

# Preferred Payroll Service

Volume 1, Issue 1

June 2, 2008

## Important Information

Effective July 1, 2008, we will be moving our office to 66 Cambridge Street in Middleboro. Our phone numbers and email will remain the same. Our office will be closed on Friday, June 27th so we can move.

- ◆ We have now completed the first quarter of 2008. All of your forms should have been mailed and payments made. If you have any questions on your quarterly forms, please call us. Some of you had to have your DUA and 1700 forms done electronically as of the first quarter, if you had questions on that, please call.
- ◆ **Effective January 1, 2008 the new Minimum Wage for Massachusetts is: \$8.00 per hour. Please make these changes on your time sheets.**
- ◆ To process your payroll properly, we need to have a least 24 hours. Therefore any payrolls that are called in, faxed or emailed before 1:00 pm will be processed that day and put in the mail or delivered the next day. Any payrolls that come in after 1:00 pm are not guaranteed to be processed that day may be held and processed the following day. Please keep this in mind if you have direct deposits. Reminder on a holiday week you will need to make sure your payroll is in early to ensure receiving on time.
- ◆ Any changes to your payroll, salary changes, direct deposits, addresses must be submitted in writing (can be faxed or emailed) for us to process them.
- ◆ **Any new direct deposits or changes to existing direct deposits will take 2 weeks or 10 business days to put through. We must submit a pre-note to the bank and wait for a response. These are the bank's rules, not ours, we must adhere to them.**
- ◆ If you need a special report (Workers Comp, copies of quarterly's or pay stubs) or payroll figures of any type, please fax over the request and we will do as soon as possible. Put on the request the information you are looking for as well as how you want us to send it to you. We can fax it or put it the mail or put in the next payroll.
- ◆ Keep in mind most of the information you need is contained in your payroll registers and payroll journals. You should also be making copies of all your quarterly reports before mailing. We don't keep hard copies of those reports. If we have to re-print the reports for you, there will be an additional charge.
- ◆ All payroll fees are due on a monthly basis, no exceptions. If you prefer to have us charge your account monthly, please call us to set this up. Your account will be charged the first week of each month.



### Our office will close on:

1/1/08—New Year's Day  
5/26/08—Memorial Day  
7/4/08—Independence Day  
9/1/08—Labor Day  
11/27/08—Thanksgiving Day  
12/24/08—Close at 12:00 p.m.  
12/25/08—Christmas Day  
12/31/08—Close at 12:00 p.m.

### Check out our website for additional information:

[www.apreferredpayrollservice.com](http://www.apreferredpayrollservice.com)

Our email address is:

[info@apreferredpayrollservice.com](mailto:info@apreferredpayrollservice.com)

Or Call

800.599.9919

Tel/Fax 508.946.0428