

HOW TO CONTACT US

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9211 Corporate Blvd., Suite 100
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Office Hours:

GA, NC, PA, DC
 9:00 AM to 5:30 PM ET
IL
 8:30 AM to 5:00 PM CT

Website

www.cpsgo.com

Customer Center

Provides access to:

- **Forms** (New Employee Form, Manual Check Form, Etc.)
- **Training Videos**
- **Payroll Calendar**
- **Previous Newsletters**
- **Federal and State Tax Forms**

Go to the **Customer Center** tab on our website, www.cpsgo.com.

Holiday Notice

Corporate Payroll Services and banks will be closed Thursday, November 28, 2024, Wednesday, December 25, 2024 and Wednesday, January 1, 2025 for the Thanksgiving, Christmas and New Year's holidays.

CPS will be closed on Friday, November 29, 2024 and on Tuesday, December 24, 2024, we will close at 12:00 PM ET, except our Chicago Office which will close at 12PM CT.

Banks will also be closed Monday, January 20, 2025 for Martin Luther King, Jr. Day; however, CPS will be open that day.

Direct Deposit and CPS Check Customers: It is especially important for your payrolls to be submitted one day earlier than normal before the holidays as this will ensure timely funding of your employees' direct deposits and CPS Checks.

Delivery companies often run behind at this time of year. If you usually receive your payroll by a certain day/time, it may arrive later than usual due to heavier delivery volumes.

NO payrolls will be processed or delivered on days when we are closed, so be sure to submit your payroll at least one business day earlier than normal.

Year-end Processing

We will begin processing 941s, 940s, state unemployment returns, ACA Forms, W-2s and 1099s on Tuesday, December 31, 2024. We expect this to be a very busy time for us; however, we are dedicated to providing each of our clients the best service possible.

We will email quarterly returns unless you have made arrangements with your Payroll Specialist for them to be printed.

Avoid the last-minute rush and save yourself additional charges for late year-end adjustments and/or reprinting tax returns by submitting information prior to the year-end deadline.

Be aware that we must have any manual checks, corrected employee information, ACA information, and special W-2 and 1099 information submitted by **2:00 PM on Monday, December 30, 2024.**

- **CPS is closed November 28 & 29 and December 25**
- **Submit year-end info by December 30**

November							December						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

State Information

If we make your tax deposits, please write your customer ID on the following items and promptly fax to (770) 864-6024 or email to TAX@cpsgo.com:

- Your company's year 2025 State Unemployment Insurance (SUI) rate notice for each state in which your company has employees. Failure to notify us of any changes in your employment rates may result in penalties and interest being assessed to your account by each state.
- Your year 2025 State Withholding Filer Status notices for all states in which you have employees.

If you have not registered in a state as of December 1, 2024, please contact that state or our Tax Department to obtain the phone number or website for the state with which you need to register. You may also go to Tax Forms in the Customer Center tab on our website at www.cpsgo.com to obtain this information.

Tax ID Needed

If you see the "Potential Penalty" section at the top of your Invoice/Automatic Debit Notification, it means that we are missing tax ID numbers for your account. Many tax agencies will not accept payment without a tax ID number. States where you must have a tax ID number to make a payment include:

- | | | |
|---------------|-----------------|------------------|
| • Alabama | • Iowa | • Nevada |
| • California | • Kansas | • New Mexico |
| • Connecticut | • Louisiana | • New York |
| • Delaware | • Maine | • Ohio |
| • DC | • Massachusetts | • Pennsylvania |
| • Florida | • Minnesota | • South Carolina |
| • Indiana | • Michigan | |

Local tax areas that require a tax ID are the cities of Lower Merion Township, Philadelphia and Wilmington. They may issue tax notices with penalties and interest due on your account. If you have been assigned a tax ID number that we do not have on file, please forward the information to your Payroll Specialist so we can update our records.

If you need to apply for a tax ID, you can get applications at <https://www.cpsgo.com/state-withholding-and-unemployment-forms/>. You can also contact our Tax Department or the state to obtain the phone number or website to register. If you have any questions about the tax information we have on file, please contact your Payroll Specialist or our Tax Department at (770) 446-7289.

Special W-2 Information

Any of the following types of information may require special handling on your W-2s at the end of the year:

- Personal use of company vehicles
- Fringe benefits
- Cost of Group Term Life Insurance (GTLI)
- Third-party sick pay
- Company-paid annuities
- Retirement plans such as Roth 401(k)s, IRAs, SARSEPs, etc. (Note: If you only have a regular 401(k) plan, then we already have the information we need to print your W-2s.)

Call your Payroll Specialist as soon as possible to get the appropriate form to complete so that we can correctly print your W-2s. You may also download this form from the Customer Center tab on our website at www.cpsgo.com. **Remember that we must have this information no later than 2:00 PM on Monday, December 30, 2024.**

Does My W-2 Include My Last Paycheck?

Every year we get questions from customers asking why their last paycheck for the year is not reflected on their W-2. In order for the last paycheck to be included in this year's W-2, it must have a check date in 2024. The start or end date of a pay period does not matter to the IRS.

If your last check was dated in 2024, it should be on your 2024 W-2. If your check for the last pay period of 2024 is dated in January of 2025, then it will be on your 2025 W-2.

Consider non-taxable pay types and deductions such as expense reimbursement, 401(k), Section 125, and other pre-tax deductions when verifying Federal, Social Security, Medicare, and state wages on your W-2.

The image shows two overlapping W-2 forms. The top form is a standard Form W-2, Wage and Tax Statement, with boxes for employer information, employee information, and various wage and tax categories. The bottom form is a Copy C - For EMPLOYEE'S RECORD, which is a simplified version of the W-2. Both forms include a warning about the information being furnished to the Internal Revenue Service.

W-2 Processing

As a part of our continuing effort to provide the most cost-effective payroll services, please note some of the benefits of our W-2 services.

- Our W-2 service for tax deposit and non-tax deposit clients includes electronic filing of your federal W-2 forms. You not only receive employee and employer W-2 forms, but we will electronically file all W-2 forms with the Social Security Administration.
- Our W-2 service includes pressure-sealed W-2 forms at no additional charge.
- Some states require employers to submit copies of Employee W-2 wage statements to the Department of Revenue annually. Our W-2 service includes submitting paper or electronic W-2 forms to the appropriate state agencies for our tax deposit customers only.
- To reduce paper waste, we do not print separate Form W-3s for each of our clients. As an equivalent, these totals appear at the end of the Employer's copies of W-2 forms.

The charge for processing W-2 forms is \$111.00 for a quantity of 15 or less and \$7.40 for each additional W-2 thereafter. **This charge includes all the services mentioned above and will be debited from your account with your first payroll in January 2025.**

W-2 and 1099 forms will be sent out beginning with payrolls processed in January 2025. If you are interested in early delivery of your package by January 6, 2025, please contact your Payroll Specialist. The early delivery fees include the cost of your W-2's plus an additional shipping charge of \$25.00 (this amount is subject to increase depending on the weight of your package). If you have not processed payroll by January 16, 2025, your W-2s and 1099s will be billed and shipped separately, to arrive by January 27, 2025.

Over \$100,000?

As year-end approaches, please keep in mind that if you submit a payroll which exceeds \$100,000 in 941 taxes or \$175,000 in net direct deposits, you will need to do a wire transfer, or we can set up an automatic wire transfer for you.

If you do not wish to wire these funds, you will need to submit your payroll at least four banking days prior to your check date and give us approval to debit your bank account three banking days early to ensure the availability of funds.

1099-NEC (Non-employee Compensation)

Don't forget to send any amounts for 1099 forms you want us to produce. For new 1099 individuals, information should be sent to us immediately to set them up. 1099 contractors need a valid Social Security Number, Individual Taxpayer Identification Number, or Federal Employer ID on file in order to receive accurate 1099 forms.

The charge for processing 1099 forms is \$111.00 for a quantity of 15 or less and \$7.40 for each additional 1099 thereafter. In addition, our normal per check and base charges will apply for entering the 1099 information. For no additional charge, we file the Form 1096 and required federal copies for you.

Please note that the 1099 forms we file are 1099-NEC, 1099-R, 1099-S and 1099-DIV. **The deadline for submitting the information for 1099s is 2:00 PM on Monday, December 30, 2024.**

Manual and Voided Checks

Payroll checks that were issued manually or that need to be voided must be sent to us to be processed for the quarter in which they were originally issued.

Depending on the age of the voided checks, amended returns may have to be filed for the quarter to which the voids apply and for succeeding quarters. If adjustments for the fourth quarter are sent in **after 2:00 PM Monday, December 30, 2024** and before the filing of returns, the charge is a minimum of \$250.00 to make the adjustments and reprint your copies of returns. Please send adjustments in early to avoid this charge.

If adjustments or voided or manual checks are sent in after the returns have been filed, the charge is a **minimum of \$350.00** to make the adjustments and file amended returns.

Send us any voided or manually issued checks for 2024 which have not been sent already, so you can save the cost of reprinting and amending returns.

Social Security Numbers

Do you occasionally add an employee to your payroll without a Social Security Number (SSN)? We strongly discourage any employer paying an employee or independent contractor without a VALID SSN or Individual Taxpayer Identification Number (ITIN).

Employers must review the Federal W-4 forms they receive from employees to ensure the form is properly completed. Even if you have a copy of the employee's Social Security card and a completed Federal Form W-4, the SSN could still be incorrect. You can face penalties as high as \$270 per W-2 Form for unfiled or incorrect W-2s, so we recommend all W-2s have correct SSNs.

Employers can use the SSA's TNEV (Telephone Number Employer Verification) or SSNVS (Social Security Number Verification Service) to verify Social Security Numbers. Employers who verify SSNs for their employees must be registered with the SSA's Business Services Online website. For information regarding how to register and use the SSA's Business Services Online, go to:
<http://www.ssa.gov/bsowelcome.htm>

If you would rather Corporate Payroll Services handle this for you, our E-Verify services will check both the SSN and the eligibility of an employee to work in the United States. Please go to www.cpsgo.com/e-verify or email EVERIFY@cpsgo.com for more information.

Invalid Tax and Wage Reports

Most states no longer accept Quarterly Tax and Wage Reports containing invalid social security numbers (SSNs).

Incomplete reports or reports containing invalid SSNs will not be processed. Delinquency fees will also apply if the reports are not successfully submitted by the report due date. We do not recommend adding new employees in payroll without a valid SSN.

ACA Compliance

Corporate Payroll Services can help you maneuver the complex aspects of the Affordable Care Act (ACA) with a report available to help you determine if you are subject to the Applicable Large Employer (ALE) filing requirements. Generally, you are an ALE if you have 50 or more full-time equivalent employees. Simply email ACA@cpsgo.com for more information.

Verify Employee Information

Your employees must verify the information which prints on their checks and check stubs. It is very important that all their information is correct. The following employee information must be verified on payroll worksheets and reports:

- Name
- Employee Address
- State Withholding State
- State Unemployment State

All corrections must be received by us **no later than 2:00 PM Monday, December 30, 2024.**



Employee Portal

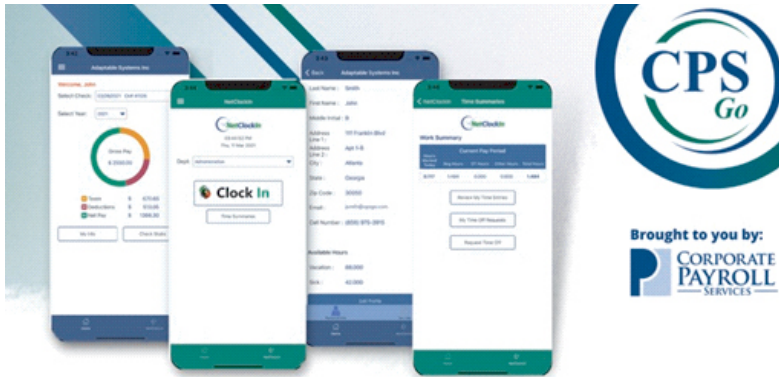
With our Employee Portal, your employees can update their own profile and contact information, state and federal tax withholding information and view and print check stubs, W-2s, and 1099 tax forms.

Payroll administrators are able to upload documents with sensitive information, such as direct deposit forms and employee add/change forms through our Employee Portal. The upload of these documents through our portal ensures that information is transmitted safely and securely.

Administrators can view a complete audit trail of changes and easily choose what employees can see and change. If you have not yet benefited from this FREE feature, available through our CPSGo app, contact your Payroll Specialist today!

CPSGo Employee Mobile App

Avoid Workers Compensation Down Payments!



Avoid large down payments and large year-end audit adjustments for workers compensation insurance with our EasyWComp pay-as-you-go workers compensation insurance. We have teamed up with several major carriers to give you the best options for coverage.

With EasyWComp, your premiums are calculated and deducted each pay period based on actual payroll, not estimated payroll. This means you are only paying for what you need!

Pay-as-you-go minimizes audit disputes, and Corporate Insurance Solutions will provide all reports requested by your insurance carrier to resolve any audit issues.

Contact us today to get started with EasyWComp! [Submit your request](#), and one of our licensed agents will contact you within one business day.

We can also help you with other forms of business insurance including: General Liability, Commercial Auto, Business Owners Policy and more.

Call us at 877-926-3475 for a quote.

<https://www.cpsgo.com/business-insurance-solutions>

**THE BEST
COMPLIMENT YOU
CAN GIVE IS A
REFERRAL.
THANK YOU!**

<https://www.cpsgo.com/client-referral-program-2/>

**Thank you for your business.
We look forward to serving
you in 2025!**

CPSGo Employee Mobile is our FREE employee-centric mobile app available on iOS and Android.

With CPSGo Employee Mobile, your employees can:

- View and download present or past pay stubs
- View and download tax forms (W2's or 1099's)
- View and edit their tax information if approved by your company's payroll administrator
- Update Personal Information (home address and phone numbers) if approved by your company's payroll administrator

For clients who subscribe to NetClockIn, our time and attendance service, your employees can:

- Clock in and out via their Apple or Android mobile device within the geofence locations you have set (if applicable)
- Review time entries
- Approve time entries
- View and request time off

Contact your Payroll Specialist today to learn more about our FREE employee mobile app.