



The Payroll Service Company

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2014 Year-End Information

Year-End Adjustments



Holiday Processing & Delivery Schedule

Our office will be closing at 1:00pm on Wed, Dec. 24th and closed on Thurs, Dec, 25th as well as Fri, Dec. 26th.

We will also be closed on Thurs, Jan 1st and Fri, Jan 2nd.

Please note the following schedule to ensure that your payroll is processed and delivered according to your plans:

Process On	For Delivery
12/23/2014 (by 11 am)	12/24/2014
12/24/2014 (by 11 am)	12/26/2014
12/30/2014 (by 11 am)	12/31/2014
12/31/2014 (by 11 am)	01/02/2015

VOIDED CHECKS

December 24, 2014 is the deadline to report any changes or adjustments that you may require. Please notify your processor if you or your accountant wrote or voided any payroll checks of which we are unaware.

3rd PARTY SICK PAY

Please be sure that your processor is aware of any employees that may have received disability payments from the state

during 2014. Be sure to include maternity leave.

W-2 INFORMATION

Any changes to an employee's personal information must be reported to your processor **NO LATER** than **December 29th**. Once your W-2 package has been produced on or about January 15, 2015 there will be a **\$50.00 charge** for corrections made to a W-2. All employers will receive an "Employer's Copy" of W-2's for your records.

1099 INFORMATION

The deadline for submitting information for 1099's is December 29th. Please note that there will be a charge of \$10.00 per 1099 for any forms added after the deadline.

While Advanced Payroll prepares these forms they are not filed electronically. Please follow the supplied instructions for proper filing.

Holiday/Year-End Bonus Checks, S-Corp Medical Benefits and Other Taxable Fringes

Please consult your accountant regarding proper taxing of any special year-end payrolls and/or adjustments prior to reporting them to Advanced Payroll Solutions for processing.

These may include any type of taxable allowances and benefits that were not previously reported as well as bonus payments.

Delivery of Year-End Reports

Non-Tax Service Clients:

Delivery of 4th quarter reports, including W-2's will commence on or about January 15th.

Tax Service Clients:

Delivery of W-2's will commence on or about January 15th. However, 4th quarter returns will be mailed after January 31st.

Please note that Advanced Payroll Solutions files your W-3 electronically.