

## Welcome to Paymeister

As most of you know we have been operating under the name of TimePlus for the last 16 years. Last year TimePlus corporate was bought out by a company in Elkhart Indiana called IOI. On November 1, 2009 our name will change to PAYMEISTER. We will consist of the same great people and you will receive the same great services. We will continue to use the TimePlus software. Everything with the exception of our name is going to remain the same.

The word Meister originated in Germany, meaning "master". It has been borrowed into English slang, where it is used in compound words. It is often used as a suffix added to a noun to demonstrate proficiency in a given area. A person referred to as "blank" meister is one that has extensive knowledge and practical skills in their profession, business concerns and training.

## Dates for Payroll Submission

Our direct deposit fee is for a 3 day direct deposit file. That means that if your pay date is on a Thursday, payroll must be done on Monday. If your pay date is on a Friday it has to be done no later than 2:00 p.m. the Tuesday before. If the deadlines above are not met, then there will be a \$15 charge to send a 2 day direct deposit file.

## Holiday Schedule for November and December

<b>Nov. 26 (Thurs)</b>	<b>CLOSED</b>
<b>Nov. 27 (Fri)</b>	<b>CLOSED</b>
<b>Dec. 24 (Thurs)</b>	<b>CLOSED</b>
<b>Dec. 25 (Fri)</b>	<b>CLOSED</b>
<b>Dec. 31 (Thurs)</b>	<b>1/2 Day close at NOON</b>
<b>Jan. 01 (Fri)</b>	<b>CLOSED</b>



ON THE BRIGHT SIDE... WE'RE NOT LIVING PAYCHECK TO PAYCHECK ANYMORE.

**NOTE:** If your pay date falls on January 1, 2010 and you want to change it to pay on December 31, 2009 those wages will be included in their 2009 W2/1099. If you want the pay date to remain January 1, 2010 you will have to do live checks or direct deposit will not be in until January 4, 2010. If you elect to change the pay date to December 31, 2009 please be aware that the total gross wages on salaried employees for 2009 will be affected.

**Don't forget that we offer a client referral program. We will give you \$100 CASH for each client that uses us for payroll services.**

**\*\*Paid after first 90 days.**

### Web Site and Email Address:

Please visit us on the web:  
[www.paymeister.com](http://www.paymeister.com)

[Shirley@paymeister.com](mailto:Shirley@paymeister.com)  
[leigh@paymeister.com](mailto:leigh@paymeister.com)  
[Daniel@paymeister.com](mailto:Daniel@paymeister.com)

Please start using the email addresses above immediately.

timeplus@alltel.net is no longer valid.

timeplus@windstream.net will be phased out at the end of the year.

### Special points of interest:

- New Name
- Email address changes
- Late Submission of payroll
- Holiday Schedule
- New Hire Reporting is Mandatory
- Cobra Premium Assistance

## New Hire Reporting is Mandatory

The federally mandated New Hire Reporting program is vital to the success of the child support enforcement program. Employers make a huge difference in ensuring that children receive the financial support they deserve by submitting new hire data to state agencies shortly after the date of hire.

Many states have internet reporting, reporting by phone and reporting by fax to make it easier for employers to report their new hire data. In addition, multi-state employers may elect to submit all their new hire reports to one state. If employers choose

this option, they must notify the Secretary of HHS of the state that they have chosen.

Notifications may be submitted online on the OCSE multi-state Employer Registry or via fax or mail.

If Paymeister is not currently submitting your new hires call your payroll specialist for details. One less thing you have to worry about.

Federal Office of Child Support

[www.acf.hhs.gov/programs/cse/newhire/employer/private/newhire.htm](http://www.acf.hhs.gov/programs/cse/newhire/employer/private/newhire.htm)

## COBRA Premium Assistance Payments

Another major ARRA provision is a 65% subsidy for the nine month extension of COBRA health insurance premiums for workers who lost their jobs between September 1, 2008 and December 31, 2009. These former employees must have been enrolled in their employer's still active health plan at the time of termination. Eligible individuals will have to pay 35% of the premiums.

The former employer pays the remaining balance and claims a credit for those payments on Form 941, Employer's QUARTERLY Federal tax return or other applicable payroll tax return. The COBRA continuation provisions also apply to small businesses and government entities required to offer continuation coverage under state law similar to the federal COBRA.

More information about the stimu-

lus package is available at [www.irs.gov](http://www.irs.gov) regarding a host of ARRA provisions that allow bonus depreciation credits, enhance small business expensing and allow a five year net operating loss carry back for small businesses.

Paymeister can make this easy for you. Submit your Cobra payment information to us and we will take the credit on your next scheduled 941 payment.

## Form W-4 Includes New Warning for Employees

Instructions to your employees on the 2009 Form W-4 now read, "You may not request withholding as only a flat amount or as a percentage of wages." While payroll professionals have always known this fact, they've often had a hard time convincing the workers who have insisted on incorrectly completing their W-4s.

This rule is important. Claiming a flat amount of withholding per pay period could work to an employee's disadvantage if they

don't get the number of paychecks they were expecting or if their salary changes.

And a flat percentage on all earnings is at odds with our graduated system of tax rates. On even the largest paycheck, some earnings are subject to no tax, some earnings are subject to the 10% withholding rate, some earnings are subject to the 15% tax rate, and so on. This is one of many recommendations made by the American Payroll Association in the

case and accepted by the IRS.

If you think your employees could use a hand with all the W-4 worksheets and their talk of tax credits, deductions, and exemptions, you can point them to the IRS Withholding Calculator.

[www.irs.gov/pub/irs-pdf/fw4.pdf](http://www.irs.gov/pub/irs-pdf/fw4.pdf)

[www.irs.gov/individuals/article/0%2C%2Cid=96196%2C00.html](http://www.irs.gov/individuals/article/0%2C%2Cid=96196%2C00.html)

"Dreams are today's answers to tomorrow's questions."  
-Edgar Cayce

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