

# Preferred Payroll Service

Volume 1, Issue 2

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## Important Information

**Reminder: our new address is: 66 Cambridge Street in Middleboro. Our phone numbers and email address are the same. Directions to our office are on our website.**

- ◆ We are now approaching the end of the 3rd quarter. Please make sure you forward all quarterly forms to us. If you have any questions on your quarterly forms, please call us.
- ◆ We can process all payroll taxes electronically, eliminating the need for coupons. If you are interested in having us do this, please contact our office.
- ◆ 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, but 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 do not keep hard copies of those reports. If we have to re-print the reports for you, there will be an additional charge.
- ◆ IRS Code requires all **employers to maintain payroll/employee records for at least 4 years after the due dates.** Failing to meet these recordkeeping requirements can mean penalties. If you have any questions on what you need to save, please call us. We do not keep hard copies of your tax forms. You must keep them, preferably in a fire proof cabinet.



### 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.apreferreddpayrollservice.com](http://www.apreferreddpayrollservice.com)

Our email address is:

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

Or call us at

800-599-9919 or 508-946-0428

Fax—508-946-9428