

November, 2016

Dear Valued Client:

The Accu Data staff joins with you to provide a smooth year-end processing of your payroll records. Following the steps listed below will generally prevent you from ordering “after the processing” changes to W2s and quarterly tax returns. Remember that the employer W2s have to be electronically submitted to the Federal government by January 31, 2017. In order to comply with the Federal government, we will need from you the following items before your last payroll in 2016.

### **W-2 and 1099 Production**

- **Third party sick payments**
- **Fringe benefits ( auto fringe, GLI in excess of 50,000)**
- **Manual checks**
- **Void checks**
- **S Corp health insurance premiums**
- **The health care amounts paid by both the employee and the employer for box 12DD W-2 reporting (Employers with over 250 employees from the prior year 2015 only need to comply)**
- **Have employees check their social security numbers and addresses with you.**

**W-2 and 1099 production will begin as soon as your last payroll check date for 2016 is completed unless we are otherwise informed in writing by December 9, 2016 to delay production.**

**We will only delay production until January 13, 2017 upon written notice as stated above. Any adjustments made after January 13, 2017 will become a W2-c or 1099-c and amended returns will have to be filed.**

### **Bonus calculations**

For your convenience, attached please find a “gross up” for those employers who wish to give a bonus calculating *ONLY* Social Security and Medicare tax deductions. Please let us know if you intend to run a bonus payroll so we can set that up for you.

### **Peace, Health, Prosperity and Thank You!**

Finally from our family to yours, we wish you the best this holiday season has to offer and we thank you for your continued support.

Sincerely,  
Accu Data Workforce Solutions

**Accu Data Workforce Solutions**  
95 W Old Country Road  
Hicksville, NY 11801  
T: (516) 935-6767 F: (516) 935-6848  
[www.workforcesolutions.com](http://www.workforcesolutions.com)