



# Accounting Services Bureau, Inc.

www.asbinc.net

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## EMPLOYEE BENEFITS AFFIDAVIT

If your employee benefits have not been posted to your payroll, you must call for a dial in/online appointment to correct your data, BEFORE we receive your backup.

**1) Taxable: *Amounts must have been entered in payroll and FICA deducted before year-end.*  
*If this was not done, tell us immediately.***

- Entered  Do  N/A We pay for employee Club dues.  
 Entered  Do  N/A We have employees who have Personal Use of Company Autos  
 Entered  Do  N/A We have a group life ins. policy and employees with over \$50k in life insurance.  
 Entered  Do  N/A We paid unsubstantiated Federal Per Diems.

**2) These do not affect tax deposits or net paychecks, but must be entered into your QuickBooks & on W2s:**

- Entered  Do  N/A We have employees on a HSA plan.  
 Entered  Do  N/A We have paid employees for Moving expenses. Not taxable, but must be reported on W2  
 Entered  Do  N/A We have paid Dependent Care benefits. Under \$5k is non-taxable, but reported.  
 Entered  Do  N/A We have S-Corp >2% owners with Health Insurance benefits.  
Adding health insurance to W2s moves health insurance expense to wages expense.  
This is 100% deductible on personal 1040. Your CPA is NOT permitted to add this to the K-1

## EMPLOYEE RECORDS VERIFICATION

Please note that ASB will charge \$25 for each corrected and re-issued employee W2.  
An amended W2-C will have to be filed if you discover an error after we file the SSA W2s in March.

- Employee names in QuickBooks match SS cards.** No new married names were changed without witnessing new SS card.  
 **Addresses are current.** Please check ex-employees.  
 **Social Security numbers are correct.**  
 **Terminated employees** have a termination date entered in their file and are "inactivated."  
 **All employees who are eligible for a qualified pension plans have their checkbox checked.** On Compensation screen  
(N/A?)

### W2 review and Processing Fees Schedule

Annual Returns, including IRS Form 940, G-1003 and copy of electronically filed W3	\$20
Preparation of Employee W2s, file copies and filing federal copies electronically	\$35 plus \$2 ea
QuickBooks payroll data review, min 1 hour	\$75 Hr
Optional preparation of quarterly payroll returns	\$75+ Qtr

**I accept these terms and will provide access to our data, no later than January 20th**

Company Name \_\_\_\_\_ W2s for Year \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_