



Welcome to our Forty First Edition of Pay-Net’s E-Newsletter. Previous editions of our E-Newsletter are available on our web site, [www.pay-net.net](http://www.pay-net.net), under the “Employer Resources – Newsletter” section. We want to welcome all of our new clients that started processing with us this month. Our E-Newsletter is published about 8 to 10 times per year. If any other people in your organization would like a copy of our E-Newsletter, please send a request by email to: [operations@pay-net.net](mailto:operations@pay-net.net) .

**Please Keep Your E-Mail Addresses Current** When you have personnel changes, remember to send us any e-mail address changes. You can send these to [\*\*operations@pay-net.net\*\*](mailto:operations@pay-net.net) . By doing this, our list will remain current.

**Pay-Net E-Mail Addresses:** If you need to communicate with us, we recommend that you send us an email. This practice will provide you, and us, a hard copy of the communication. Here are Pay-Net’s current email accounts.

- Wayne Lee (Owner): [wayne@pay-net.net](mailto:wayne@pay-net.net)
- Hollis (General Manager): [hlee@pay-net.net](mailto:hlee@pay-net.net)
- Gloria (Operations Mgr): [gbal@pay-net.net](mailto:gbal@pay-net.net)
- Dan (Operations): [danr@pay-net.net](mailto:danr@pay-net.net)
- Becky (Operations) [rbaker@pay-net.net](mailto:rbaker@pay-net.net)
- Peggy (Operations) [pgreenwell@pay-net.net](mailto:pgreenwell@pay-net.net)
- Anna (Tax Manager): [atudor@pay-net.net](mailto:atudor@pay-net.net)
- Ivan (Technical): [idiaz@pay-net.net](mailto:idiaz@pay-net.net)
- General Communication: [operations@pay-net.net](mailto:operations@pay-net.net) (this will be forwarded to the appropriate person)
- Debbie (Sales): [dwillett@pay-net.net](mailto:dwillett@pay-net.net)

Of course, if you need to talk with us immediately, we do answer the phones with *live* people, not voice mail. If you happen to get into our voice mail system, be assured that all of us are on the phone when you called.

**Pay-Net’s web site:** If you have the opportunity, please visit our web site at [www.pay-net.net](http://www.pay-net.net) and let us know what you think about it. Send your responses to [operations@pay-net.net](mailto:operations@pay-net.net).

**“Challenging” Payroll Dates:** Please take notice of the following dates as you prepare your payroll information.

- ▶ **Monday, October 13<sup>th</sup> is Columbus Day. This is a Federal and banking holiday. However, Pay-Net will be open on this date. But, if you normally date your checks for the 15<sup>th</sup> of a month, this will really affect you since we will need your payroll information on Friday, October 10<sup>th</sup>!**
- ▶ October 15<sup>th</sup> is on a Tuesday. With a Monday Holiday, if you have direct deposit, we need your payroll information before 3:00 pm on Friday, October 10<sup>th</sup>.

- ▶ October 20<sup>th</sup> is on a Monday. If you normally date your checks for the 20<sup>th</sup> and you have direct deposit, we will need your payroll information by 3:00 pm on Thursday, October 16<sup>th</sup>.
- ▶ November 1<sup>st</sup> is on a Saturday. If you normally date your checks for the 1<sup>st</sup>, your check date rolled back to Friday, October 31<sup>st</sup>. If this describes your situation, and you have direct deposit, we will need your payroll information by 3:00 pm on Wednesday, October 29<sup>th</sup>.
- ▶ **Tuesday, November 11<sup>th</sup> is Veteran's Day. This is a Federal and banking holiday. However, Pay-Net will be open on this date. Please take this holiday into account when planning your payroll submissions to us.**
- ▶ November 15<sup>th</sup> falls on a Saturday. If you normally date your checks for the 15<sup>th</sup>, your check date will roll back to Friday, the 14<sup>th</sup>. If you have direct deposit, we will need your payroll information on Wednesday, November 12<sup>th</sup> before 3:00 pm
- ▶ **Thursday, November 27<sup>th</sup> is Thanksgiving Day. This is a Federal and banking holiday. Please take this into account when planning your payroll submission.**
- ▶ **On Friday, November 28<sup>th</sup>, the day after Thanksgiving, Pay-Net will be closed. Please take this into consideration when planning your payroll submission. Since the banks will be open on this day, you can date your checks, or your direct deposit for this day.**

**2008 Holiday Schedule:** The following remaining holidays are scheduled for 2008. The official "bank holidays" are marked with an "\*"

- ▶ \* Monday, October 13, 2008 – Columbus Day
- ▶ \* Tuesday, November 11, 2008 – Veteran's Day
- ▶ \* Thursday, November 27, 2008 – Thanksgiving Day – Pay-Net will be closed
- ▶ Friday, November 28, 2008 – Day After Thanksgiving – Pay-Net will be closed
- ▶ \* Thursday, December 25, 2007 – Christmas Day – Pay-Net will be closed
- ▶ \* Thursday, January 1, 2009 – New Year's Day – Pay-Net will be closed

**Additional Services Offered by Pay-Net:** Sometimes clients can forget the vast range of services that Pay-Net can offer your company. For example, did you know that we offer four different types of tax services? Or, did you know you could import your payroll information from an Excel® spreadsheet? Since businesses are constantly changing, your payroll and human resource requirements can also change. We encourage you to examine the vast number of services that we offer, from Human Resource tracking to Employee Self Service. To find out about our expanse of services visit our web site, [www.pay-net.net](http://www.pay-net.net), and click on "Pay-Net Solutions".

**Exciting New Software Features Coming to Pay-Net's Payroll System:** As we previously announced in February, Pay-Net, as a member of OnePoint Solutions LLC, took over development of our software product. We are about to announce tremendous new developments in the Human Resource area of our software, which will become available to all of our remote-entry clients. These areas include applicant tracking, a fully customizable interface system, and many, many others. We will keep you advised of our progress in this exciting new software development.

**Pay-Net's ConfirmFTD Service:** We want to remind our clients of our ConfirmFTD service which allows our Electronic Tax Filing clients to check their Federal tax deposits on the EFTPS Department's web site (a division of the IRS).

To describe the service in a nutshell: For a very minimal one-time fee, Pay-Net will enroll you with the EFTPS unit of the IRS. You will receive a PIN directly from the EFTPS, which will allow you to register and login directly to the EFTPS web site. There, on their web site, you can confirm the date and amount of all Federal 941 and 940 deposits made on your behalf by Pay-Net for the last 16 months.

**Customized Checks:** Have you every wanted to customize Pay-Net's standard payroll checks for your company. Did you know that your payroll checks can be printed with your company's logo? For just a few cents a check, Pay-Net will add your logo to your checks. If you already have digitally signed checks, there is no extra charge for this service. Just email a black and white digital image of your logo to [operations@pay-net.net](mailto:operations@pay-net.net) and your logo will appear on your next payroll!

**IRS Form 944:** Two years ago, the IRS introduced a new form for very small companies. This form, the 944, replaces the normal quarterly form 941. In 2006, the IRS was very liberal in its enforcement of this new form. The Form 944 is filed annually where the 941 is filed quarterly.

However, starting in 2007, any company that has received notice from the IRS that they are subject to the new Form 944, must use this form instead of the normal Form 941. If a company does not use the 944, they may be subject to penalties.

**Pay-Net does not receive any notification from the IRS if a company must file on a Form 944, and we must rely on our clients to provide us with this information.** If your company received a letter from the IRS notifying you of your 944 filing requirement in 2006, 2007 or 2008, please send this notice to us immediately. Pay-Net cannot be held responsible for penalties issued to any company that has not notified us of this filing requirement.

**Year End Is Coming!!:** Yikes, it's hard to believe that year-end is quickly approaching! With the holiday season fast approaching, we will quickly move from Halloween to Thanksgiving to Christmas. Before you know it, it's Year End time!

Before things get too hectic, we suggest that you examine your payroll dates for the rest of the year. Look for conflicts with holidays, remembering that for direct deposit, you need to transmit your payroll information to us three days prior to check date.

Also, are there any year-end payroll issues that you can start preparing for. You can start now planning for such things as PUC's (Personal Use of Company Car), or other fringe-type benefits that need to be reported on the W-2 Form.

Also, be alert for the annual IRS Depository Notices that are mailed out in November to companies that change depository frequency. The states will start sending out SUI Rate Change Notices in November or December. Both of these notices need to be sent or faxed to Pay-Net.

This year, Pay-Net will be changing to a new W2 form. This form, while remaining our standard 4 out form, will be pressured sealed instead of stuffed into envelopes. The pressure seal type of mailer is similar to the ones you receive at home where you have to tear off the edges of the form

in order to open it. We are excited about this new form, as it should give us some printing and folding advantages over our old way.

**Enterprise Zones:** Did you know that your company may be eligible to receive large State Income Tax Benefits? Do you realize that your tax credits could amount to thousands of dollars? Pay-Net's newest partner, Incentive Advisors, is a company dedicated to helping companies such as yours to obtain these tax credits. If your company is located in an Enterprise Zone, as established by the government, you may be eligible for these credits. For more information, click on this link to download a flyer from our web site:

[www.pay-net.net/docs/CAEZArticle.pdf](http://www.pay-net.net/docs/CAEZArticle.pdf)



### *Note from Wayne*

Wow, what a month it has been, especially in the financial markets. Companies that we thought were invincible have crumbled before our very eyes. Definitely troubled times. Some clients have ask me about the safety of their tax impounds. Our tax-filing clients' funds are placed with Smith Barney, a subsidiary of the CitiGroup, in a money market fund that consists of 97% government securities. This is about the safest placement of funds that you can possibly get. And, if you have followed the financial crisis, you know that the CitiGroup is one of the strongest banks during this crisis. I feel

confident that your money is in the safest place it can be. Another thing we have done is change our courier company. We felt that many of our clients were not getting the service they expected from our delivery service. We hope and trust that this change will be for the better. If you have any questions or concerns, please drop me an email at [wayne@pay-net.net](mailto:wayne@pay-net.net).

A handwritten signature in black ink, appearing to read "Wayne". The signature is stylized and cursive.