



DATE: October 27, 2014

Dear Payroll Clients:

In preparation for 2015 and to make our payroll services to you more efficient, we have decided to enroll all our payroll clients in the IRS' and the state's online submission platforms.

For IRS, each employer is required to have a PIN specific to them. To that end we need to make an application for your business and will require you to sign a Power of Attorney form to allow us to act on your behalf with IRS. This POA form will come as a separate transmission. When it does please sign it and fax to 727-507-0370 or scan it back to us, (OR YOU COULD SNAIL MAIL IT).

Once the quarterly payroll reports are prepared, any payments for IRS and the state will be handled as an ACH auto withdrawal. To that end, we also will require your corporate banking information. I suggest a voided corporate check be sent at the same time as the executed Power of Attorney form.

The plan is that as the calculations are prepared, Kristin will inform you of any balances that will be removed by Florida DOR or IRS and the date so that you can be prepared budget wise. She will go online and make the withdrawals on your behalf. REMEMBER: this is not news to you...

For those of you who go online and make your payroll monthly deposits through EFTPS, this will not change. It will be the end of quarter amounts if there are any, that Kristin will take care of. Make sure there are funds available just as you would in quarters past when you had received our Payroll Packages.

This procedure should streamline the payroll functions and also eliminate one of the IRS' new penalties for sending in checks with the forms.

*Donna*