



DATA2000

October 2018

To Our Payroll Clients:

The fall and winter holidays will impact on when payrolls will need to be submitted in order to meet the direct deposit requirements.

OCTOBER: Federal Holiday, Monday, October 8th - Columbus Day. Data 2000 will be open, but banks are closed.

NOVEMBER: Federal Holiday, *Sunday*, November 11th, Veterans' Day, and most banks will be closed on Monday, November 12th in honor of the holiday. Monday direct deposits will have to be changed.

Data 2000 is CLOSED Thursday, November 22rd, Thanksgiving **AND** Friday, November 23th.

DECEMBER: Data 2000 is CLOSED Tuesday, December 25th, Christmas.

JANUARY: Data 2000 is CLOSED Tuesday, January 1st, New Year's Day.

Going forward, it is important to keep in mind that with the upcoming holidays, payroll submissions and possibly even pay dates may have to be changed in order for the direct deposits to be accepted.

Towards the end of November we will be sending you employee name/address reports for you to confirm that their information is correct before we print and submit the 2018 W2's.

Please remember to forward third party sick pay or disability payment reports as you receive them from your insurance company. This information is needed to compute and pay the employer's portion of the Social Security and Medicare taxes, process the quarterly payroll and include it on the employee's W-2. Incorporating this information into payroll during the year helps reduce the risk of re-running year-end reports and the possibility of late penalty and interest charges from the Internal Revenue Service. If you have third party sick pay, be sure to confirm with your insurance company that they are not to file sick pay W2's on your behalf. Data 2000 will include the sick pay on the employee W2.

We support 'pay as you go' workers compensation insurance and can work with your insurance agent to set up the process. Instead of prepaying for the year and waiting for an audit to determine the actual amount due, we upload your wages every payroll and the premium is then computed based on those wages. The insurance company withdraws the calculated premium each payroll using the correct rate codes.

Our website, <https://data2000.biz> offers employer/employee access to payroll information, including pay stubs, links for new hire forms and the ability to submit your payroll online. If you would like more information on any of these features please let us know.

If you have any questions regarding the above or suggestions to improve our services to you, please contact us at 860-678-0512. Customer referrals are always appreciated.

Very Truly Yours,

Charles Mayer
Member