

AccuPay Bulletin

Reminder:
Our FAX lines are open 24 hours a day.



CONTACT US

MAILING ADDRESS:
P.O. Box 5106
Walnut Creek, CA 94598

STREET ADDRESS:
3093 Citrus Circle, Ste. 115
Walnut Creek, CA 94598

Phone: (925) 945-1660
FAX: (925) 945-6544

Supplies:
www.accupaysystems.com
Email:
tech@accupaysystems.com

CALENDAR

- Sept 20** WinRX proforma download available.
- Oct 3** Third quarter processing begins.
- Oct 10** Closed- Columbus Day
- Oct 25** Mailing 1099 Proformas for Tax Year 2011.
- Oct 31, 2:00 PM** DE9/DE9C e-file deadline.

Time to Review Your Ship Method?

PrintBack is the FASTEST way to receive your returns back from AccuPay. If you use our PrintBack Service, consider changing your default ship method to PrintBack as well.

Call us for more information.

Employer List

A list of your current employer numbers is enclosed.

WinRX News



A new program is NOT required this quarter. See page 2 for important information **BEFORE** you enter any 3rd quarter payroll data.

Renewal Package

We are pleased to announce NO PRICE INCREASE for 2012 processing!

Watch for your Annual Renewal Package coming in November. We value our customers and look forward to providing quality payroll and 1099 services again next year.

1099 Proformas for 2011

Form 1099 proformas for 2011 are scheduled for shipping by the end of October. In addition to your proformas, the package will include:

- Data Sheet Supplies for 2011
- Updates & 1099 Processing Reminders
- A List of your Payers (Clients).

What's New with 1099s

Masking SSN no longer available.

The IRS pilot program to truncate an individual's SSN has ended. The 1099 must show the recipient's complete SSN on all copies of the 1099 for 2011.

Continued Uncertainty in Employment Tax

There's lots of noise about employment tax rate cuts, payroll tax holidays, new hire tax credits and much more. For now, it's just a 'wait and see' what happens.

AccuPay will monitor the legislative process and keep you up to date on our website.

IN THIS BULLETIN:

- ⇒ WinRX News
- ⇒ 1099 Proformas Mailing in October
- ⇒ Renewal Packages
- ⇒ FUTA Rate Change.
- ⇒ 1099/W-2 Envelopes Reminder.
- ⇒ PrintBack Schedule
- ⇒ Get Ready for Year-End Now.

FUTA Tax Rate Change

July 1st, the 0.2% FUTA surtax expired. The surtax had been in effect since 1976!

The FUTA tax rate is now 6.0% on wages paid after June 30. The net tax rate (after the 5.4% credit for state contributions) is **0.6%**.

AccuPay will use the lower tax rate on FUTA wages paid in 3rd quarter. Your proformas will include a memo entry for the amount of FUTA wages paid before July1, 2011.

Congress may still decide to reinstate the surtax retroactively to July 1st. Contact us if your client would prefer to compute their FUTA deposits at the higher rate.

Reminder: Only the first \$7000 of an employee's wages are taxable for FUTA. In many cases, the rate change will have no affect on this year's FUTA liability.

1099 & W-2 Envelope Reminder



Check with us **BEFORE** you order W-2 and 1099 envelopes for year-end. All AccuPay W-2 and 1099 forms are designed to use the SAME two-windowed #9 envelope.

We provide low-cost, quality envelopes that fit our forms. The cost is \$8.00 per 100 plus shipping.

To order, call us or order online at **www.accupaysystems.com**.

WINRX NOTES

NEED COMPLETE PROGRAM?

if you have a new computer, or need to install the program in a different location, go to our website www.accupaysystems.com to download the complete program.

When prompted, enter:
Password: **j1011c**

PRINTBACK SCHEDULE

YEAR-END PREPARATION

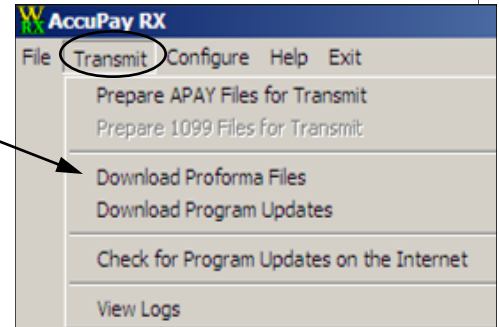
1099 SERVICE - SO CONVENIENT TO USE

WinRX proformas will be available for DOWNLOAD on **September 20**.

A WinRX program update is **NOT** required, but do not begin keying any 3rd quarter data until you **DOWNLOAD** and **LOAD** your proforma files.

Follow the two steps below:

1. On the MAIN WinRX screen, under **Transmit**, click on **DOWNLOAD PROFORMA FILES** and then click the **Download Proformas**.
2. On the MAIN WinRX screen, under **File**, click on **LOAD ACCUPAY PROFORMAS**. Answer **YES** to 'Delete Old Returns and Load New Proformas'.



Reminder: When transmitting a return for processing, successful transmissions always receive a confirmation report for viewing or printing.

Expedite PrintBack Service hours are 9:00 AM—9:00 PM Monday thru Saturday for WinRX returns during the processing months. Returns will be available within 2 hours of transmission. The charge is \$2.00.

Standard PrintBack Service hours are 9:00 AM—5:00 PM Monday thru Friday. Standard PrintBack returns will be available by 8:00 AM the next business day. The charge is \$1.00.

To use the PrintBack Service, you must be signed up & have a special password. Call us if you want to try it. No charge to sign up.

Get ready for year-end now. Review your Diagnostic Reports out of 3rd quarter processing. They highlight missing or incomplete data important at year-end. Call us if there are any messages that need clarification.

- Replace** “APPLIED FOR” with correct federal and California Tax ID Numbers.
- Update** proformas for mid-year employee name and address changes.
- Review** proformas for missing employee SSNs. (If the SSN is not known, leave the SSN field **blank**). Numbers beginning with 000, 666, and 900-999 are NOT valid Social Security numbers.
- Do NOT delete** a terminated employee who has wages at **any time** during the year. They must stay in the system for year end reporting, including W-2s.

Not Using Our 1099 Service?

There is **NO CHARGE** to add 1099 service to your existing Service Agreement with us. No pre-requirement for number of payees for existing accounts - (just 1 or many!!!)

- No need to order 1099 supplies.
- FREE electronic filing with IRS and Franchise Tax Board.
- PrintBack Service allows you to print recipient copies in your office with NO special forms to load.
- 1099 service available year round, including WinRX.

Let us convert your 2010 1099's now (at no charge) so you're ready to process in January. Just give us a call.