

# Accounting Services Bureau, Inc.

www.asbinc.net

## Year end Payroll Returns and W2s Quarterly Payroll Return Clients

Dear Client:

Accounting Services Bureau, Inc. will prepare your 4<sup>th</sup> quarter payroll returns as usual, but we ask that we have the ability to review your QuickBooks data online with you, before we receive your data file to verify that the file is ready to produce your annual returns and W2s.

This may or may not result in an increase of fees, especially if we normally review your in-house QuickBooks file.

If we have 24/7 access to your QuickBooks file, an appointment is only necessary if you have year end benefits that need to be added to the W2s. We will dial in and test the file before retrieving a backup.

If this is acceptable, fill in this form completely, **sign and date the bottom of page 2 and fax both pages to us at 898-0302.**

If for some reason you choose not to retain us to produce your W2s, please know that if we can help you in the future, please do not hesitate to call.

Sincerely,



Sara Laidlaw  
President

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### **I acknowledge that Accounting Services Bureau, Inc. will not complete the W2s unless:**

- 1) This form has been signed by the Owner, Officer or Executive Director.
- 2) The data will be reviewed and is complete prior January 20th

Wait until:  The December monthly taxes have been paid.  
 The December bank reconciliations are complete and there are no old, stale paychecks.

Data File:  Make an appointment for ASB staff to dial in and work with you and your data online.

*Or if you are confident that no changes need to be made and ASB can test a back up file...*

We will send you a Portable Backup of the QuickBooks file.

Version \_\_\_\_\_ Password \_\_\_\_\_

Mail CD or upload to your client portal. Please contact us for login and password.

The QuickBooks file is available to Accounting Services Bureau, Inc. 24/7.

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## EMPLOYEE BENEFITS AFFIDAVIT

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

**1) Taxable: *Some benefits require that the employee pay FICA taxes on their benefits before year-end. Tell us immediately if this was not done.***

- 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 (may be included with normal review)	\$75 Hr
Preparation of quarterly payroll returns.	\$75 +

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

Company Name \_\_\_\_\_

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