

AccuPay Bulletin

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



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CALENDAR

- Sept 23** WinRX proforma download available.
- Oct 1** Third quarter processing begins.
- Oct 2** Third quarter PrintBack Service begins.
- Oct 12** Closed- Columbus Day
- Oct 26** Mailing 1099 Proformas for Tax Year 2009.

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 2010 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 2009

Form 1099 proformas for 2009 are scheduled for shipping by the end of October. In addition to your proformas, the package will include:

- Data Sheet Supplies for 2009
- Updates & 1099 Processing Reminders
- A List of your Payers (Clients).

Not Using Our 1099 Service?

Then consider AccuPay! There is NO CHARGE to add 1099 service to your existing Service Agreement with us.

- 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 2008 1099's now (at no charge) so you're ready to process in January.

Just give us a call.

IN THIS BULLETIN:

- ⇒ WinRX News
- ⇒ 1099 Proformas Mailing in October
- ⇒ Renewal Packages
- ⇒ New WinRX Program Development Continues.
- ⇒ 1099/W-2 Envelopes Reminder.
- ⇒ Get Ready for Year-End Now.
- ⇒ Need a new FEIN? - Apply online.
- ⇒ New process for SSN verifications.

New WinRX Program Development Continues

The next generation of WinRX software continues to take shape. This new system will feature security enhancements to protect your data during uploads and downloads, a streamlined installation process, and a complete help-system. Beta site testing is planned for the Fall.

System requirements:

- Windows XP Professional or above.
- Graphics (screen resolution) minimum 1024 by 768
- High speed internet access (dial-up modems not recommended)

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 TO REINSTALL THE COMPLETE PROGRAM?

Go to our website to download the complete WinRX program.
When prompted, enter:
User name: **accupay**
Password: **c4008j**

Year-End Preparation

ONLINE FEIN'S

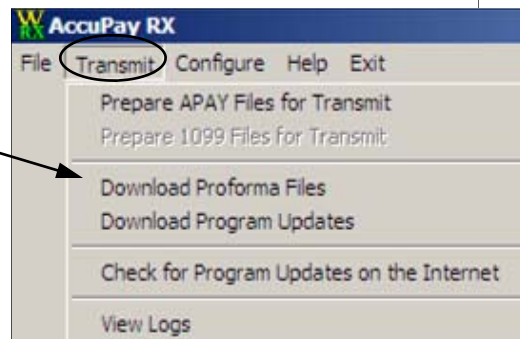
SSN VERIFICATION PROCESS

WinRX proformas will be available for DOWNLOAD on **September 23**.

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 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.

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. To apply for ID numbers online, see Online FEIN's below.
- 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**). Remember, any social security numbers beginning with 8 or 9 are NOT valid.
- 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.

A Federal Employer Identification Number is required for all employers (including Household Employers). New Employers or their professional tax representative can apply for an FEIN at

<http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>

(Hint: go to www.irs.gov and search for "apply FEIN.")

A California Employer Account Number can also be obtained on line. Go to:

<https://eddservices.edd.ca.gov/eZReg/EZReg/WelcomePageContent.aspx>

(Hint: go to www.edd.ca.gov and search for "EZREG.")

Beginning this Fall, Social Security Administration telephone agents will no longer perform SSN verification services. Employers will use a new automated telephone service or the existing online service.

There is no charge for verifying SSN's, however an employer must obtain a User ID and Password from SSA in order to access either the online or the telephone system.

For more information go to:

<https://www.socialsecurity.gov/bso/bsowelcome.htm>

(Hint: go to www.ssa.gov and search for "bsowelcome.htm.")