT Status: Qualified Pension: ACTIVE Gender: FEMALE

TOTAL State 1: PENNSYLVANIA (59) SUI Code: PENNSYLVANIA (59)
 Gross Earnings 3,907.17 Y 1,302.39 Q Medicare Wages 3,907.17 Y 1,302.39 Q SUI Wages (Total) 3,907.17 Y 1,302.39 Q
 Federal Wages 3,907.17 Y 1,302.39 Q Medicare Withheld 56.65 Y 18.88 Q SUI Wages (Taxable) 3,907.17 Y 1,302.39 Q
 Social Security Wages 3,907.17 Y 1,302.39 Q FUTA Taxable 3,907.17 Y 1,302.39 Q SUI Withheld 2.34 Y .78 Q
 Social Sec. Withheld 242.24 Y 80.74 Q State Wages 3,907.17 Y 1,302.39 Q Local Wages 3,907.17 Y 1,302.39 Q
 Weeks Worked 13 Q State Withheld 119.97 Y 39.99 Q Local Withheld 39.06 Y 13.02 Q
 Wks. Worked Reportable 13 Q EE-Paid Medical Savings 630.00 Y 210.00 Q



Wage & Tax Register
 Detail Page

QTR END TEST 2
 Regional Office: PRINCETON REGION
 Company/Corp Code: AQN

Run Number: 20XX/3/00004
 QBU Number:
 Federal ID: 13-5677684

Page: 4
 Sequence: 4
 Date: 09/08/20XX
 Quarter Ending: 09/30/20XX

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PERSONNEL TAX JURISDICTIONAL STATUS

HAHN,BRENDA File: 001195 SSN: 877-20-1136 DEPT: 000110 SUI Code: CONNECTICUT (27) Data Control: PT Status: Qualified Pension: YES ACTIVE Gender: FEMALE

TOTAL State 1: CONNECTICUT (27) SUI Code: CONNECTICUT (27)

	11,430.00	Y	3,810.00	Q	Medicare Wages	11,430.00	Y	3,810.00	Q	SUI Wages (Total)	11,430.00	Y	3,810.00	Q
Gross Earnings	11,430.00	Y	3,810.00	Q	Medicare Wages	11,430.00	Y	3,810.00	Q	SUI Wages (Total)	11,430.00	Y	3,810.00	Q
Federal Wages	10,744.20	Y	3,581.40	Q	Medicare Withheld	165.74	Y	55.25	Q	SUI Wages (Taxable)	11,430.00	Y	3,810.00	Q
Federal Withheld	88.11	Y	29.37	Q	FUTA Taxable	7,000.00	Y		Q	401 (k)	685.80	Y	228.60	Q
Social Security Wages	11,430.00	Y	3,810.00	Q	State Wages	10,744.20	Y	3,581.40	Q	Taxable Fringe Benefits	630.00	Y	210.00	Q
Social Sec. Withheld	708.66	Y	236.22	Q	State Withheld	355.77	Y	118.59	Q	Employee Business Exp.	630.00	Y	210.00	Q

Special Indicators Invalid Social Security Number

NUNN JR,EUGENE File: 001400 SSN: XXX-XX-7892 DEPT: 000200 SUI Code: TENNESSEE (52) Status: Qualified Pension: YES ACTIVE Gender: MALE

TOTAL State 1: TENNESSEE (52) SUI Code: TENNESSEE (52)

	14,330.70	Y	4,776.90	Q	Medicare Wages	18,830.70	Y	6,276.90	Q	SUI Wages (Total)	18,830.70	Y	6,276.90	Q
Gross Earnings	14,330.70	Y	4,776.90	Q	Medicare Wages	18,830.70	Y	6,276.90	Q	SUI Wages (Total)	18,830.70	Y	6,276.90	Q
Federal Wages	14,330.70	Y	4,776.90	Q	Medicare Withheld	273.05	Y	91.02	Q	SUI Wages (Taxable)	7,000.00	Y	2,000.00	Q
Federal Withheld	1,170.81	Y	390.27	Q	FUTA Taxable	7,000.00	Y		Q	ER-Paid Adoption Assist.	4,500.00	Y	1,500.00	Q
Social Security Wages	18,830.70	Y	6,276.90	Q										
Social Sec. Withheld	1,167.50	Y	389.16	Q										

O CONNOR,FRANCIS D File: 001510 SSN: XXX-XX-3010 DEPT: 000500 SUI Code: TEXAS (53) Status: Qualified Pension: YES ACTIVE Gender: MALE

TOTAL State 1: TEXAS (53) SUI Code: TEXAS (53)

	19,341.36	Y	6,447.12	Q	Medicare Wages	19,341.36	Y	6,447.12	Q	SUI Wages (Total)	19,341.36	Y	6,447.12	Q
Gross Earnings	19,341.36	Y	6,447.12	Q	Medicare Wages	19,341.36	Y	6,447.12	Q	SUI Wages (Total)	19,341.36	Y	6,447.12	Q
Federal Wages	19,791.36	Y	6,597.12	Q	Medicare Withheld	280.45	Y	93.48	Q	SUI Wages (Taxable)	9,000.00	Y	2,335.12	Q
Federal Withheld	1,134.81	Y	378.27	Q	FUTA Taxable	7,000.00	Y		Q	Other Comp. (1099)	450.00	Y	150.00	Q
Social Security Wages	19,341.36	Y	6,447.12	Q										
Social Sec. Withheld	1,199.16	Y	399.72	Q										

PARKS,FREDERICK File: 001230 SSN: XXX-XX-5161 DEPT: 000100 SUI Code: WASHINGTON (54) Status: Qualified Pension: YES ACTIVE Gender: MALE

TOTAL State 1: WASHINGTON (54) SUI Code: WASHINGTON (54)

	47,975.40	Y	15,991.80	Q	Medicare Wages	47,975.40	Y	15,991.80	Q	SUI Wages (Total)	47,975.40	Y	15,991.80	Q
Gross Earnings	47,975.40	Y	15,991.80	Q	Medicare Wages	47,975.40	Y	15,991.80	Q	SUI Wages (Total)	47,975.40	Y	15,991.80	Q
Federal Wages	46,925.55	Y	15,641.85	Q	Medicare Withheld	695.64	Y	231.88	Q	SUI Wages (Taxable)	34,000.00	Y	2,335.12	Q
Federal Withheld	6,816.87	Y	2,272.29	Q	FUTA Taxable	7,000.00	Y		Q	401 (k)	2,849.85	Y	949.95	Q
Social Security Wages	47,975.40	Y	15,991.80	Q	Group Term Life	478.08	Y	159.36	Q	Hours Worked			519.99	Q
Social Sec. Withheld	2,974.47	Y	991.49	Q	Taxable Fringe Benefits	3,150.00	Y	1,050.00	Q	Other Comp. (1099)	1,800.00	Y	600.00	Q
Co. Car (personal use)	3,150.00	Y	1,050.00	Q										

REED,LANCE File: 001680 SSN: XXX-XX-5555 DEPT: 000200 SUI Code: NEW JERSEY (21) Status: Qualified Pension: YES ACTIVE Gender: MALE

TOTAL State 1: NEW JERSEY (21) SUI Code: NEW JERSEY (21)

	31,500.00	Y	10,500.00	Q	Medicare Wages	31,500.00	Y	10,500.00	Q	SUI Wages (Total)	31,500.00	Y	10,500.00	Q
Gross Earnings	31,500.00	Y	10,500.00	Q	Medicare Wages	31,500.00	Y	10,500.00	Q	SUI Wages (Total)	31,500.00	Y	10,500.00	Q
Federal Wages	31,500.00	Y	10,500.00	Q	Medicare Withheld	456.75	Y	152.25	Q	SUI Wages (Taxable)	27,700.00	Y	6,700.00	Q
Federal Withheld	4,086.63	Y	1,362.21	Q	FUTA Taxable	7,000.00	Y		Q	SUI Withheld	117.72	Y	28.47	Q
Social Security Wages	31,500.00	Y	10,500.00	Q	State Wages	30,817.44	Y	10,272.48	Q	SDI Wages	27,700.00	Y	6,700.00	Q
Social Sec. Withheld	1,953.00	Y	651.00	Q	State Withheld	600.48	Y	200.16	Q	SDI Withheld	138.50	Y	33.50	Q
Weeks Worked		Y	13	Q										
Wks. Worked Reportable		Y	13	Q										

EXEMPT State Withheld 682.56 Y 227.52 Q



PERSONNEL TAX JURISDICTIONAL STATUS

RILEY,ALAN File: 001550 SSN: XXX-XX-2712 DEPT: 000600 SUI Code: MASSACHUSETTS (02) Status: Qualified Pension: YES ACTIVE Gender: MALE

TOTAL State 1: MASSACHUSETTS (02) SUI Code: MASSACHUSETTS (02)

	2,367.72	Y	789.24	Q	2,367.72	Y	789.24	Q	SUI Wages (Total)	2,367.72	Y	789.24	Q
Gross Earnings	2,367.72	Y	789.24	Q	2,367.72	Y	789.24	Q	SUI Wages (Total)	2,367.72	Y	789.24	Q
Federal Wages	2,142.72	Y	714.24	Q	34.33	Y	11.44	Q	SUI Wages (Taxable)	2,367.72	Y	789.24	Q
Social Security Wages	2,367.72	Y	789.24	Q	2,367.72	Y	789.24	Q	MA Health Insurance	2,367.72	Y	789.24	Q
Social Sec. Withheld	146.80	Y	48.93	Q	2,142.72	Y	714.24	Q	Earned Income Credit	339.99	Y	145.71	Q
CAF125 Adoption Assist	225.00	Y	75.00	Q									

ROGERS,CYNTHIA A

File: 001540 SSN: XXX-XX-8801 DEPT: 000500 SUI Code: KENTUCKY (31) Status: Qualified Pension: YES ACTIVE Gender: FEMALE

TOTAL State 1: KENTUCKY (31) SUI Code: KENTUCKY (31)

	21,880.44	Y	7,293.48	Q	20,350.44	Y	6,783.48	Q	SUI Wages (Total)	21,115.44	Y	7,038.48	Q
Gross Earnings	21,880.44	Y	7,293.48	Q	20,350.44	Y	6,783.48	Q	SUI Wages (Total)	21,115.44	Y	7,038.48	Q
Federal Wages	20,350.44	Y	6,783.48	Q	295.08	Y	98.36	Q	SUI Wages (Taxable)	8,000.00	Y		Q
Federal Withheld	385.02	Y	128.34	Q	7,000.00	Y		Q	Dependent Care Benefits	1,530.00	Y		Q
Social Security Wages	20,350.44	Y	6,783.48	Q	20,350.44	Y	6,783.48	Q	Dependent FSA	765.00	Y	255.00	Q
Social Sec. Withheld	1,261.73	Y	420.58	Q	950.85	Y	316.95	Q					

EXEMPT

Federal Withheld	765.00	Y	255.00	Q	765.00	Y	255.00	Q	SUI Wages (Taxable)	765.00	Y	255.00	Q
Social Security Wages	765.00	Y	255.00	Q	765.00	Y	255.00	Q					
Social Sec. Withheld	765.00	Y	255.00	Q	765.00	Y	255.00	Q					

SAWYER,SANDRA

File: 001611 SSN: XXX-XX-3390 DEPT: 000110 SUI Code: MASSACHUSETTS (02) Status: Qualified Pension: YES ACTIVE Gender: FEMALE

TOTAL State 1: MASSACHUSETTS (02) SUI Code: MASSACHUSETTS (02)

	10,440.00	Y	3,480.00	Q	10,440.00	Y	3,480.00	Q	SUI Wages (Total)	10,440.00	Y	3,480.00	Q
Gross Earnings	10,440.00	Y	3,480.00	Q	10,440.00	Y	3,480.00	Q	SUI Wages (Total)	10,440.00	Y	3,480.00	Q
Federal Wages	10,440.00	Y	3,480.00	Q	151.38	Y	50.46	Q	SUI Wages (Taxable)	10,440.00	Y	3,480.00	Q
Federal Withheld	587.16	Y	195.72	Q	7,000.00	Y	40.00	Q	MA Health Insurance	10,440.00	Y	3,480.00	Q
Social Security Wages	10,440.00	Y	3,480.00	Q	10,440.00	Y	3,480.00	Q					
Social Sec. Withheld	647.28	Y	215.76	Q	336.06	Y	112.02	Q					



COMPANY TOTAL

COMPANY	25	Active:	23	Terminated:	1	Deceased:	1	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
Gross Earnings		571,078.22	Y	181,820.30	Q		567,941.05	Y	180,652.91	Q	SUI Wages (Total)		562,977.64	Y	180,768.44	Q								
Federal Wages		543,638.91	Y	173,760.53	Q		8,235.15	Y	2,619.45	Q	SUI Wages (Taxable)		304,894.89	Y	32,936.75	Q								
Federal Withheld		59,109.46	Y	18,356.76	Q		156,024.89	Y	3,027.63	Q	SUI Withheld		440.50	Y	80.77	Q								
Social Security Wages		567,941.05	Y	180,652.91	Q		369,901.25	Y	119,836.31	Q	SUI Wages		143,150.00	Y	32,174.00	Q								
Social Sec. Withheld		35,212.33	Y	11,200.46	Q		12,244.07	Y	3,980.96	Q	SDI Withheld		671.74	Y	146.20	Q								
3PSP Taxable Wages		1,000.00	Y		Q		15,672.14	Y	4,957.38	Q	Local Wages		67,645.76	Y	21,984.48	Q								
3PSP Non-Taxable		200.00	Y		Q		1,461.33	Y	487.11	Q	Local Withheld		1,089.27	Y	357.45	Q								
3PSP Soc. Sec. Withheld		62.00	Y		Q		12,807.72	Y	4,269.24	Q	Taxable Fringe Benefits		5,955.00	Y	2,145.00	Q								
3PSP Medicare Withheld		14.50	Y		Q		563,479.72	Y	180,165.80	Q	Excess FUTA		407,454.83	Y	177,138.17	Q								
Earned Income Credit		339.99	Y	145.71	Q		1,000.00	Y		Q	Other Comp. (1099)		1,800.00-	Y	600.00-	Q								
3PSP Federal Withheld		190.00	Y		Q		4,500.00	Y		Q	ECL		895.00	Y		Q								
Dependent Care Benefits		3,433.50	Y		Q		1,000.00	Y		Q	EE-Paid Medical Savings		630.00	Y	210.00	Q								
ER-Paid Adoption Assist.		4,500.00	Y	1,500.00	Q		1,768.50	Y	589.50	Q	Other Exempt CAF125		90.00	Y	90.00	Q								
CAF125 Adoption Assist.		225.00	Y	75.00	Q		180.00	Y	180.00	Q	Stock Options		2,000.00	Y		Q								
ROTH under 401(k)		800.00	Y	200.00	Q		1,125.00	Y	375.00	Q	Co. Car (personal use)		5,085.00	Y	1,695.00	Q								
Employee Business Exp.		630.00	Y	210.00	Q		240.00	Y	240.00	Q	Employer Paid HSA		50.00	Y		Q								
W2 409A Deferral		3,000.00	Y		Q		10,000.00	Y		Q														
EXEMPT																								
Federal Withheld		9,165.00	Y	2,055.00	Q		7,060.00	Y	2,295.00	Q	SUI Wages (Taxable)		10,060.00	Y	2,295.00	Q								
Social Security Wages		7,060.00	Y	2,295.00	Q		7,060.00	Y	2,295.00	Q	SUI Withheld		5,395.00	Y	1,740.00	Q								
Social Sec. Withheld		7,060.00	Y	2,295.00	Q		10,060.00	Y	2,295.00	Q	SDI Withheld		5,395.00	Y	1,740.00	Q								
							10,742.56	Y	2,522.52	Q	Local Withheld		4,795.00	Y	540.00	Q								

*** STATE/LOCAL WAGE TOTALS ARE DISPLAYED ON STATE/LOCAL JURISDICTIONAL RECAPS ***

Special Indicators

Special indicators displaying on the Wage and Tax Register indicate errors that need correcting. All special indicators must be corrected to ensure that your tax filings are correct.

The most common errors are:

- Address (city, state, or zip code missing)
- Social Security number missing or invalid
- Credit employee excluded from the quarterly Form 941
- Credit employee excluded from the Quarterly Wage report
- Credit employee excluded from the State and City Income Tax Reconciliation Worksheet
- Credit employee excluded from all annual reports (Form W-2, Form 940, and so on)

The common causes of special indicator errors for quarter credits (codes W and 9) are:

- Voiding a check in the incorrect quarter
- Entering other compensation as a positive amount in payroll

The common causes of special indicator errors for Social Security numbers are numbers that display as:

- 000-00-0000
- 111-11-1111
- 123-45-6789
- ###-##-####

Important note: If the information is included on the Wage and Tax Register, it will display on Form W-2.

Wage and Tax Register Credit Employees

A credit employee has either a negative quarter-to-date amount or a quarter-to-date amount greater than the corresponding year-to-date amount for the following:

- Gross
- Tips
- Tip credits
- Weekly employer-paid FICA
- Employer SUI exempt
- Employer Social Security and Medicare exempt
- Employer FUTA taxable exempt
- Employer SUI wage base
- Employer Social Security and Medicare wage base

An employee will display as a credit employee if any of the following quarter-to-date field amounts are negative or greater than the year-to-date amount:

- Deferred compensation
- Employer CIT wage base
- Employer FUTA exempt
- Employer FUTA wage base
- Employer Social Security and Medicare exempt
- Employer Social Security and Medicare wage base
- Employer SUI exempt
- Employer SUI wage base
- Federal tax
- Gross
- Group term life
- Third-party sick pay
- Tip credits
- Tips

PERSONNEL TAX JURISDICTIONAL STATUS

ESPOSITO,EMILY C SSN: XXX-XX-9725 DEPT: 000500 SUI Code: NEW YORK (19) Status: **ACTIVE** Pension: **YES** Gender: **FEMALE**
 File: 001111 State 1: ALABAMA (03)

Special Indicators
Excluded from State/City Reconciliation report
Y/E Credit

TOTAL

Gross Earnings	13,860.00	Y	3,080.00	Q	9,360.00	Y	2,080.00	Q	9,360.00	Y	2,080.00	Q
Federal Wages	4,120.80	Y	895.20	Q	135.72	Y	30.16	Q	8,500.00	Y	1,220.00	Q
Federal Withheld	477.75	Y	77.92	Q	7,000.00	Y	895.20	Q	9,360.00	Y	2,080.00	Q
Social Security Wages	9,360.00	Y	2,080.00	Q	4,120.80	Y	63.40	Q	23.40	Y	5.20	Q
Social Sec. Withheld	580.32	Y	128.96	Q	283.56	Y		Q	739.20	Y	184.80	Q
Other Comp. (1099)	4,500.00	Y	1,000.00	Q	4,500.00	Y		Q		Y		Q

EXEMPT

Federal Withheld	4,500.00	Y	1,000.00	Q	4,500.00	Y	1,000.00	Q	4,500.00	Y	1,000.00	Q
Social Security Wages	4,500.00	Y	1,000.00	Q	4,500.00	Y	1,000.00	Q	4,500.00	Y	1,000.00	Q
Social Sec. Withheld	4,500.00	Y	1,000.00	Q	4,500.00	Y	1,000.00	Q	4,500.00	Y	1,000.00	Q



Wage & Tax Register
SIT Credit Report
 Detail Page
Service Center: 997

QTR END TEST 2
 Regional Office: **PRINCETON REGION**
 Company/Corp Code: **AQN**

Run Number: **20XX/3/00001**
 QBU Number:
 Federal ID: **13-5677684**

Page: **8**
 Sequence: **1**
 Date: **08/20/20XX**
 Quarter Ending: **09/30/20XX**
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Quarterly Statement of Deposits and Filings

If you use ADP's Tax Filing Service, ADP produces Statements of Deposits and Filings (SODs) for your company. SODs contain details of all tax activities and deposits conducted by ADP on your behalf for quarterly and annual periods.

The SODs contain a federal page with Form 941 or Form 943 information and state and locality pages, if applicable.

ADP produces SODs for federal Form 940 (FUTA), federal Form 941, and state and local Forms W-2. The SODs reflect the liability (if required by the agency) and deposit information filed by ADP throughout the year.

To access your company's SODs, you must log on the Tax-Banking Portal through the ADP Support Center. Then, access Tax Reporting Online and generate the reports.

Note: If you receive a tax agency notice related to a deposit or filing that ADP remitted on your behalf, fax the notice to the direct fax number at 888-535-6935. Faxing the notice to this number ensures prompt handling of notices.

STATEMENT OF DEPOSITS & FILINGS



TAX FILING SERVICE

**** SECOND QUARTER 20XX****

YOUR COMPANY NAME
CONTACT NAME
123 MAIN STREET
ANYTOWN USA 99999

STATEMENT DATE 07/24/XX
BR/COMPANY ST/XYZ
AGENT 005
COMBO NO
DEP FREQ SEMI-WEEKLY

FEDERAL INFORMATION

FEDERAL ID: 12-3456789

1	NO. OF EMPLOYEES	1000	7A	FRACTIONS OF CENTS	.00
2	WAGES, TIPS, OTHER COMP	3,394,675.70	7B	SICK PAY	.00
3	TOTAL INCOME TAX W/H	628,470.72	7C	ADJ FOR TIPS/GT LIFE INS	.00
5A	TAXABLE SOC SEC WAGES	2,975,744.87	7H	TOTAL ADJUSTMENTS	.00
	SOC SEC TAX	368,992.38	8	TOTAL TAXES AFTER ADJ	1,098,730.78
5B	TAXABLE SOC SEC TIPS	.00	9	ADVANCE EIC PAYMENTS MADE	.00
	SOC SEC TIPS TAX	.00	10	TOTAL TAXES AFTER ADJ FOR EIC	1,098,730.78
5C	TAXABLE MEDICARE WAGES/TIPS	3,491,988.87	11	TOTAL DEP FOR QTR	1,098,730.78
	MEDICARE TAX	101,267.68	12	BALANCE DUE	.00
5D	TOTAL SOC SEC & MEDI TAXES	470,260.06	13	OVERPAYMENT	.08
6	TOTAL TAXES BEFORE ADJ	1,098,730.78			
	FUTA TAXABLE WAGES	583,934.85		FUTA TAX W/H	4,671.48

ADP FILING RESPONSIBILITY: 941 QUARTERLY, ANNUAL W-3/W-2, ANNUAL 940
 CLIENT FILING RESPONSIBILITY: NONE

LIABILITY DETAIL

RECORD OF FEDERAL TAX LIABILITY

LIABILITY DATE	FEDERAL INCOME TAX	EARNED INC CR	EMPLOYEE FICA	EMPLOYER FICA	TOTAL (MINUS FUTA)
04-02-00	39,427.86		14,381.37	14,381.23	68,190.46
04-09-00	45,266.17		16,728.43	16,728.55	78,723.15
04-16-00	45,992.57		17,141.65	17,141.46	80,275.68
04-23-00	48,171.69		17,961.24	17,961.49	84,094.42
04-30-00	49,552.40		18,390.55	18,390.45	86,333.40
MONTH1	228,410.69		84,603.24	84,603.18	TOTAL == > 397,617.11
05-07-00	53,447.36		19,668.79	19,668.75	92,784.90
05-14-00	50,470.20		18,920.10	18,920.10	88,310.40
05-21-00	49,958.10		18,848.62	18,848.83	87,655.55
05-28-00	49,368.78		18,558.51	18,558.32	86,486.61
MONTH2	203,245.44		75,996.02	75,996.00	TOTAL == > 355,237.46
06-04-00	48,941.74		18,618.98	18,619.05	86,179.77
06-11-00	44,951.65		17,402.46	17,402.43	79,756.54
06-18-00	52,303.96		19,532.50	19,532.37	91,368.83
06-25-00	50,617.24		18,976.83	18,977.03	88,571.07
06-30-00			.05-	.03-	.08-
MONTH3	196,814.59		74,530.77	74,530.85	TOTAL == > 345,876.21
TOTAL LIAB.	628,470.72	.00	235,130.03	235,130.03	1,098,730.78

THIS STATEMENT SHOULD BE RETAINED AS PART OF YOUR TAX RECORDS.

Form 941

If you do not use ADP's Tax Filing Service or if you use Deposit Only, you receive copies of Form 941 that you can copy or scan.

You must enter the data that is not available in the payroll system but is needed on Form 941.

Form 941 Filing Dates

Form 941 and its variations, Form 943 (employers of agricultural workers) and Form 945 (backup withholdings), must be filed quarterly with the IRS.

Note: Unless your company has a separate control set up specifically for backup withholding, you must file your own Form 945. ADP does *not* file Form 945 without the 945 control setup.

Quarter	Months in Quarter	Quarter Ends	Form 941 Due Date
First	Jan, Feb, Mar	Mar 31	April 30
Second	Apr, May, Jun	June 30	July 31
Third	Jul, Aug, Sep	Sep 30	Oct 31
Fourth	Oct, Nov, Dec	Dec 31	Jan 31

Every three months, the Internal Revenue Service (IRS) mails each employer a preprinted Form 941 with the:

- Corporate name and address
- Assigned employer identification number
- Quarter-ending dates

Quarterly Wage Report

Every state requires a state filing.

If you use ADP's Tax Filing Service, you will receive a reference copy for the states that ADP files on your behalf. Remember to:

- Check your Quarterly Tax Verification letter to verify the states for which you are responsible to file or for which ADP is responsible
- Only file the states for which you are responsible

If you do *not* use ADP's Tax Filing Service, you must file your quarterly wage payroll tax information on the forms you receive from each state.

Whether or not you use ADP's Tax Filing Service, you will receive a Quarterly Wage report. Remember to check for employees with credit conditions who may be excluded from the state wage information.

QUARTERLY WAGE REPORT
* SUI CODE 48 TOTALS *

REFERENCE COPY

QTR END TEST 2 1 ADP BOULEVARD ROSELAND NJ 07068-1728 ***** ** DO NOT FILE THIS FORM ** ***** Employee Name and Address *****	AQN	Batch Number		Worksheet for
		20XX/3/00002		NUCS4073
		Date Quarter Ended	Page Number	Name of State
		09/30/20XX	3	NEVADA
			Employer's State Identification Number	Federal Identification Number
			61-91027 5	13-5677684

EMPLOYEE'S SOCIAL SECURITY ACCOUNT NUMBER ▼	NAME OF EMPLOYEE				FILE NO.
	STATE REQUIRES NO DETAIL				

	* ADP IS RESPONSIBLE FOR FILING THIS REPORT. *				

	TOTAL WAGES THIS QUARTER		879000		
	LESS EXCESS SUI TAXABLE WAGES		653000		
	SUI TAXABLE WAGES 8,500 LIMIT		226000		
	NUMBER OF EMPLOYEES		2		
	TOTAL SDI WAGES THIS QUARTER		879000		

	** DO NOT FILE THIS FORM **				

TOTALS FOR THIS PAGE
NUMBER OF EMPLOYEES
AND WAGE TOTALS

Number of employees

Year-End Tax Reports

Form W-2 and Earnings Summary

The Earnings Summary reflects the employee's final pay stub totals plus any adjustments and displays the:

- Details of how reported wages were calculated
- Details outlining the taxability of each routine
- Employee's Form W-4 profile information
- Employee's Social Security number

The Earnings Summary contains three sections. The following table describes each section:

Section	Description
Section 1	Reflects the employee's final pay stub totals of the year plus any adjustments
Section 2	Provides details of adjustments to gross for reported wages in boxes 1, 3, 5, 16, or 18 of Form W-2 and provides notation of fringe benefit amounts
Section 3	Displays the employee Form W-4 profile including marital status, exemptions, and tax overrides for blocked or additional taxes

2013 W-2 and EARNINGS SUMMARY

Employee Reference Copy W-2 Wage and Tax Statement 2013

Copy C for employee's records. OMB No. 1545-0008

d Control number 001130 77/AQN	Dept. 000600	Corp.	Employer use only A EIC 3
c Employer's name, address, and ZIP code QTR END TEST 2 1 ADP BOULEVARD ROSELAND NJ 07068-1728			
Batch #00001			
e/f Employee's name, address, and ZIP code SAMUEL BARBATO 170 OAK LA FORT MYERS FL 33901			
b Employer's FED ID number 13-5677684	a Employee's SSA number XXX-XX-0015		
1 Wages, tips, other comp. 9476.88	2 Federal income tax withheld		
3 Social security wages 10026.00	4 Social security tax withheld 621.61		
5 Medicare wages and tips 10026.00	6 Medicare tax withheld 145.38		
7 Social security tips	8 Allocated tips		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12 D 549.12		
14 Other	12b		
	12c		
	12d		
	13 Stat emp.	Ret. plan	3rd party sick pay
15 State FL	Employer's state ID no.	16 State wages, tips, etc.	
17 State income tax	18 Local wages, tips, etc.		
19 Local income tax	20 Locality name		

This blue Earnings Summary section is included with your W-2 to help describe portions in more detail. The reverse side includes general information that you may also find helpful.

1. The following information reflects your final 2013 pay stub plus any adjustments submitted by your employer.

Gross Pay	10296.00	Social Security Tax Withheld	621.61	FL State Income Tax	Box 17 of W-2
				SUI/SDI	Box 14 of W-2
Fed. Income Tax Withheld		Medicare Tax Withheld	145.38		
	Box 2 of W-2				

2. Your Gross Pay was adjusted as follows to produce your W-2 Statement.

	Wages, Tips, other Compensation	Social Security Wages	Medicare Wages	FL State Wages, Tips, Etc.
	Box 1 of W-2	Box 3 of W-2	Box 5 of W-2	Box 16 of W-2
Gross Pay	10,296.00	10,296.00	10,296.00	
Less 401(k) (D-Box 12)	549.12	N/A	N/A	
Less Other Cafe 125	270.00	270.00	270.00	
Reported W-2 Wages	9,476.88	10,026.00	10,026.00	

3. Employee W-4 Profile. To change your Employee W-4 Profile Information, file a new W-4 with your payroll dept.

**SAMUEL BARBATO
170 OAK LA
FORT MYERS FL 33901**

Social Security Number: **XXX-XX-0015**
Taxable Marital Status: **MARRIED**
Exemptions/Allowances:
FEDERAL: 2
STATE: No State Income Tax

© 2009 ADP, INC.

1 Wages, tips, other comp. 9476.88	2 Federal income tax withheld		
3 Social security wages 10026.00	4 Social security tax withheld 621.61		
5 Medicare wages and tips 10026.00	6 Medicare tax withheld 145.38		
d Control number 001130 77/AQN	Dept. 000600	Corp.	Employer use only A EIC 3
c Employer's name, address, and ZIP code QTR END TEST 2 1 ADP BOULEVARD ROSELAND NJ 07068-1728			
b Employer's FED ID number 13-5677684	a Employee's SSA number XXX-XX-0015		
7 Social security tips	8 Allocated tips		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12 D 549.12		
14 Other	12b		
	12c		
	12d		
	13 Stat emp.	Ret. plan	3rd party sick pay
15 State FL	Employer's state ID no.	16 State wages, tips, etc.	
17 State income tax	18 Local wages, tips, etc.		
19 Local income tax	20 Locality name		

1 Wages, tips, other comp. 9476.88	2 Federal income tax withheld		
3 Social security wages 10026.00	4 Social security tax withheld 621.61		
5 Medicare wages and tips 10026.00	6 Medicare tax withheld 145.38		
d Control number 001130 77/AQN	Dept. 000600	Corp.	Employer use only A EIC 3
c Employer's name, address, and ZIP code QTR END TEST 2 1 ADP BOULEVARD ROSELAND NJ 07068-1728			
b Employer's FED ID number 13-5677684	a Employee's SSA number XXX-XX-0015		
7 Social security tips	8 Allocated tips		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12 D 549.12		
14 Other	12b		
	12c		
	12d		
	13 Stat emp.	Ret. plan	3rd party sick pay
15 State FL	Employer's state ID no.	16 State wages, tips, etc.	
17 State income tax	18 Local wages, tips, etc.		
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5 Medicare wages and tips 10026.00	6 Medicare tax withheld 145.38		
d Control number 001130 77/AQN	Dept. 000600	Corp.	Employer use only A EIC 3
c Employer's name, address, and ZIP code QTR END TEST 2 1 ADP BOULEVARD ROSELAND NJ 07068-1728			
b Employer's FED ID number 13-5677684	a Employee's SSA number XXX-XX-0015		
7 Social security tips	8 Allocated tips		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12 D 549.12		
14 Other	12b		
	12c		
	12d		
	13 Stat emp.	Ret. plan	3rd party sick pay
15 State FL	Employer's state ID no.	16 State wages, tips, etc.	
17 State income tax	18 Local wages, tips, etc.		
19 Local income tax	20 Locality name		

Form W-2

Form W-2 displays calendar-year totals for taxable wages; federal, state, and city taxes withheld; and other information necessary for tax filing. Both the Internal Revenue Service (IRS) and the Social Security Administration (SSA) use the information contained on Form W-2.

The following table indicates the box number and type of taxable wages:

Box	Type of Taxable Wages
1	Federal
3	Social Security
5	Medicare
16	State
18	Local

The following table indicates the box number and type of taxes withheld:

Box	Type of Taxes Withheld
2	Federal
4	Social Security
6	Medicare
17	State
19	Local

The following table describes other important boxes on Form W-2:

Box	Contents
8	Displays allocated tips
10	Displays dependent care benefits
11	Displays nonqualified plans
12 a, b, c, d, w, dd	See instructions for box 12; codes for: <ul style="list-style-type: none"> • 401(k) • Cost of employer-sponsored health coverage • Employer contributions to a Health Savings Account (HSA) • Group term life (GTL) • Moving expenses • Uncollected Social Security or railroad retirement tax on tips
13	Displays statutory employee, retirement plan, third-party sick pay
14	Displays other information (California SDI, personal use of company car, client-defined literals)

Employers must file Form W-2 with the SSA by February 28, 2014; if filing electronically, employers have until March 31, 2014. Employees must receive Form W-2 by January 31, 2014.

Employer Forms W-2

Employer Forms W-2 include:

- Copy A: Social Security Administration
- Copy D: Employer copy, which you should retain for at least four years

Form W-3

Form W-3 displays the grand totals of wages and federal taxes that the employer reported on the Form W-2 to which it is attached.

If your company uses ADP's Tax Filing Service, ADP will file the Forms W-3 electronically. If you do not use ADP's Tax Filing Service, the Social Security Administration requires that you file electronically if you are filing 250 or more Forms W-2. If you upload Form W-2 electronically using Business Services Online (BSO), you can access the Web site at www.socialsecurity.gov/bsowelcome.htm.

Direct Reporting

Direct Reporting is a service that ADP provides if you do not subscribe to ADP's Tax Filing Service or you are responsible for your own annual filings.

If you use Direct Reporting, ADP files Forms W-2 and Forms W-3 on your behalf. ADP submits all information for Forms W-2, Forms W-3, Forms 1099-R, and Forms 1099-Misc, if applicable, directly to the SSA and the IRS.

ADP then sends you letters that:

- Inform you if ADP is providing this service to you (November)
- Confirm the information or ask you to verify the information for the SSA and IRS (February)
- Inform you when the actual data is sent to the SSA and IRS (December)

Form 1099-Misc

The Form 1099-Misc is used to report:

- Fees
- Commissions
- Payments for services rendered by individuals who are not employees

Examples of individuals who are nonemployees are:

- Contractors
- Consultants
- Freelance workers
- Independent agents

7595		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0115		Miscellaneous Income
PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.		1 Rents	\$	2013	Form 1099-MISC	
		2 Royalties	\$			
PAYER'S federal identification number		3 Other income	\$	4 Federal income tax withheld		File with Form 1096.
		5 Fishing boat proceeds	\$	6 Medical and health care payments		
RECIPIENT'S identification number		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest		For Privacy Act and Paperwork Reduction Act Notice, see the 2013 General Instructions for Certain Information Returns.
RECIPIENT'S name		\$		\$		
Street address (including apt. no.)		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		10 Crop insurance proceeds		
City or town, province or state, country, and ZIP or foreign postal code		11 Foreign tax paid		12 Foreign country or U.S. possession		
Account number (see instructions)		2nd TIN not <input type="checkbox"/>		13 Excess golden parachute payments		14 Gross proceeds paid to an attorney
15a Section 409A deferrals		15b Section 409A income		16 State tax withheld		17 State/Payer's state no.
\$		\$		\$		18 State income
\$		\$		\$		\$

Form 1099-MISC Cat. No. 14425J www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

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Form 1099-R

Form 1099-R is used to report distributions from:

- Pensions
- Annuities
- Retirement or profit-sharing plans
- IRAs
- Insurance contracts

9898 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		1 Gross distribution \$ _____		OMB No. 1545-0119 2013 Form 1099-R		Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc. Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2013 General Instructions for Certain Information Returns.
PAYER'S name, street address, city or town, province or state, country, and ZIP or foreign postal code		2a Taxable amount \$ _____		Total distribution <input type="checkbox"/>		
PAYER'S federal identification number		RECIPIENT'S identification number		3 Capital gain (included in box 2a) \$ _____		
PAYER'S federal identification number		RECIPIENT'S identification number		4 Federal income tax withheld \$ _____		File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2013 General Instructions for Certain Information Returns.
RECIPIENT'S name		5 Employee contributions / Designated Roth contributions or insurance premiums \$ _____		6 Net unrealized appreciation in employer's securities \$ _____		
Street address (including apt. no.)		7 Distribution code(s) IRA/SEP/SIMPLE <input type="checkbox"/>		8 Other \$ _____ %		
City or town, province or state, country, and ZIP or foreign postal code		9a Your percentage of total distribution % _____		9b Total employee contributions \$ _____		File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2013 General Instructions for Certain Information Returns.
10 Amount allocable to IRR within 5 years \$ _____		11 1st year of desig. Roth contrib. \$ _____		12 State tax withheld \$ _____		
Account number (see instructions)		15 Local tax withheld \$ _____		13 State/Payer's state no. _____		
Account number (see instructions)		16 Name of locality _____		14 State distribution \$ _____		
Account number (see instructions)		17 Local distribution \$ _____		16 Name of locality _____		
Form 1099-R Cat. No. 14436Q		www.irs.gov/form1099r		Department of the Treasury - Internal Revenue Service		
Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page						

Annual Statement of Deposits and Filings

If you use ADP's Tax Filing Service, you do not receive Form 940. Instead, you generate an Annual Statement of Deposits and Filings (SOD) through the Tax-Banking Portal, prepared by ADP's Compliance and Payment Solutions.

The SOD includes a section titled "Annual FUTA Information" and a computation of tentative credit for each state listed on your payroll.

ANNUAL STATEMENT OF DEPOSITS & FILINGS



** TAX YEAR 20XX**

YOUR COMPANY NAME
 CONTACT NAME
 123 MAIN STREET
 ANYTOWN USA 99999

STATEMENT DATE 12/31/XX
 BR/COMPANY ST/XYZ
 AGENT 005
 COMBO NO
 SHORT NAME XX
 FEDERAL ID: 12-3456789

ANNUAL FUTA INFORMATION

TOTAL PAYMENTS PLUS EXEMPT	7,757,732.00	FUTA TAX LIABILITY	FUTA TAX DEPOSITED
EXEMPT PAYMENTS:			
EXEMPT WAGES	10,573.52	QTR 1 11,975.90	11,975.90
*SEE DETAIL RIGHT SIDE		QTR 2 2,487.40	2,487.40
EXCESS WAGES	5,753,983.06	QTR 3 1,044.77	1,044.77
TOTAL EXEMPT PAYMENTS	5,764,556.58	QTR 4 437.77	437.77
FUTA TAXABLE WAGES	1,993,175.42	TOTAL 15,945.41	15,945.41
GROSS FUTA TAX (AT 6.2000)	123,576.88		
MAXIMUM CREDIT (AT 5.400)	107,631.47		
LESSER OF MAXIMUM CREDIT OR TENTATIVE CREDIT	107,631.47	EXEMPT WAGES DETAIL:	
CREDIT REDUCTION	.00	QUALIFIED MOVING EE/ER	.00
CREDIT ALLOWABLE	107,631.47	DEPENDENT CARE	.00
TOTAL FUTA TAX	15,945.41	MEALS	.00
ANNUAL FILING RESPONSIBILITY: ADP		QUALIFIED TRANSPORTATION	.00
		CAF 125 MSA/GROUP TERM LIFE	10,573.52

COMPUTATION OF TENTATIVE CREDIT

QBU BATCH NBR 98/4/255

STATE	SUI WAGES SUI ID	EXPERIENCE RATE/QTR	CONTRIBUTIONS AT 5.4000%	CONTRIBUTIONS AT EXPER. RATE	ADDITIONAL CREDIT	CONTRIBUTIONS ACTUALLY PAID
MD	2,026,603.60 0123456-00	.7000% 1-4 1	109,436.59	14,186.23	95,250.36	14,186.23
WV	328,193.90 25-12365	2.7000% 1-4 7	17,722.47	8,861.24	8,861.23	8,861.24
				TOTALS	104,111.59	23,047.47
				TOTAL TENTATIVE CREDIT		127,159.06

We have filed the Annual 940 information.

Reconciling Payroll Information

The following table describes how to balance and reconcile the key areas of payroll:

IF you are reconciling:	THEN:
Current payroll	Verify and balance quarter-to-date and year-to-date information after each payroll process
Tax deposits	Verify and balance quarter-to-date and year-to-date deposits
Quarterly federal tax deposits	Compare tax deposit information with the quarterly Statement of Deposits and Filings or Form 941 to verify and balance figures
Unemployment tax deposits	Compare the total wages reported with the state and the total wages reported on the Annual Statement of Deposits and Filings or Form 940 to verify and balance figures
Annual Forms W-2	Compare wages and taxes reported on Form W-2 with the four quarterly federal Statements of Deposits and Filings or Form 941 for the year to verify and balance figures

During your payroll reconciliation, you want to verify the following:

- Master Control: Final year-to-date employee figures should match the amounts on the Wage and Tax Register and Form W-2.
- Statistical Summary: Quarter-to-date and year-to-date tax deposits should match the Payroll Summary.
- Wage and Tax Register: Year-to-date figures should match Form W-2. The fourth quarter Company Totals page should match the Annual Statement of Deposits and Filings or Form W-3.
- Quarterly federal tax deposits: The sum of all four quarters should match the amounts on the Annual Statement of Deposits and Filings.

Other documents to review while reconciling your payroll include the:

- Error Prevention report
- Preview Wage and Tax Register (billable item)

How to Compute Federal Wages, Tips, and Other Compensation

Gross earnings (including taxable fringe benefits and tips)

- federal tax exempt wages
- deferred compensation
- meals
- cafeteria 125 benefits (may vary)
- + group term life
- + third-party sick pay (taxable portion)
- + other compensation

= Wages, tips, and other compensation

ADP will generate Forms W-2 based on your input and will provide you with all of the documentation necessary to reconcile each quarter.

It is your responsibility to make time in your schedule to reconcile each payroll. If the payroll and quarters are not correct, your Forms W-2 will not be correct.

PERSONNEL	PAY	TAX STATUS	SCHEDULED AMOUNTS	ACCUMULATIONS TO DATE
ALBRIGHT, ANTHONY D 67 MAIN AVE MILFORD ,CT 06461 File: 001110 Status: ACTIVE Dept: 000500 Sex: M Clock: BD001 Cntl: FT SSN: XXX-XX-5113 Hire: 04/15/1985 Birth: 05/12/1943	Gross: 4,215.00 Salary: 4000.00 Monthly Rate Calc: 3 LWW: 35 NWW: 40 Paid 12th of Month: 1,2 Prior Qtr Month 3 Standard 5th F 215.00	Marital Status: M-MARRIED Federal: 03 Exemptions 10% Extra Federal Tax 27 CT Filing Status 04 (Table D) 27 CT SUI/DI GTL Cov 72,000.00	44.76 H HEALTH 30.00 J TRAV 20.00 N STKOP1 200.00 Y SAV1 Calc Factors 006.0000 81 401K Direct Deposits Acct 1: XXXXXX7911 Code W Tran/ABA: XXXXXXXX X Full Deposit Acct 2: XXXXXX8764 Code Y Tran/ABA: XXXXXXXX X Partial Deposit	37,935.00 Y Gross 8,430.00 Q Gross 5,847.95 Y FIT 1,241.06 Q FIT 2,367.56 Y SS 526.12 Q SS 553.70 Y MED 123.04 Q MED 1,548.86 Y State 1 341.38 Q State 1 251.46 Y GTL 55.88 Q GTL 1,935.00 Y Fringe Ben 430.00 Q Fringe Ben 2,023.20 Y 401K 505.80 Q 401K 1,935.00 Ac 01 CAR A 60.00 Ac 04 TRAVE 270.00 Ac 22 TRAVE 2,186.46 Ac 44 SUPP 60.00 Ac 61 TRAVE 505.80 Ac AA 401K 2,023.20 Ac AB 401K 505.80 Ac AC 401K
ANGELO, MARIA 428 RONALD DRIVE WEST ORANGE, NJ 07052 File: 001620 Status: ACTIVE Dept: 000100 Sex: F SSN: XXX-XX-3333	Gross: 2,500.00 Salary: 2500.00 Monthly Rate Calc: 3 LWW: 35 NWW: 09 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: M-MARRIED Federal: 01 Exemptions 56 NJ 21 NJ SUI/DI GTL Cov 45,000.00	100.00 24 R401K 500.00 X CHECK2 Direct Deposits Acct 1: XXXXXX1011 Code W Tran/ABA: XXXXXXXX X Full Deposit Acct 2: XXXXX1006 Code X Tran/ABA: XXXXXXXX X Partial Deposit	22,500.00 Y Gross 5,000.00 Q Gross 1,066.20 Y FIT 192.50 Q FIT 1,395.00 Y SS 310.00 Q SS 326.25 Y MED 72.50 Q MED 360.00 Y State 1 80.00 Q State 1 228.38 Y SUI/DI 50.75 Q SUI/DI 900.00 Ac 54 ROTH 200.00 Ac 55 ROTH
BARBATO, SAMUEL 170 OAK LA FORT MEYERS, FL 33901 File: 001130 Status: ACTIVE Dept: 000600 Sex: M Clock: BD020 Cntl: FT SSN: XXX-XX-5612	Gross: 1,144.00 Hourly Rate: 7,150 Monthly Rate Calc: 3 LWW: 35 NWW: 40 Std Hours: 160.00 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: M-MARRIED Federal: 02 Exemptions 42 FL 42 FL SUI/DI GTL Cov 20,592.00	75.00 D DENT 30.00 I VAC 30.00 J TRAV 20.00 N STKOP1 Calc Factors 006.0000 81 401K	10,296.00 Y Gross 2,288.00 Q Gross 621.61 Y SS 138.13 Q SS 145.38 Y MED 32.31 Q MED 549.12 Y 401K 137.28 Q 401K 60.00 Ac 04 TRAVE 1,440.00 Ac 15 HOURS 60.00 Ac 16 VACAT 270.00 Ac 17 VACAT 270.00 Ac 22 TRAVE 60.00 Ac 60 VACAT 60.00 Ac 61 TRAVE 137.28 Ac AA 401K 549.12 Ac AB 401K 137.28 Ac AC 401K
CAVALLO, FRANK L 6C ACORN WAY OAK PARK VILLAGE JACKSONVILLE, FL 32225 File: 001155 Status: ACTIVE Dept: 000500 Sex: M Clock: BD044 Cntl: FT SSN: XXX-XX-6022	Gross: 2,307.68 Salary: 2307.68 Monthly Rate Calc: 3 LWW: 35 NWW: 40 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: M-MARRIED Federal: 02 Exemptions 42 FL 42 FL SUI/DI GTL Cov 41,538.24	Calc Factors 006.0000 81 401K Goal Deductions #1 60.00 8 TRANS Limit: 1380.00 To Date: 900.00 Direct Deposits Acct 1: XXXXXX2981 Code W Tran/ABA: XXXXXXXX X Full Deposit	20,769.12 Y Gross 4,615.36 Q Gross 377.15 Y FIT 37.68 Q FIT 1,254.21 Y SS 278.72 Q SS 293.32 Y MED 65.18 Q MED 540.00 Y Fringe Ben 120.00 Q Fringe Ben 1,107.68 Y 401K 276.92 Q 401K 540.00 Ac 42 EE SA 120.00 Ac 43 EE SA 120.00 Ac 62 TRANS 276.92 Ac AA 401K 1,107.68 Ac AB 401K 276.92 Ac AC 401K
CONTI, PATRICIA 916 EDGEWOOD DR VALLEY STREAM, NY 11007 File: 001160 Status: ACTIVE	Gross: 1,970.00 Hourly Rate: 11,5000 Monthly Rate Calc: 3 LWW: 35 NWW: 40	Marital Status: M-MARRIED Federal: 03 Exemptions 01 NY 19 NY SUI/DI	61.32 H HEALTH 30.00 J TRAV 46.00 K 401K Direct Deposits Acct 1: XXXXX1290 Code W Tran/ABA: XXXXXXXX X Full Deposit	17,730.00 Y Gross 3,940.00 Q Gross 103.47 Y FIT 0.00 Q FIT 1,054.62 Y SS 234.36 Q SS 246.65 Y MED 54.81 Q MED 366.93 Y State 1 81.54 Q State 1

PERSONNEL TAX JURISDICTIONAL STATUS

ALBRIGHT, ANTHONY D SSN: XXX-XX-5113 DEPT: 000500 Status: ACTIVE Gender: MALE
 File: 001110 State 1: CONNECTICUT (27) SUI Code: CONNECTICUT (27) Qualified Pension: YES Data Control: FT SUI Wages (Total) SUI Wages (Taxable) 37,935.00 8,430.00 Y 38,186.46 Y 8,485.88 Q 37,935.00 Y 8,430.00 Q
 Gross Earnings Medicare Wages Medicare Withheld FUTA Taxable State Wages State Withheld Co. Car (personal use)

ANGELO, MARIA SSN: XXX-XX-3333 DEPT: 000100 Status: ACTIVE Gender: FEMALE
 File: 001620 State 1: NEW JERSEY (56) SUI Code: NEW JERSEY (21) Qualified Pension: YES Data Control: FT SUI Wages (Total) SUI Wages (Taxable) 37,935.00 8,430.00 Y 553.70 Y 123.04 Q 15,000.00 Y 5,000.00 Q
 Gross Earnings Medicare Wages Medicare Withheld FUTA Taxable State Wages State Withheld ROTH under 401(k)

BARBATO, SAMUEL SSN: XXX-XX-5612 DEPT: 000600 Status: ACTIVE Gender: MALE
 File: 001130 State 1: FLORIDA (42) SUI Code: FLORIDA (42) Qualified Pension: YES Data Control: FT SUI Wages (Total) SUI Wages (Taxable) 22,500.00 5,000.00 Y 10,026.00 Y 2,228.00 Q 10,026.00 Y 2,228.00 Q
 Gross Earnings Medicare Wages Medicare Withheld FUTA Taxable Other Exempt CAF125

CAVALLO, FRANK L SSN: XXX-XX-6022 DEPT: 000500 Status: ACTIVE Gender: MALE
 File: 001155 State 1: FLORIDA (42) SUI Code: FLORIDA (42) Qualified Pension: YES Data Control: FT SUI Wages (Total) SUI Wages (Taxable) 20,769.12 4,615.36 Y 293.32 Y 65.18 Q 7,000.00 Y 7,000.00 Y 1,107.68 Y 276.92 Q
 Gross Earnings Medicare Wages Medicare Withheld FUTA Taxable Transport-Sal Reduc

CONTI, PATRICIA SSN: XXX-XX-9111 DEPT: 000110 Status: ACTIVE Gender: FEMALE
 File: 001160 State 1: NEW YORK (01) SUI Code: NEW YORK CITY NR (0033) Qualified Pension: YES Data Control: FT SUI Wages (Total) SUI Wages (Taxable) 17,010.00 3,780.00 Y 246.65 Y 54.81 Q 8,500.00 Y 8,500.00 Y 17,010.00 Y 3,780.00 Q
 Gross Earnings Medicare Wages Medicare Withheld FUTA Taxable State Wages State Withheld ECL

EXEMPT Social Security Wages Medicare Wages Medicare Withheld FUTA Taxable State Withheld



Wage & Tax Register
Detail Page
Service Center: 997

QTR END TEST 2
 Regional Office: **PRINCETON REGION**
 Company/Corp Code: **AQN**

Run Number: **20XX/3/00001**
 QBU Number:
 Federal ID: **13-5677684**

Page: **1**
 Sequence: **1**
 Date: **08/20/20XX**
 Quarter Ending: **09/30/20XX**
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2013 W-2 and EARNINGS SUMMARY

This blue Earnings Summary section is included with your W-2 to help describe portions in more detail. The reverse side includes general information that you may also find helpful.

1. The following information reflects your final 2013 pay stub plus any adjustments submitted by your employer.

Gross Pay	37935.00	Social Security Tax Withheld	2367.56	CT. State Income Tax	1548.86
		Box 4 of W-2		Box 17 of W-2	
				SUI/SDI	
				Box 14 of W-2	
Fed. Income Tax Withheld	5847.95	Medicare Tax Withheld	553.70		
Box 2 of W-2		Box 6 of W-2			

2. Your Gross Pay was adjusted as follows to produce your W-2 Statement.

	Wages, Tips, other Compensation	Social Security Wages	Medicare Wages	CT. State Wages, Tips, Etc.
	Box 1 of W-2	Box 3 of W-2	Box 5 of W-2	Box 16 of W-2
Gross Pay	37,935.00	37,935.00	37,935.00	37,935.00
Plus GTL (C-Box 12)	251.46	251.46	251.46	251.46
Less 401(k) (D-Box 12)	2,023.20	N/A	N/A	2,023.20
Reported W-2 Wages	36,163.26	38,186.46	38,186.46	36,163.26

Note - Fringe benefits include : Co Car Personal Use-Full Value \$1,935.00

3. Employee W-4 Profile. To change your Employee W-4 Profile Information, file a new W-4 with your payroll dept.

ANTHONY D ALBRIGHT
67 MAIN AVE
MILFORD / CT 06461

Social Security Number: **XXX-XX-5113**
 Taxable Marital Status: **MARRIED**
 Exemptions/Allowances:

FEDERAL: 3 10 % Additional Tax
STATE: 3

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Copy C for employee's records.		OMB No. 1545-0008	
d Control number	Dept.	Corp.	Employer use only
001110 77/AQN	000500		A 1
c Employer's name, address, and ZIP code			
QTR END TEST 2 1 ADP BOULEVARD ROSELAND NJ 07068-1728			
Batch #00008			
e/f Employee's name, address, and ZIP code			
ANTHONY D ALBRIGHT 67 MAIN AVE MILFORD / CT 06461			
b Employer's FED ID number	a Employee's SSA number		
13-5677684	XXX-XX-5113		
1 Wages, tips, other comp.	2 Federal income tax withheld		
36163.26	5847.95		
3 Social security wages	4 Social security tax withheld		
38186.46	2367.56		
5 Medicare wages and tips	6 Medicare tax withheld		
38186.46	553.70		
7 Social security tips	8 Allocated tips		
36163.26			
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12		
	C		
14 Other	12b D		
1935.00 AUTO			
	12c		
	12d		
	13 Stat emp.	Ret. plan	3rd party sick pay
		X	
15 State	Employer's state ID no.	16 State wages, tips, etc.	
CT	1998576-123	36163.26	
17 State income tax	18 Local wages, tips, etc.		
1548.86			
19 Local income tax	20 Locality name		

1 Wages, tips, other comp.	2 Federal income tax withheld		
36163.26	5847.95		
3 Social security wages	4 Social security tax withheld		
38186.46	2367.56		
5 Medicare wages and tips	6 Medicare tax withheld		
38186.46	553.70		
d Control number	Dept.	Corp.	Employer use only
001110 77/AQN	000500		A 1
c Employer's name, address, and ZIP code			
QTR END TEST 2 1 ADP BOULEVARD ROSELAND NJ 07068-1728			
b Employer's FED ID number	a Employee's SSA number		
13-5677684	XXX-XX-5113		
7 Social security tips	8 Allocated tips		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12		
	C		
14 Other	12b D		
1935.00 AUTO			
	12c		
	12d		
	13 Stat emp.	Ret. plan	3rd party sick pay
		X	
e/f Employee's name, address and ZIP code			
ANTHONY D ALBRIGHT 67 MAIN AVE MILFORD / CT 06461			
15 State	Employer's state ID no.	16 State wages, tips, etc.	
CT	1998576-123	36163.26	
17 State income tax	18 Local wages, tips, etc.		
1548.86			
19 Local income tax	20 Locality name		
Federal Filing Copy			
W-2 Wage and Tax Statement 2013			
Copy B to be filed with employee's Federal Income Tax Return.			

1 Wages, tips, other comp.	2 Federal income tax withheld		
36163.26	5847.95		
3 Social security wages	4 Social security tax withheld		
38186.46	2367.56		
5 Medicare wages and tips	6 Medicare tax withheld		
38186.46	553.70		
d Control number	Dept.	Corp.	Employer use only
001110 77/AQN	000500		A 1
c Employer's name, address, and ZIP code			
QTR END TEST 2 1 ADP BOULEVARD ROSELAND NJ 07068-1728			
b Employer's FED ID number	a Employee's SSA number		
13-5677684	XXX-XX-5113		
7 Social security tips	8 Allocated tips		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12		
	C		
14 Other	12b D		
1935.00 AUTO			
	12c		
	12d		
	13 Stat emp.	Ret. plan	3rd party sick pay
		X	
e/f Employee's name, address and ZIP code			
ANTHONY D ALBRIGHT 67 MAIN AVE MILFORD / CT 06461			
15 State	Employer's state ID no.	16 State wages, tips, etc.	
CT	1998576-123	36163.26	
17 State income tax	18 Local wages, tips, etc.		
1548.86			
19 Local income tax	20 Locality name		
CT.State Reference Copy			
W-2 Wage and Tax Statement 2013			
Copy 2 to be filed with employee's State Income Tax Return.			

1 Wages, tips, other comp.	2 Federal income tax withheld		
36163.26	5847.95		
3 Social security wages	4 Social security tax withheld		
38186.46	2367.56		
5 Medicare wages and tips	6 Medicare tax withheld		
38186.46	553.70		
d Control number	Dept.	Corp.	Employer use only
001110 77/AQN	000500		A 1
c Employer's name, address, and ZIP code			
QTR END TEST 2 1 ADP BOULEVARD ROSELAND NJ 07068-1728			
b Employer's FED ID number	a Employee's SSA number		
13-5677684	XXX-XX-5113		
7 Social security tips	8 Allocated tips		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12		
	C		
14 Other	12b D		
1935.00 AUTO			
	12c		
	12d		
	13 Stat emp.	Ret. plan	3rd party sick pay
		X	
e/f Employee's name, address and ZIP code			
ANTHONY D ALBRIGHT 67 MAIN AVE MILFORD / CT 06461			
15 State	Employer's state ID no.	16 State wages, tips, etc.	
CT	1998576-123	36163.26	
17 State income tax	18 Local wages, tips, etc.		
1548.86			
19 Local income tax	20 Locality name		
CT.State Filing Copy			
W-2 Wage and Tax Statement 2013			
Copy 2 to be filed with employee's State Income Tax Return.			

Review

Refer to the payroll and tax documents on the previous pages. Find Anthony Albright's data and reconcile the amounts on the Master Control, Wage and Tax Register, and Form W-2.

Refer to the Master Control to verify year-to-date information.

1. What is Anthony Albright's year-to-date gross pay?

2. What is Anthony Albright's year-to-date group term life amount?

Refer to the Wage and Tax Register to verify the totals balance.

3. What is Anthony Albright's year-to-date gross pay?

4. What is Anthony Albright's year-to-date 401(k) total contribution amount?

Refer to Form W-2.

5. What amount displays on Anthony Albright's Form W-2 as gross pay?

6. Other than the 401(k) total contribution amount, what amount impacts the reported wage amount? How is the reported wage amount impacted?

7. Considering all of the amounts that display on the Master Control and the Wage and Tax Register, what amount should display in box 1?

8. Does box 1 of Form W-2 match the amount computed?

Special Compensation Options

Some common special compensation options encountered on payroll include:

- Deferred compensation
- Group term life
- Health Savings Account (HSA)
- Long-term disability (LTD)
- Taxable fringe benefits
- Third-party sick pay
- Vehicle benefits, expenses, and allowance

Deferred Compensation

Description

Deferred compensation is an employer-provided benefit plan in which an employee requests a voluntary reduction of gross pay. The employer deposits the pay reduction in an investment account set up as a retirement fund. The amount of the deferred compensation reduction is exempt from some taxes. ADP handles several types of deferred compensation plans:

- 401(k): Cash or deferred arrangement for nongovernment and nonexempt organizations with over 25 employees
- 403(b): Salary reduction annuity for public schools or other tax-exempt organizations
- 408(k): Salary reduction for a simplified employee pension like a 401(k) but for 25 or fewer employees
- 408(p) SIMPLE Plan: Applicable to employers with 100 or fewer employees who received at least \$5,000 in compensation in the previous year. Another type of employer-sponsored retirement plan is not allowed.
- 457: Similar to 401(k); used by state and local governments or exempt organizations
- 501(c): Tax-exempt organization plans, such as churches and subsidized hospitals

Taxability

Employee					Employer		
FIT	SS/MED	SIT	SUI/SDI	CITY	SS/MED	SUI/SDI	FUTA
no	yes	varies	varies	varies	yes	varies	yes

Master Control

Many deferred compensation deductions are handled using an ADP special calculation that automatically calculates the deduction amount based on a percentage of earnings. Since most plans allow employees to contribute various percentages, a calculation percent is set up for each employee participating in the plan. Contact your ADP representative before making any payroll entries.

ACCUMULATIONS TO DATE			
18,461.44	Y Gross	4,615.36	Q Gross
742.72	Y FIT	187.18	Q FIT
1,140.89	Y SS	286.15	Q SS
266.82	Y MED	66.92	Q MED
1,107.68	Y 401K	0.00	Q Fringe Ben
60.00	Y Acc 42 EE SA	276.92	Q 401K

1,107.68 Y 401K

276.92 Q 401K

Deferred compensation amounts display in the Accumulations to Date section with literals representing the type of deferred compensation plan. In this example, the amounts display with the literals Y 401K and Q 401K.

Wage and Tax Register

Status:	ACTIVE	Gender:	MALE
Qualified Pension:	YES		
SUI Wages (Total)	18,461.44	Y	4,615.36 Q
SUI Wages (Taxable)	7,000.00	Y	Q
401 (k)	1,107.68	Y	276.92 Q

401 (k)	1,107.68	Y	276.92 Q
----------------	-----------------	----------	-----------------

Earnings Summary and Form W-2

The diagram shows a Form W-2 with several boxes highlighted and callouts:

- Box 12a:** Callout shows "12a D 1107.68". An arrow points to box 12a on the form, which contains "12a D 1107.68".
- Box 13:** Callout shows "Ret. plan X". An arrow points to box 13 on the form, which contains "Ret. plan X".
- Employee Information:** Callout shows "Ret. plan X". An arrow points to the employee name and address section of the form.

Form W-2 details shown:

b Employer's FED ID number 13-5677684	d Employee's SSA number XXX-XX-0025
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a D 1107.68
14 Other	12b
	12c
	12d
	13 Stat emp Ret. plan 3rd party sick pay X
e/f Employee's name, address, and ZIP code FRANK L CAVALLO 6C ACORN WAY OAK PARK VILLAGE JACKSONVILLE FL 32225	

Deferred compensation amounts display on Form W-2 in box 12 as follows. Box 13 of Form W-2 also displays an "X."

Note: Check your Master Control to verify that the pension indicator is not marked for terminated employees with no earnings. If it is, blank Forms W-2 will be generated for terminated employees.

Code	Plan
D	401(k) and 408(p) Modified 401(k)
E	403(b)
F	408(k)
G	457
H	501(c)
S	408(p) IRA

Group Term Life

Description

Group term life (GTL) is life insurance that accrues no cash value and is paid for fully or in part by the employer. The employer-paid portion of the premium for insurance coverage over \$50,000 is considered taxable income to the employee.

Taxability

Employee					Employer		
FIT	SS/MED	SIT	SUI/SDI	CITY	SS/MED	SUI/SDI	FUTA
yes	yes	varies	varies	varies	yes	varies	no

Payroll Application

Taxable group term life must be reported through the payroll so the Social Security and Medicare tax (employer and employee) can be deducted and reported. Employee entry options are as follows:

- Memo code
- Automated

Method	Screen/Form/Tab	Field/Tab/Column	Entry
ADP Workforce Now Payroll	Process > Payroll > Paydata	Taxable Group Term Life	Code and amount
ADP PC/Payroll	Paydata folder	Memos tab	Code and amount
Worksheet	Worksheet	Special Entries, section A	19 code and amount

Note: Before you enter employee group term life information, contact your ADP representative to find out how your company is set up and which type of coding is best for you.

Master Control

ACCUMULATIONS TO DATE	
42,219.84 Y Gross	10,554.96 Q Gross
6,262.08 Y FIT	1,565.52 Q FIT
2,643.98 Y SS	661.00 Q SS
618.35 Y MED	154.59 Q MED
424.96 Y GTL	106.24 Q GTL

424.96 Y GTL	106.24 Q GTL
---------------------	---------------------

Group term life displays in the Accumulations to Date section with the literals Y GTL and Q GTL.


Note: GTL must be processed on a live check to collect the Social Security and Medicare and SUI/SDI associated with the GTL amount. The GTL amount can also be entered on a manual check if it was missed on a live check.

Important: When you terminate an employee, post the GTL premium amount to your payroll at that time unless it has already been posted each payroll period to date.

Wage and Tax Register

Medicare Wages	42,644.80	Y	10,661.20	Q
Medicare Withheld	618.35	Y	154.59	Q
FUTA Taxable	7,000.00	Y		Q
Group Term Life	424.96	Y	106.24	Q
Taxable Fringe Benefits	2,800.00	Y	700.00	Q

Group Term Life	424.96	Y	106.24	Q
------------------------	---------------	----------	---------------	----------



GTL premium amounts over \$50,000 display in a flexible field on the Wage and Tax Register.

Earnings Summary and Form W-2

b Employer's FED ID number 13-5677684	d Employee's SSA number XXX-XX-0016
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a C 424.96
14 Other 1600.00 OTHR 2800.00 AUTO	12b D 1899.92
	12c
	12d
	13 Stat emp. Ret. plan 3rd party sick pay <input checked="" type="checkbox"/>
e/f Employee's name, address, and ZIP code FREDERICK PARKS 15 OLD FARM RD REDMOND WA 98052	

12a C 424.96

Health Savings Account (HSA)

Description

A Health Savings Account (HSA) allows individuals covered under a high-deductible health plan to save money toward payment of current or future health expenses through employee or employer contributions. This plan helps employees defray the costs of high health-insurance deductibles.

Health Savings Accounts are used by individuals who are:

- Covered by high-deductible health plans
- *Not* claimed as a dependent on someone else's tax return
- *Not* covered by other health insurance
- *Not* enrolled in Medicare

Note: Employees who are participating in a full healthcare Flexible Spending Account (FSA) are not eligible to participate in a Health Savings Account.

Contributions

Three types of HSA contributions are available:

- Employee contributions not under a cafeteria 125 plan
- Employee contributions under a cafeteria 125 plan (salary reduction)
- Employer contributions

Note: By law, employee salary reduction contributions through a cafeteria 125 plan are treated as employer contributions and cannot be used by the employee as medical expense amounts or as itemized deductions on his or her income tax return.

Limits

Health Savings Accounts have minimum annual deductibles and out-of-pocket limits. These limits are based on the type of coverage.

Type of Coverage	Minimal Annual Deductible	Annual Out-of-Pocket Expense	Maximum Contribution
Individual	\$1,250	\$6,250	\$3,250
Family	\$2,500	\$12,500	\$6,450

The maximum catch-up contribution for employees 55 years or older is \$1,000.

Payroll Application

The payroll application for Health Savings Accounts varies based on the type of plan offered to employees. There are three ways to enter Health Savings Accounts. They are as follows:

Type of Health Savings Account	Payroll Entry Method	Form W-2 Impacts
Employee contributions not under a cafeteria 125 plan	Code employees with the appropriate permanent deduction code and a goal limit to stop the deduction when the contribution limit is satisfied.	None. This type of HSA is <i>not</i> included in box 12 of Form W-2.
Employee contributions under a cafeteria 125 plan (salary reduction)	Code employees with the appropriate pretax cafeteria 125 plan permanent deduction code and a goal limit to stop the deduction when the contribution limit is satisfied. Note: A memo code and amount may be set up to track employer contributions; however, the memo amount will not affect the employee's paycheck.	This type of HSA is included with code W in box 12 of Form W-2. For more information, go to the IRS Web site, available at http://www.irs.gov/ .
Employer contributions	Code employees with the appropriate memo code and contact ADP for assistance with setting up a goal on the specified memo code. The goal limit will alert you when the contribution limit is satisfied.	This type of HSA is included with code W in box 12 of Form W-2.

Master Control

Health Savings Account information displays on the Master Control as accumulators with the literals of ACC nn xxxxxx for both the QTD and the YTD accumulators, where nn represents the accumulator number and xxxxxx represents the literal description.

ACCUMULATIONS TO DATE			
114,330.70	Y	Gross	4,776.90 Q Gross
1,170.81	Y	FIT	390.27 Q FIT
1,167.50	Y	SS	389.16 Q SS
273.05	Y	MED	91.02 Q MED
1,440.00	Ac	15 Hours	4,500.00 -Acc 26 ADAER
4,500.00	-Acc	25 ADAER	50.00 Acc 39 HEALTH

50.00	Acc 39	HEALTH
--------------	---------------	---------------

Employee-paid HSA also displays as scheduled amounts.

Wage and Tax Register

Health Savings Accounts display in the quantitative section of the Wage and Tax Register as:

- Employer Paid HSA
- Employee Paid HSA
- Cafe 125 HSA

Medicare Wages	18,830.70	Y	6,276.90	Q
Medicare Withheld	273.50	Y	91.02	Q
FUTA Taxable	7,000.00	Y		Q
Cafe 125 HSA	50.00	Y	50.00	Q

Cafe 125 HSA	50.00	Y	50.00	Q
---------------------	--------------	----------	--------------	----------

Form W-2

The following boxes on Form W-2 include employee-contributed Health Savings Account amounts:

- Wages, tips, other comp (box 1)
- Social Security wages (box 3)
- Medicare wages and tips (box 5)
- State wages, tips, etc. (box 16)
- Local wages, tips, etc. (box 18)

Cafeteria 125 plan employee and employer Health Savings Account contributions display in box 12 as code W and are excluded from the following boxes:

- Wages, tips, other comp (box 1)
- Social Security wages (box 3)
- Medicare wages and tips (box 5)

b Employer's FED ID number 13-5677684	d Employee's SSA number XXX-XX-0024
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a T 4500.00
14 Other	12b W 50.00
	12c
	12d
	13 Stat emp. <input checked="" type="checkbox"/> Ret. plan <input type="checkbox"/> 3rd party sick pay <input type="checkbox"/>
e/f Employee's name, address, and ZIP code MARJORIE FITCH 12 NORMANDY BLVD ATLANTA GA 30328	

12b W 50.00

Important note: Employees with HSA deductions must complete Form 8889 in addition to Form 1040 when filing their income tax returns.

Long-Term Disability

Description

Long-term disability is an insurance policy that an employer purchases. This policy allows employers to continue salary payments to employees who are on sick leave or disability for more than six months.

The first six-month period is considered short-term disability and is covered under third-party sick pay insurance or a standard sick pay policy.

Taxability

Long-term disability payments may be subject to federal income tax and vary by jurisdiction for state and local taxes. They are not subject to Social Security, Medicare, and FUTA taxes and vary per state jurisdiction for SUI/SDI.

Payroll Application

Consult your ADP account representative before entering long-term disability on your payroll. Your ADP account representative needs to set this up and block certain taxes and taxables as specified by you using a tax grid. You will need to select an earnings code to identify long-term disability on your payroll.

Master Control

Long-term disability displays on the Master Control with the following literals and descriptions:

ACCUMULATIONS TO DATE	
18,405.00 Y Gross	5,910.00 Q Gross
361.57 Y FIT	114.69 Q FIT
1,054.62 Y SS	351.54 Q SS
246.65 Y MED	82.22 Q MED
366.93 Y State 1	122.31 Q State 1

1,000.00 Y LTDTXBL	0.00 Q LTDTXBL
200.00 Y LTDNTXB	
895.00 Y XFUTA	240.00 Q XFUTA
895.00 Y XSS	240.00 Q XSS
895.00 Y XMED	240.00 Q XMED
895.00 Y XState 1	240.00 Q XState 1
895.00 Y XSUI/DI EE	240.00 Q XSUI/DI EE
895.00 Y XSUI/DI ER	240.00 Q XSUI/DI ER
895.00 Y XLocal 1	240.00 Q XLocal 1

190.00 Y 3PSP FIT	0.00 Q 3PSP FIT
62.00 Y 3PSP SS	0.00 Q 3PSP SS
14.50 Y 3PSP MED	0.00 Q 3PSP MED

Literal	Description
XSS, XMED, XFUTA, XSTATE 1, XSUI/DI, and ACC## (if applicable)	Long-term disability set up with a tax grid for tax-exempt money
Y or Q 3PSP FIT	Federal tax deducted and deposited by the third party and entered as third-party sick payments (if the employee filed Form W-4S)
Y or Q State 1 (if applicable)	Long-term disability undeposited state tax

Wage and Tax Register

Long-term disability displays on the Wage and Tax Register in the quantitative section labeled as Exempt.

CONTI,PATRICIA File: 001160									
TOTAL									
Gross Earnings									
Federal Wages									
Federal Withheld									
Social Security Wages									
Social Sec. Withheld									
401 (k)									
ECL									
EXEMPT									
Social Security Wages	895.00 Y	240.00 Q	Medicare Wages	895.00 Y	240.00 Q	SUI Wages (Taxable)	895.00 Y	240.00 Q	
Social Sec. Withheld	895.00 Y	240.00 Q	Medicare Withheld	895.00 Y	240.00 Q	SUI Withheld	895.00 Y	240.00 Q	
			FUTA Taxable	895.00 Y	240.00 Q	SUI Withheld	895.00 Y	240.00 Q	
			State Withheld	895.00 Y	240.00 Q	Local Withheld	895.00 Y	240.00 Q	
						Wks. Worked	895.00 Y	240.00 Q	

Earnings Summary and Form W-2

2. Your Gross Pay was adjusted as follows to produce your W-2 Statement.

	Wages, Tips, other Compensation Box 1 of W-2	Social Security Wages Box 3 of W-2	Medicare Wages Box 5 of W-2	NY, State Wages, Tips, Etc. Box 16 of W-2	NYC NR Local Wages, Tips, Etc. Box 18 of W-2
Gross Pay	18,405.00	18,405.00	18,405.00	18,405.00	
Less Misc. Non Taxable Comp.	N/A	895.00	895.00	895.00	
Plus Long Term Disability	1,000.00	1,000.00	1,000.00	1,000.00	
Less 401(k) (D-Box 12)	414.00	N/A	N/A	414.00	
Less Non-Txbl LTD	500.00	500.00	500.00	500.00	
Reported W-2 Wages	18,491.00	18,010.00	18,010.00	18,010.00	

Less Misc. Non Taxable Comp.	N/A	895.00	895.00	895.00
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Note: Long-term disability will not display separately on Form W-2 unless you request that these amounts display in box 14 of Form W-2.

Taxable Fringe Benefits

Overview

The Tax Reform Act of 1984 mandated that under certain circumstances the value of certain noncash fringe benefits is considered income to employees. As a result, these benefits must be reported on the Form 941 and the employees' Forms W-2.

Description

Taxable fringe benefits are employer-provided, noncash payments, other than wages, that the IRS considers taxable. Taxable fringe benefits are not directly related to running the business but are provided for the employee's personal benefit. Common examples include:

- Awards
- Automobiles
- Below-market interest rate on loans
- Flights on company planes
- Free or discounted flights on commercial airlines
- Vacations
- Memberships in health, country, or social clubs
- Over-the-limit tuition reimbursement
- Tickets to entertainment events

Taxable fringe benefits are included as wages and are subject to federal income tax withholding, employee and employer Social Security and Medicare, and FUTA. State and local taxes vary. IRS regulations define what constitutes a taxable fringe benefit and how to arrive at its value. Consult with an accountant or the IRS for assistance in determining what is taxable.

Example

An employee receives a gift card from an employer. The gift card is worth \$50; therefore, the taxable fringe benefit is \$50. The \$50 is subject to federal tax, Social Security and Medicare, FUTA, and any applicable state or SUI taxes.

Taxability

Employee					Employer		
FIT	SS/MED	SIT	SUI/SDI	CITY	SS/MED	SUI/SDI	FUTA
yes	yes	varies	varies	varies	yes	varies	yes

Taxable fringe benefits must be part of normal pay. They are first added to earnings and then deducted from net pay. The system determines the amount of taxes due by calculating the ratio of the fringe benefit to the total wages.

Payroll Application

Note: Posted earnings with a corresponding deduction is the most common method of input. Contact your ADP representative before entering taxable fringe benefit amounts on the payroll.

Input Method	Field or Screen
ADP Workforce Now Payroll	Process > Payroll > Paydata, in the Earnings column and the Deductions column
ADP PC/Payroll	Paydata folder in the Earnings tab and the Deductions tab
Worksheet	Earnings field 3, 4, or 5 and Special Entries, section A

Miscellaneous

Special calculations can be used to calculate earnings and deductions; these may be dollar amounts or percentages. Prior to setting up a new special calculation, verify that you do not have it in place already.

Master Control

ACCUMULATIONS TO DATE		
9,280.00 Y Gross		2,320.00 Q Gross
538.16 Y FIT		134.54 Q FIT
575.36 Y SS		143.84 Q SS
134.56 Y MED		33.64 Q MED
305.83 Y State 1		77.12 Q State 1
50.00 Y Fringe Ben		50.00 Q Fringe Ben
		50.00 Acc 18 ER PR

50.00 Y Fringe Ben 50.00 Q Fringe Ben

Taxable fringe benefits display in the Accumulations to Date section with the literals Y Fringe Ben and Q Fringe Ben.

Wage and Tax Register

SUI Wages (Total)	11,430.00	Y	3,810.00	Q
SUI Wages (Taxable)	11,430.00	Y	3,810.00	Q
401(K)	685.80	Y	228.60	Q
Taxable Fringe Benefits	50.00	Y	50.00	Q

Taxable Fringe Benefits 50.00 Y 50.00 Q

Earnings Summary and Form W-2

2. Your Gross Pay was adjusted as follows to produce your W-2 Statement.

	Wages, Tips, other Compensation Box 1 of W-2	Social Security Wages Box 3 of W-2	Medicare Wages Box 5 of W-2	MA. State Wages, Tips, Etc. Box 16 of W-2
Gross Pay	9,280.00	9,280.00	9,280.00	9,280.00
Reported W-2 Wages	9,280.00	9,280.00	9,280.00	9,280.00

Note - Fringe benefits include : Employer Provided Gift Card \$50.00

Note - Fringe benefits include : Employer Provided Gift Card \$50.00

3. Employee W-4 Profile. To change your Employee W-4 Profile Information, file a new W-4 with your payroll dept.

SANDRA SAWYER
2471-B GRAYDON PL
MARLBORO MA 02253

Social Security Number: 799-01-0017
Taxable Marital Status: SINGLE

Exemptions/Allowances:
FEDERAL: 1
STATE: 1

Third-Party Sick Pay

Description

Third-party sick pay is a benefit in which an employee receives compensation for short-term disability from an insurance company, a union plan, or a state temporary disability plan due to a non-job-related accident or an illness. After a six-month period, payments are no longer considered third-party sick pay; they are considered long-term disability.

Taxability

Employee					Employer		
FIT	SS/MED	SIT	SUI/SDI	CITY	SS/MED	SUI/SDI	FUTA
yes	yes	varies	varies	varies	yes	varies	yes

Some nontaxable third-party sick pays are due to employee contributions and will display in box 12.

Note: ADP is not responsible for calculating the tax data for third-party sick pay. The employer, based on information provided by the insurance carrier, determines what is considered taxable and nontaxable.

Payroll Application

Entry Method	Screen/Form/Tab
ADP Workforce Now Payroll	Process > Payroll > Third Party Sick Pay
ADP PC/Payroll	Third Party Payments window
Worksheet	SP Form (Third Party Sick Pay form)

Note: Based on the provider information, you enter the taxable and nontaxable portions, as well as the appropriate taxes and net pay. If you use ADP's Tax Filing Service, you must submit all third-party sick payments through the ADP payroll system. It is recommended to hold your quarter open for third-party-sick pay adjustments by requesting an adjustment payroll or a Tax Report Hold.

Master Control

The Accumulations to Date section displays year-to-date and quarter-to-date third-party sick pay amounts with the following literals preceded by Y or Q:

ACCUMULATIONS TO DATE	
18,405.00 Y Gross	5,910.00 Q Gross
361.57 Y FIT	114.69 Q FIT
1,054.62 Y SS	351.54 Q SS
246.65 Y MED	82.22 Q MED
366.93 Y State 1	122.31 Q State 1

1,000.00 Y 3PSPTXBL	0.00 Q 3PSPTXBL
200.00 Y 3PSPNTXB	
895.00 Y XFUTA	240.00 Q XFUTA
895.00 Y XSS	240.00 Q XSS
895.00 Y XMED	240.00 Q XMED
895.00 Y XState 1	240.00 Q XState 1
895.00 Y XSUI/DI EE	240.00 Q XSUI/DI EE
895.00 Y XSUI/DI ER	240.00 Q XSUI/DI ER
895.00 Y XLocal 1	240.00 Q XLocal 1

190.00 Y 3PSP FIT	0.00 Q 3PSP FIT
62.00 Y 3PSP SS	0.00 Q 3PSP SS
14.50 Y 3PSP MED	0.00 Q 3PSP MED

Literal	Description
3PSPTXBL	Taxable portion of third-party sick pay
3PSPNTXB	Nontaxable portion of third-party sick pay
3PSP SS	Social Security tax on third-party sick pay
3PSP MED	Medicare tax on third-party sick pay
3PSP FIT	Federal tax on third-party sick pay

Wage and Tax Register

SUI Wages (Total)	18,010.00	Y	5,670.00	Q
SUI Wages (Taxable)	8,500.00	Y		Q
SDI Wages	17,010.00	Y	5,670.00	Q
SDI Withheld	23.40	Y	7.80	Q
3PSP Taxable Wages	1,000.00	Y		Q
3PSP Non-Taxable	200.00	Y		Q
3PSP Soc. Sec. Withheld	62.00	Y		Q
3PSP Medicare Withheld	14.50	Y		Q

3PSP Taxable Wages	1,000.00	Y	Q
3PSP Non-Taxable	200.00	Y	Q
3PSP Soc. Sec. Withheld	62.00	Y	Q
3PSP Medicare Withheld	14.50	Y	Q

Earnings Summary and Form W-2

2. Your Gross Pay was adjusted as follows to produce your W-2 Statement.

	Wages, Tips, other Compensation Box 1 of W-2	Social Security Wages Box 3 of W-2	Medicare Wages Box 5 of W-2	NY, State Wages, Tips, Etc. Box 16 of W-2	NYC NR Local Wages, Tips, Etc. Box 18 of W-2
Gross Pay	18,405.00	18,405.00	18,405.00	18,405.00	
Less Misc. Non Taxable Comp	N/A	895.00	895.00	895.00	
Plus Third Party Sick Pay	1,000.00	1,000.00	1,000.00	1,000.00	
Less 401(k) (D-Box 12)	414.00	N/A	N/A	368.00	
Less Non-Txbl Sick Pay	500.00	500.00	500.00	500.00	
Reported W-2 Wages	18,491.00	18,010.00	18,010.00	17,596.00	

Plus Third Party Sick Pay	1,000.00	1,000.00	1,000.00	1,000.00
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Taxable third-party sick pay displays in boxes 1, 3, and 5 of Form W-2. Nontaxable third-party sick pay displays in box 12 as code J. State and local wage boxes display, depending on the state. Third-party sick pay information also displays in section 2 of the Earnings Summary.

Vehicle Benefits, Expenses, and Allowance

A car allowance is an amount that an employer pays an employee for the business use of the employee's car. It is considered an employer business expense.

Standard Mileage Rate

The standard mileage rate is used to figure the deductible costs of operating a car for business purposes. Many employers reimburse employees at a flat rate. The current standard mileage rate for this year is _____ cents per mile. For any mileage reimbursement in excess of the standard mileage rate, the amount would be taxable to the employee and would need to be reported on Form W-2.

Company Car

A company car is a vehicle provided to an employee for business use. Personal use of a company-provided vehicle is taxable. The value of the personal use is reported on Form W-2. Contact your ADP representative if you need to display this value on an employee's Form W-2.

Mileage Reimbursement

You do not report reimbursements paid under an accountable plan on the payroll or include the amount in box 1 of Form W-2. You do report reimbursements paid under non-accountable plans on the payroll.

Master Control

ACCUMULATIONS TO DATE	
37,935.00 Y Gross	12,645.00 Q Gross
6,250.23 Y FIT	2,083.41 Q FIT
2,367.56 Y SS	789.19 Q SS
553.70 Y MED	184.58 Q MED
1,536.21 Y State	512.07 Q State
251.46 Y GTL	83.82 Q GTL
1,935.00 Y Fringe Ben	645.00 Q Fringe Ben
1,935.00 Acc 01 CAR A	90.00 Acc 04 TRAVE
270.00 Acc 22 TRAVE	
1,935.00 Y Fringe Ben	645.00 Q Fringe Ben
1,935.00 Acc 01 CAR A	

Wage and Tax Register

PERSONNEL TAX JURISDICTIONAL STATUS				
ALBRIGHT, ANTHONY D				
File:	001110	SSN:	XXX-XX-0023	DEPT:
TOTAL	State 1:	CONNECTICUT (27)	SUI	Co
Gross Earnings	37,935.00	Y	12,645.00	Q
Federal Wages	35,910.36	Y	11,970.12	Q
Federal Withheld	6,250.23	Y	2,083.41	Q
Social Security Wages	38,186.46	Y	12,728.82	Q
Social Sec. Withheld	2,367.56	Y	789.19	Q
Co. Car (personal use)	1,935.00	Y	645.00	Q

Co. Car (personal use)	1,935.00	Y	645.00	Q
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Earnings Summary and Form W-2

b Employer's FED ID number 13-5677684	d Employee's SSA number XXX-XX-0023
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a C 251.46
14 Other 1000.00 AUTO	12b D 2276.10
	12c
	12d
	13 Stat emp. Ret. plan 3rd party sick pay <input checked="" type="checkbox"/>
e/f Employee's name, address, and ZIP code ANTHONY D ALBRIGHT 67 MAIN AVE MILFORD / CT 06461	

14 Other	1000.00	AUTO
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Online References

ADP Tax-Banking Portal

The ADP Tax-Banking Portal is available to everyone who uses ADP's Tax Filing Service (TFS) and TotalPay. It is a one-stop location to manage tax, compliance, and payment products and services.

The Tax-Banking Portal provides you with detailed and general tax and banking information, available on the Home page. It also provides you with three Web-based, self-service tools that allow you to access your tax and banking information in real time:

- Agency Notice Manager (ANM)
- Tax Reporting Online (TRO)
- TotalPay iNet (TPiNet)

Agency Notice Manager

The Agency Notice Manager gives you access to important tax-related information and offers several options to help you manage your current and resolved agency notices.

The screenshot displays the ADP Agency Notice Manager interface. At the top, it says "Welcome, A DPUser to Agency Notice Manager" and includes a "Select application" button and a "Logout" link. The main content area is titled "Agency Notice Manager" and contains a "Welcome to Agency Notice Manager!" message. Below this, it explains that the application provides real-time updates on actions ADP is taking to resolve agency notices and allows for quick visibility of notice images and completed packages. It instructs users to begin by choosing from a list of active notices or from the menu on the left. A note indicates that clicking column headings will sort the data.

The "Active Notices" section features a table with the following data:

Notice #	Status	Received Date	Federal ID	Br/Co	Year/Qtr	Tax ID	Jurisdiction	Tax Type	Notice Amount
1234567V1	In Review	01/30/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	FEDERAL	940 (Unempl...	\$ 122.00
1234567V1	In Review	01/16/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	FEDERAL	Not Applicable	\$ 436.00
1234567V1	In Review	12/04/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	FEDERAL	941 (Income ...	\$ 498.00
1234567V1	In Review	12/01/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	FEDERAL	940 (Unempl...	\$ 499.00
1234567V1	Received	11/03/20XX	XXXXXXXXXX	XX/XXXX	20XX/2	XXXXXXXXXX	IA	Not Applicable	\$ 500.00
1234567V1	In Review	10/31/20XX	XXXXXXXXXX	XX/XXXX	20XX/1	XXXXXXXXXX	FEDERAL	941 (Income ...	\$ 0.00

The following table describes the options that are available on the Agency Notice Manager:

Option	Description
Active Notices	Displays agency notices that have been received but not yet resolved
Resolved Notices	Displays notices that have been resolved and notices that have received a response within the past 30 days
Search	Allows you to search for an individual notice (active or resolved) using the assigned agency notice number
Reports	Allows you to access two types of agency reports: <ul style="list-style-type: none"> • Agency Notice • Agency Notice Package

Tax Reporting Online

Tax Reporting Online allows you to access reports that include important tax-related information. The online reports are designed with specific filters that contain your company's current or historical ADP tax-filing details. These reports can assist you with auditing and managing your tax-related information. All online reports can be viewed, exported to your local computer drive, and printed as needed.

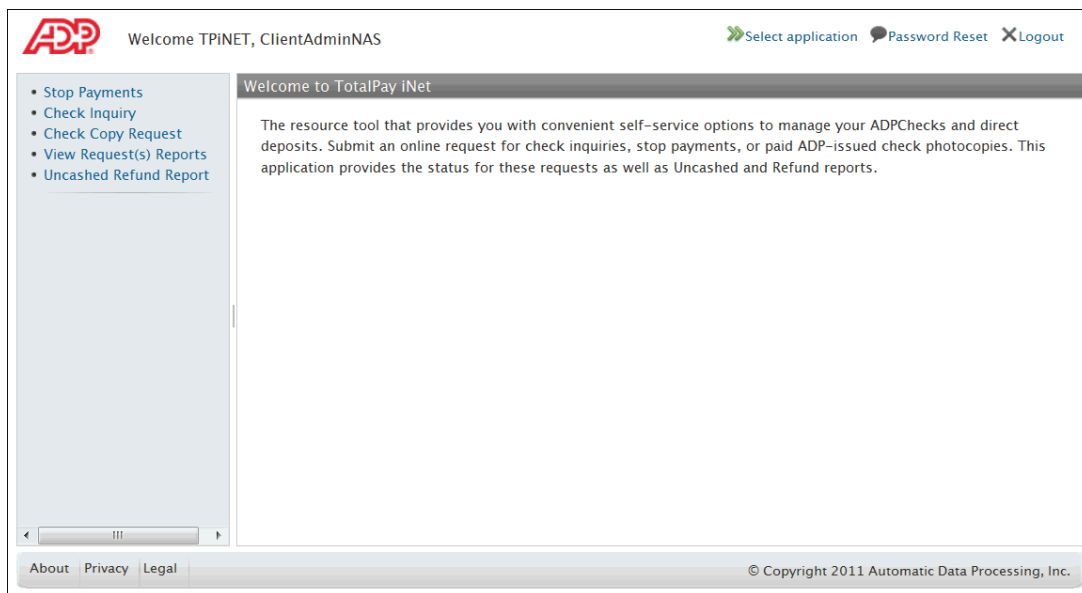
The screenshot displays the ADP Tax Reporting Online interface. At the top left is the ADP logo and the text "Welcome to Tax Reporting Online". At the top right are links for "Select application" and "Logout". A left-hand navigation menu includes "Home" (selected), "Profile Maintenance", "Periodic", "Quarterly", "Annual", "Agency Notice", and "Amendment". The main content area is titled "Tax Reporting Online" and contains a "Welcome to Tax Reporting Online!" message. Below this, it states: "Through this application, you can access important tax-related information." followed by two bullet points: "The reports available are designed with specific filters containing your company's current or historical ADP tax filing details and can assist you with auditing and managing your tax filing information." and "These reports can be viewed, exported to your local computer drive, and/or printed as needed." Below this is the instruction: "To begin, choose a report from the menu on the left." A "Request Queue" section features a table with columns: "Report", "Request Instance/Name", "Request Time", and "Request Status". The table currently displays "No scheduled report." and includes a "Rows Per Page" dropdown set to "10". The footer contains links for "Security", "Privacy", "Legal", and "Disclaimer", and a copyright notice: "© Copyright 2011 Automatic Data Processing, Inc."

Tax Reporting Online allows you to view, export, and print some of the following tax reports:

- Company Profile
- Form 940
- Form 941
- Quarterly and Annual Statement of Deposits (SODs)
- State Unemployment Rate
- Tax Filing Profile Changes

TotalPay iNet

TotalPay iNet is an easy and convenient way to manage your ADPChecks and direct deposits.



The following table describes the options that are available on TotalPay iNet:

Option	Description
Stop Payments	Allows you to retrieve an employee payment either through ADPCheck or direct deposit
Check Inquiry	Allows you to view the status of a single ADPCheck or a range of checks
Check Copy Request	Allows you to request copies of paid ADPChecks
View Request(s) Reports	Allows you to view the status of stop payments of check copy requests
Uncashed Refund Report	Allows you to request the following reports: <ul style="list-style-type: none"> • Uncashed Items • Refunded Items

Important: Before you use these self-service tools, you must complete a brief one-time user registration. To register, access the ADP Support Center, and then click the Tax-Banking Portal banner on the Home page. You can also access the self-service tools on the Payroll menu.



To learn more about the new banking and tax tools, refer to the following training resources, available on Learn@ADP (<https://learn.adp.com>):

- Tax Reporting Online recorded webcast
- TotalPay iNet recorded webcast
- Agency Notice Manager

Automatic Data Processing (ADP)

ADP’s company Web site provides information about ADP, including its divisions, products, and services.

You can access ADP’s company Web site at <http://www.adp.com/>.

The screenshot shows the ADP website homepage. At the top left is the ADP logo. To the right are navigation links: ADP Worldwide, Contact Us, Careers, Investor Relations, and a User Login button. Below these is a location dropdown set to 'United States' and a search bar. A dark navigation bar contains links for HOME, PRODUCTS & SOLUTIONS, TOOLS & RESOURCES, MEDIA CENTER, PARTNERS, and ABOUT ADP.

The main content area features a large banner for 'Health Care Reform Timeline for Employers' with a background image of a stethoscope on an American flag. The text reads: 'ADP helps you navigate the changing landscape of Health Care Reform.' Below this is a link: '> Gain perspective from our Health Care Reform experts'.

Below the banner is a grid of four columns:

- For Employers:** Payroll Services, Human Resource Management, Benefits Administration, Tax & Compliance, More Solutions.
- Tools & Resources:** ADP Research Institute, Calculators, Forms, Product Demos, ADP Security Alerts, More Tools.
- For Vehicle Dealers:** Dealer Management System, Digital Marketing Solutions, Integrated Phone System, Training, More Solutions.
- Connect with ADP:** Contact Us, Careers, Forms W2, ADP iPay Login, Accounting Professionals, More Contacts.

Below the grid are three featured offers:

- Health Care Reform Timeline for Employers:** Gain perspective from our experts on the front lines.
- \$400 Payroll Offer:** Get a free payroll price quote. Limited time - Save up to a \$400*. Get started Now!
- ADP National Employment Report:** U.S. Economy Added 200,000 Private-sector Jobs in July.

At the bottom, there are five columns of links:

- Products & Solutions:** Small Business, Mid-sized Business, Large Business, Multinational Business, Worldwide Services, View all.
- Tools & Resources:** ADP Research Institute, Calculators and Tools, Legislative Updates, Health Care Reform, Industry / Vertical Markets, View all.
- Media Center:** Press Releases, ADP in the News, Electronic Press Kit, View all.
- Partners:** Accounting Professionals, Software / Technology, Financial Advisors, Broker / Insurance, Affiliations / Franchises, View all.
- About ADP:** Social Responsibility, Trust Center, Leadership Team, Office Locations, Legal, Privacy.

Footer text: Automatic Data Processing, Inc. (ADP®) 1 ADP Boulevard Roseland, NJ 07068 Phone: 800-225-5237 © Copyright 2013 Automatic Data Processing, Inc.

Tools & Resources

Tools & Resources is the self-service section of ADP's company Web site. This section provides the following:

- Legislative updates
- Resource information
- Product documentation
- Technical support
- Training
- Quarter-end and year-end calendars
- Dates
- Forms
- Self-service tools

Compliance Connection

The Compliance Connection is a Web page on ADP's company Web site that provides regulatory updates, withholding changes, filing date changes to Form W-2, and other payroll and tax forms and job aids.

You can access the Compliance Connection through the Tools & Resources tab or at <http://www.adp.com/tools-and-resources/compliance-connection.aspx>.

The screenshot shows the ADP website's 'Tools & Resources' section. The navigation bar includes 'HOME', 'PRODUCTS & SOLUTIONS', 'TOOLS & RESOURCES' (selected), 'MEDIA CENTER', 'PARTNERS', and 'ABOUT ADP'. A sidebar on the left lists various resources, with 'COMPLIANCE CONNECTION' expanded to show a list of links including 'Client Setup Resource', 'Local Tax Locator', 'e-Commerce Letters', 'FAQ', 'Glossary', 'Federal Taxes', 'Forms Download', 'NEW - Int'l ACH Transaction (IAT)', 'Calendars', 'Military Spouses Residency Relief Act', 'New Hire Reporting', 'Newsletters', 'Payroll Resources', 'State Taxes', 'Tax Incentives', and 'Unemployment Ins.'. The main content area is titled 'Compliance Connection' and features a large image of people reviewing documents. Below the image, there are social media sharing options and a 'Print this Page' button. The main text describes the 'Compliance Connection' as a repository of facts, forms, and tools. It then lists four key resources: 'Client Setup Resource', 'Local Tax Locator', 'e-Commerce Letters', and 'FAQ', each with a brief description and a 'Learn More' link. A 'Recorded Event - View Now!' banner is also present.

The Bridge

The Bridge is an online community for payroll and HR professionals where you can ask questions, share knowledge, make connections, and learn from industry experts and peers about a broad range of human capital management topics.

You can join conversations and share your feedback to make this community work for you.

You can access The Bridge at <https://thebridge.adp.com>.

The screenshot displays the homepage of 'The Bridge' community. At the top, there is a navigation bar with 'HOME', 'CONTENT', 'PLACES', 'PEOPLE', and 'FEEDBACK' tabs, along with a search bar and a 'Login' link. The main content area is divided into several sections:

- GET STARTED:** A red sidebar with links for 'Usage guidelines', 'Quick start guide', 'Profile setup', and 'Help'.
- WELCOME TO THE BRIDGE:** A central text block with a welcome message and a link to 'What happened to TheExchange?'.
- CONNECT WITH OTHERS:** A red sidebar with links for 'Browse Users', 'Browse Places', and 'Browse Blogs'.
- FIND YOUR COMMUNITY:** A red header with icons for 'HR & Benefits', 'Payroll', 'Tax', 'Time and Labor Management', and 'Get Help & Using The Bridge'.
- SEARCH THE BRIDGE:** A search bar with a 'Search' button.
- RECENT ACTIVITY:** A list of recent posts, including 'Exempt Employees, works other HRly job' by mkleffer, 'What feature would you like to see added to The Bridge?' by Laura Lerner, and 'Independent Contractors' by ecamacho@oreinc.
- NEWEST MEMBERS:** A list of new members with their profile pictures and names, such as cwarfield1@tfs and kehrigott.
- POPULAR TAGS:** A list of tags including 'disability_tax', 'employer_income_tax', 'futa', 'income_tax', 'payroll', 'payroll_tax', 'state_income_tax', 'state_tax', 'sui_rate', 'tax', 'unemployment_compensation_tax', 'unemployment_ins', and 'withholding'.
- LATEST POLL:** A poll titled 'What feature would you like to see added to The Bridge?' with options for 'Events (72%)', 'Badges (8%)', and 'Twitter feed (13%)'.

ADP Mobile Solutions

ADP Mobile Solutions gives your employees quick, easy, and secure access to their benefits and payroll information anytime and anywhere.

Now your employees can manage their time tracking remotely, view pay statements, 401(k) balances, and stay connected with important company news, events, and company contacts.

To learn more about ADP Mobile Solutions, go to www.adp.com/mobilesolutions/mobileshowcase.aspx.

The screenshot shows the ADP website's mobile solutions showcase. At the top, there is a navigation bar with links for ADP Worldwide, Contact Us, Careers, Investor Relations, and User Login. Below this is a location selector set to 'United States' and a search bar. The main navigation menu includes HOME, PRODUCTS & SOLUTIONS, TOOLS & RESOURCES, MEDIA CENTER, PARTNERS, and ABOUT ADP. The central banner features the ADP logo and the headline 'ADP® Mobile Solutions Engage, connect and empower employees anytime, anywhere.' Below the headline, it states: 'From payroll and timesheets to retirement balances, news and events and company contacts, ADP Mobile Solutions empowers employees to connect with your organization right from their phones.' A hand is shown holding a smartphone displaying the ADP Mobile app interface, which includes icons for Pay, Directory, News, Clock, PayCard, Retirement, Benefits, FSA, and Timesheet. At the bottom of the banner, there is a row of icons for ADP MOBILE, PAYROLL, PAYCARD, TIME SHEET, RETIREMENT, FSA, BENEFITS, NEWS, and DIRECTORY.

ADP Support Center

You can access the ADP Support Center at <https://support.adp.com>. If your company uses the ADP Portal, you can also access self-service content from the Support window on the ADP Portal Home page.

To access the year-end resources on the ADP Support Center, select Payroll > Process > Year End.

On the Quarter/Year End Central page, you can access the following and additional topics:

- Quarter-end and year-end calendars
- Important processing dates to remember
- Self-service tools and forms
- Additional resources to provide you with statutory updates and information

Year-End Survival Guide

To simplify your year-end experience, ADP has created the Year-End Survival Guide. This guide is available on the ADP Support Center from the Home page and the Payroll page.

The Year-End Survival Guide includes the following topics:

- Quarter-end and year-end calendars
- Important processing dates to remember
- Frequently asked questions (FAQs)
- Healthcare information
- Self-service tools and forms
- YE Central
- Additional resources to provide you with statutory updates and information

Hot Topics and Top FAQs

When you select the Payroll menu on the ADP Support Center, you will notice two new sections on the page: Hot Topics and Top FAQs. The Hot Topics section provides the most relevant and timely topics for the month. The Top FAQs section lists the most frequently asked questions in the Knowledge Base during the past 15 months.

Social Security Administration (SSA)

The Social Security Administration provides information about the rules and regulations for Social Security and Medicare benefits.

You can access the SSA Web site at <http://www.ssa.gov/>. The following page in your handout manual lists publications, forms, and other information that you can access on the Web site.

The screenshot shows the official website of the U.S. Social Security Administration. At the top, there is a navigation bar with links for 'Home', 'my Social Security', 'Retirement', 'Disability', 'Survivors', 'SSI', 'Medicare', and 'Business Services'. A search bar is located on the right side of the header. Below the navigation bar, the main content area is divided into several sections:

- POPULAR SERVICES:** A list of services including 'Get your benefit verification letter online', 'Get your Social Security Statement online', 'Get or replace a Social Security card', 'Apply online for retirement, disability or Medicare benefits', 'Appeal a disability decision online', 'File W-2s for your employees online', 'Get Extra Help with Medicare prescription drug costs', 'Apply for SSI, survivors or family benefits', 'Estimate your retirement benefits', 'Complete a Representative Payee Report', 'Check your application status', 'Services for people currently receiving benefits', 'Learn everything you can do online', 'Get a form or publication', 'Help for the homeless, governments, financial planners, human resource professionals & third parties', 'Research popular baby names', and 'Locate a Social Security office'.
- my Social Security:** A prominent banner for the 'my Social Security' portal, encouraging users to 'SIGN IN OR CREATE AN ACCOUNT'.
- SOCIAL SECURITY MOBILE:** A banner for the mobile website, stating 'Social Security is on the go! Visit our mobile website from your smartphone at www.socialsecurity.gov'.
- INFORMATION FOR:** A section listing categories like 'Attorneys & Representatives', 'Congress', 'Press', and 'Wounded Warriors'.
- USEFUL LINKS:** A section listing links for 'Name Changes', 'Office Closings/Emergencies', 'Report Fraud or ID Theft', and 'Work & Disability Benefits'.
- ABOUT OUR AGENCY:** A section listing topics like 'Budget & Performance', 'Careers With Social Security', 'History Of Social Security', and 'Reducing Improper Payments'.
- NEWS:** A section with a 'NEWS' heading and a list of recent updates, including 'Update on the Supreme Court Decision Regarding the Defense of Marriage Act' and 'Social Security Board of Trustees: No Change in Projected Year of Trust Fund Reserve Depletion'.
- FAQs:** A section for 'Frequently Asked Questions'.
- Social Media Hub:** A section with icons for various social media platforms and a link to 'More Social Media >>'.
- Footer:** Includes logos for 'open gov @SocialSecurity' and 'ELECTRONIC RECORDS'.

Social Security Number and Card Publication

Your Social Security Number and Card, Publication 05-10002 – This publication describes the types of Social Security cards, how to protect numbers and records, and how employees can apply for new or replacement cards.

General Wage Reporting Publications

- *SSA/IRS Reporter* – This employer newsletter contains information on Social Security changes and tips for filing for the current tax year. The newsletter is free and is published quarterly. You can also get a copy of this publication by calling the IRS's toll-free number, 1-800-829-FORM.
- *Critical Links* – This guide presents information about providing the correct name and Social Security number on Form W-2.

Wage Reporting Forms

- SS-5-FS, Application for a Social Security Card
- SSA-7004, Request for a Social Security Statement
- SSA-131, Employer Report of Special Wage Payments

Social Security Number Verification Tab

The SSA offers employers convenient methods for verifying employees' Social Security numbers. Go to <http://www.ssa.gov/employer/> and click the Verify SSNs tab.

Internal Revenue Service (IRS)

The Internal Revenue Service provides information, forms, and publications about federal taxes and legislation.

You can access the IRS Web site at <http://www.irs.gov/>. The following page in your handout manual lists publications and forms that you can access on the Web site.

The screenshot shows the IRS website homepage with the following elements:

- Header:** IRS logo, Subscriptions, Language, Information For... dropdowns, and a search bar with "Advanced" options.
- Navigation Menu:** Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, for Tax Pros.
- Service Tiles:**
 - File Your Form 2290 (with image of a man in a blue cap)
 - Get Your Refund Status (with image of a woman)
 - Pay Your Tax Bill (with image of a man with glasses)
 - IRS.gov En Español (with image of a woman)
- Forms and Pubs:**
 - 1040, 1040EZ, 2290, 2848, 941, Pub 15, SS-4, W-4, 4506-T, W-9, More ...
- Hot Topics:**
 - Free File: File your return for free
 - About Your 1099-K
 - Pay Your Tax Bill
 - Earned Income Tax Credit
 - Affordable Care Act Tax Provisions
 - More ...
- Tools:**
 - Request an Electronic Filing PIN
 - Order a Return or Account Transcript
 - Use the Interactive Tax Assistant
 - Apply for an EIN Online
 - First Time Homebuyer Credit Look-up
 - More ...
- Filing & Payment:**
 - where's my refund?
 - freefile
 - 8 file
 - EFTPS
- News:**
 - IRS Statement On Supreme Court Decision
 - July Filings for Section 527 Political Organizations Available
 - Q&As on 501(c)s
 - More ...
- IRS Report Section:**
 - After the Deadline
 - IRS Report** (selected)
 - Tax Tips
 - Identity Theft
 - Offshore Disclosure

IRS REPORT

 - IRS Releases Report**
The Principal Deputy Commissioner reports on IRS tax-exempt, other operations.
 - Initial Assessment and Plan of Action**
The report outlines actions and next steps to fix problems and improve processes and operations.
 - Streamlined Options for Certain 501(c)(4) Groups**
The IRS is offering streamlined options to certain 501(c)(4) groups caught in an application backlog.
- Social Media:**
 - Protect Yourself From Identity Theft
 - YouTube, Twitter, Facebook, and a lightbulb icon.

Publications

- 15, Circular E, Employer's Tax Guide
- 15-A, Employer's Supplemental Tax Guide
- 15-B, Employer's Tax Guide to Fringe Benefits
- 334, Tax Guide for Small Business
- 463, Travel, Entertainment, Gift, and Car Expenses
- 501, Exemptions, Standard Deduction, and Filing Information
- 502, Medical and Dental Expenses (Including the Health Coverage Tax Credit)
- 503, Child and Dependent Care Expenses
- 509, Tax Calendars
- 510, Excise Taxes
- 521, Moving Expenses
- 525, Taxable and Nontaxable Income
- 531, Reporting Tip Income
- 535, Business Expenses
- 541, Partnerships
- 542, Corporations
- 560, Retirement Plans for Small Business
- 575, Pension and Annuity Income
- 939, General Rule for Pensions and Annuities
- 957, Reporting Back Pay and Special Wage Payments to the Social Security Administration
- 969, Health Savings Accounts and Other Tax-Favored Health Plans

Forms

- W-2, Wage and Tax Statement
- W-2c, Corrected Wage and Tax Statement
- W-3, Transmittal of Wage and Tax Statements
- W-3c, Transmittal of Corrected Wage and Tax Statements
- 940, Employer's Annual Federal Unemployment (FUTA) Tax Return
- 941, Employer's Quarterly Federal Tax Return
- 1099-Misc, Miscellaneous Income
- SS-4, Application for Employer Identification Number

Office of Child Support Enforcement (OCSE)

The Office of Child Support Enforcement provides information about new-hire reporting and child-support issues.

You can access the OCSE Web site at <http://www.acf.hhs.gov/programs/css>.

U.S. Department of Health & Human Services Administration for Children & Families

OFFICE OF CHILD SUPPORT ENFORCEMENT
An Office of the Administration for Children & Families

Search

Search OCSE Library Google OCSE Site

HOME ABOUT FAMILIES STATE AGENCIES TRIBAL AGENCIES EMPLOYERS OTHER PARTNERS RESEARCHERS POLICY GRANTS

Do you have **QUESTIONS** about the **AFFORDABLE CARE ACT?**

What is the Office of Child Support Enforcement (OCSE)?

OCSE partners with federal, state, tribal and local governments and others to promote parental responsibility so that children receive support from both parents even when they live in separate households.

LEARN MORE

Find answers in a new series of child support fact sheets on the OCSE website
SEE THE "HEALTH CARE CONNECTION" FACT SHEETS

Child Support Toolkit

- Child Support Prevention
- Engagement of Fathers from Birth
- Economic Stability
- Healthy Family Relationships
- Child Support Core Mission: Locate Parents, Establish Paternity, Establish Orders, Collect Support
- Family Violence Collaboration
- Health Care Coverage

Child support programs have demonstrated that **innovative strategies**, customer-focused

Help for Families

Contact Your State or Tribal Child Support Agency
Get help with your case or learn how to apply for child support

Child Support Handbook - Answers to Your Questions
A guide to help you get the child support payments your child needs and deserves

Browse Resources

Information About

- State/Local Child Support Agencies
- Tribal Child Support Agencies
- Employers
- Families
- Courts
- Access & Visitation Program
- 1115 Grants
- Special Improvement Project (SIP) Grants
- Other Public Partners
- Other Private Partners

U.S. Citizenship and Immigration Services (USCIS)

The U.S. Citizenship and Immigration Services Web site provides information about immigration and naturalization laws and regulations. Forms and publications are also available on the Web site.

You can access the USCIS Web site at <http://www.uscis.gov/portal/site/uscis>.

The screenshot displays the USCIS website homepage. At the top left is the Department of Homeland Security logo. The main header reads "U.S. Citizenship and Immigration Services". To the right are links for "Home | Español | Blog | Archive | Index" and a search bar. Below the header is a green navigation bar with categories: FORMS, NEWS, RESOURCES, LAWS, OUTREACH, and ABOUT US. A "HEADLINES" section features the title "Employers Must Use Revised Form I-9, Employment Eligibility Verification". The main content area includes a "CASE STATUS" tool with a "Check Status" button, an "INFOPASS" section, and an "I WANT TO" section with links for "Contact USCIS", "Take the Naturalization Self Test", "e-File with USCIS ELIS", "File My Application Online (e-Filing)", and "Get a Passport". A "Find" section lists "A USCIS Office", "Forms Filing Fees", "Processing Times", and "A Medical Doctor (Civil Surgeon)". "Services" include "Sign up for Case Updates", "Submit an e-Request", "FOIA Request Status Check", "History and Genealogy", and "Fraud Detection and National Security". "USCIS Social Media" links to Facebook, USCIS Blog: The Beacon, YouTube, Twitter, and Twitter Español. A large banner for "USCIS Introduces Improved Forms" highlights new forms for easier-to-use formats and enhanced technologies, listing recently improved forms: I-817, I-129F, I-131, and I-864. Below this are six service categories: "Green Card (Permanent Residence)", "Citizenship", "Working in the US", "Family", "Humanitarian", and "Adoption". On the right side, there are "ALERTS" (including new FAQs on same-sex marriages and Ethiopia's PAIR requirement), the "ELIS" logo (USCIS Electronic Immigration System), "VERIFICATION" (E-Verify, SAVE, I-9 Central, Self Check), and "MOST SEARCHED FORMS" (including forms for citizenship, green cards, and support). At the bottom right is a "Change Of Address" section with a link to "Change Your Address Online".

Additional Resources

The following Web sites can provide you with additional assistance as you complete your year-end tasks:

- Electronic Federal Tax Payment System (EFTPS): <http://www.fms.treas.gov/eftps>
- U.S. Department of Labor (DOL): <http://www.dol.gov>
- U.S. Small Business Administration (SBA): <http://www.sba.gov>
- Small Business and Self-Employed Tax Center (IRS): <http://www.irs.gov/businesses/small>
- American Payroll Association (APA): <http://www.americanpayroll.org>

Seminar Closing

Objectives

Now that you have completed this seminar, you are prepared to:

- Identify the source documents needed for quarter-end and year-end closing
- Identify key dates and deadlines
- Identify documents that require a response to ADP
- Describe how ADP processes adjustments
- Describe selected special compensation options
- Reconcile quarter-end and year-end reports
- Identify the Web sites to access payroll and tax information
- Summarize changes for this year and identify what's new for next year

Continuing Education Credits

Introduction

ADP is an approved provider of recertification credit hours (RCHs) by the American Payroll Association (APA) and continuing professional education (CPE) credits by the National Association of State Boards of Accountancy (NASBA), and is an authorized provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. Most ADP courses are eligible for RCHs, CPE credits, and continuing education units (CEUs).

RCHs, CPE credits, and CEUs provide recognition for updating or broadening professional competencies and may be used to maintain certifications such as the Certified Payroll Professional (CPP) and Certified Public Accountant (CPA). Professional organizations establish their own certification procedures, which are subject to change.

Professional organizations often require documentation of class objectives, agenda, and duration, along with a certificate of completion. This information is provided on the following pages. At your request, your instructor will provide you with a certificate of completion at the end of this class.

Please note that professional organizations establish their own certification procedures that are subject to change.

Year-End Seminar

Program Content

This interactive seminar prepares participants to use source documents needed for a successful quarter-end and year-end closing, including how to reconcile quarter-end and year-end reports and process adjustments. Topics include calendars and checklists, adjustment processing, reconciling reports, special compensation options, and the latest impacts of the Affordable Care Act (ACA).

Objectives

Upon completing this seminar, participants will be prepared to:

- Identify the source documents needed for quarter-end and year-end closing
- Identify key dates and deadlines
- Identify documents that require a response to ADP
- Describe how ADP processes adjustments
- Describe selected special compensation options
- Reconcile quarter-end and year-end reports
- Identify the Web sites to access payroll and tax information
- Summarize changes for this year and identify what's new for next year

Participant Materials

For a seminar at an ADP site, the *Year-End Seminar* handout manual and additional learning materials will be distributed in class. For a virtual seminar, participants will need to print the *Year-End Seminar* handout manual and any additional learning materials prior to attending class.

Method of Presentation

Instructor-led and virtual class training

Continuing Education Credits for This Class

Based on the course's content and duration, RCH credits may be available. You can verify the RCH credits with your instructor.



In accordance with the American Payroll Association (APA), RCHs apply to Certified Payroll Professional (CPP) and Fundamental Payroll Certification (FPC) credentials. Web site: www.americanpayroll.org.



Health Care Reform Timeline for Employers

ADP helps you navigate the changing landscape of Health Care Reform.

> Gain perspective from our Health Care Reform experts

For Employers

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- > [Benefits Administration](#)
- > [Tax & Compliance](#)
- > [More Solutions](#)

Tools & Resources

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- > [Calculators](#)
- > [Forms](#)
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Health Care Reform Timeline for Employers

Gain perspective from our experts on the front lines. >



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Get a free payroll price quote. Limited time - Save up to a \$600* Get started Now! >



ADP National Franchise Report

U.S. Adds 12,300 Franchise Jobs in July >



Hello practitioner. Welcome to the ADP Support Center!

Major Account Services Support Center

Search

Support Center Home Page

Payroll

Tax/Banking

HR

Time

New to ADP

GET THE HELP YOU NEED!

FAQs, Knowledge Base, Tools and Forms. Select below for help!

Year End SURVIVAL Guide

PAYROLL

TAX/BANKING

HR

TIME

NEW TO ADP? - Click here for help for new users!

Health Care Reform

Stay informed

Not sure how to stay in compliance with the new Health Care Reform laws?

Click here and let ADP help show you the way.

HIPAA Business Associate Agreement ("BAA")

ADP has updated the HIPAA Business Associate Agreement ("BAA") to comply with recent changes to the HIPAA/HITECH Rules. Click here to view the updated BAA. This updated BAA shall automatically apply to all

WFN Product Version - 4.1

Tour Support Center

View Tour

Learning

24/7

Get Answers

Visit the Tax-Banking Portal

- Tax Reports
- Check Stop Payment
- FSDD Reversals
- Agency Notices
- and More