



IMPORTANT Year-End Payroll and Tax Information and Deadlines

November 3, 2008

Dear Client:

To assist you with Year-End Payroll and Tax preparation, the following information has been prepared for your use. Your Client Service Professional (CSP) is available as your primary point of contact.

November/December Payroll Processing Schedule

The 2008 Holiday Payroll Processing Schedules are available on [Client Self-Service \(CSS\)](#) under Reporting Services → Human Resources → Client Notifications and Critical Updates AND under Reporting Services → Forms → Payroll. In addition, hard copies are being mailed in all payroll packets through the end of the year.

Year-End Payroll Checklist

In the Payroll Checklist below, please review each "To Do" and complete all by the deadline(s) indicated to ensure a smooth year-end. Note: "Member" refers to Members of SCI Companies (i.e., your employees).

To Do	Deadline
<input type="checkbox"/> Determine that all payments to be Voided/Reversed have been submitted to SCI.	12.12.08
<input type="checkbox"/> Ensure that individual employee taxes are correct (i.e., Federal Withholding, State and Local Taxes). For example, if an employee has New York State taxes on their payment stub and did not work or live in New York, contact SCI.	12.12.08
<input type="checkbox"/> Encourage your employees to review the <i>accuracy</i> of the <i>name, address and Social Security Number</i> as it appears on their payroll checks/advices. Employees may check this information on Employee Self-Service (ESS) . A separate notice regarding verification of personal information was sent separately to all SCI Members with their paychecks.	12.12.08
<input type="checkbox"/> Determine that all Year-End Bonus and Commission Payrolls have been sent to SCI. Contact SCI if you have questions on the taxability of these payments.	12.19.08
<input type="checkbox"/> Confirm that all Manual Checks that were written during the year have been submitted to SCI.	12.19.08
<input type="checkbox"/> Ensure that other special tax items have been calculated and submitted to SCI. Please contact SCI if any of the following apply: <ul style="list-style-type: none"> • Third-Party Sick Pay (is the third-party issuing a W-2?) • Group-Term Life Insurance in excess of \$50,000 • Taxable Fringe Benefits • Dependent Care Benefits 	12.19.08
<input type="checkbox"/> Request employees to fill out a new 2009 Form W-4 for Federal Withholding if their situation has changed and/or if they are claiming exempt status.	12.19.08
<input type="checkbox"/> Request employees to fill out a new 2009 Form W-5 for Advanced Earned Income Credit for the new year.	12.19.08

SCI Operations Centers

Atlanta • 2435 Tech Center Parkway, Lawrenceville, GA 30043 • 800.444.6211
Chicago • 1420 Kensington Rd., Suite 114, Oak Brook, IL 60523 • 800.750.1932 **Dothan** • 220 Healthwest Dr., Suite 3, Dothan, AL 36303 • 800.755.6722
Orlando • 5367 Conroy Rd., Suite 300, Orlando, FL 32811 • 866.370.4211 **Tampa** • 4224 W. Henderson Blvd., Tampa, FL 33629 • 800.932.4610



Year-End Critical Deadline – Monday, December 29, 2008, 1:00pm EST

On **12.29.08 at 1:00pm EST**, SCI Companies will close 2008 payroll processing and all subsequent payrolls will be processed with a 2009 date. Note: Payments will be considered W-2 income for the year in which the payment date (check date) falls, not the pay period end date. For example, if the pay period end date is 12.29.08 and the check date is 01.02.09; the payment will be reported as W-2 income in year 2009.

W-2 – Important Information

Please have all of your employees review the Member Notice regarding W-2s dated 11.03.08. In that Notice, SCI requests all Members verify their personal information now in order to assist in a smooth W-2 process.

Notes: All 2008 W-2s will be mailed directly to the home address on file for each SCI Member. W-2s will be **postmarked no later than Friday, January 30, 2009** per IRS Regulations. To allow adequate time for the Postal Service to deliver the W-2s, please **wait until after Monday, February 9, 2009** before contacting your Client Service Professional (CSP) with W-2 related questions and issues.

Social Security – Important Information

If any of your employees had a name change or Social Security Number clarification during the year, they should contact the [Social Security Administration \(SSA\)](#) to ensure they receive an updated Social Security card and their correct name and number are on file. Visit www.ssa.gov/gethelp1.htm for additional information on how to do this.

For your convenience, we have enclosed the **Personal Information Change** form used for reporting such updates and corrections. The form is also located on [Client Self-Service \(CSS\)](#) under Reporting Services → Forms → Miscellaneous AND on [Employee Self-Service \(ESS\)](#) under Personal Information → Forms.

Contact SCI

We appreciate your cooperation to ensure the success of our year-end process. If you have any questions, please contact your Client Service Professional (CSP) by calling the phone numbers listed in the chart below or visit: www.scicompanies.com/ContactUs/locations.aspx for all SCI office contact information.

Atlanta	Chicago	Dothan	Orlando	Tampa
800.444.6211 – Ph	800.750.1932 – Ph	800.755.6722 – Ph	866.370.4211 – Ph	800.962.7823 – Ph
888.633.3319 – Fax	630.472.2100 – Fax	800.595.6722 – Fax	866.370.4805 – Fax	800.610.2070 – Fax

Sincerely,

SCI Companies

Enclosure: Personal Information Change form