



INNOVATIVE
BUSINESS
SOLUTIONS, INC.



November 2008

"Thank you for your business!"

www.ibspayroll.com

Preparing for Year-End

We want to stress the importance of reporting all of your 2008 payroll related items prior to January 1st.

You need to notify us of any earning or tax information that is not part of your ordinary payroll, but needs to be reported on your employees' W-2's. This should be done as early as possible prior to December 31st to avoid costly backdating of payrolls after 2008 has been closed. Some of the items to consider are:

1. Handchecks, voids or bonuses paid after your last scheduled payroll run for the year;
2. Employer provided life insurance in excess of \$50,000;
3. Personal use of company provided vehicles;
4. Reportable qualifying employee gifts or awards;
5. Employer contributions to a non-qualified deferred compensation or retirement plan;
6. Any other taxable fringe benefits (Employer HSA Contributions for W2 Disclosure and CA Tax Reporting, Health Club Memberships, Registered Domestic Partner Health Coverage, Unsubstantiated Cash Payments, etc).
7. Employer paid moving expenses;
8. Allocated Tips;
9. 'S' Corporation officer's medical;
10. Sick or disability pay reported to you by a third party administrator;

Another reason for reporting taxable fringe items with your regularly scheduled payroll is that associated taxes can be withheld from your employee's normal payroll check. If they are reported separately or the affected employee has terminated, the employer will often have to fund both

the employee's and employer's shares.

If you are unable to quantify any of these items before December 31st, please call us to let us know when you will have the information necessary to print your W-2's.

Keep in mind that any payrolls required to be run after your first payroll of 2009 is processed will almost invariably result in a late deposit of payroll taxes, and will carry a minimum fee of \$300 to re-open a previously closed year.

Schedule Your Special Year-End Payroll Runs

In order to ensure the highest degree of service, we are requesting our clients to notify us in advance of upcoming special payroll runs (bonuses, taxable fringe, etc.). If you require a special year-end payroll, please give us as much advance notice as possible. Requests for special payroll runs without advance notice may result in additional processing fee premiums. Please complete the attached 'Special Unscheduled Payroll Request' Form and fax it back to IBS at (877) 586-4303.

Alert! Federal Tax Deposit Frequency Notice

Every December, the IRS mails a notice to your company identifying your tax deposit frequency for the coming tax year. Please forward a copy of your notice to IBS.



**2009 TAX INFORMATION
SHEET ON REVERSE SIDE**

Bonus Payments

Don't forget to consider statutory required withholding rates of 25% and 6% for Federal and California respectively, for all supplemental payments to employees over and above their base salary. The state of California still uses a special rate of 9.3% for separate bonus payments.

California's EIC Notice Requirement

The State of California's Employment Development Department enacted a law last year that required California employers to notify all of their employees about their potential eligibility for filing for the Federal Earned Income Tax Credit. The law states that the employer shall provide this notification by handing directly to the employee or mailing to the employee's last known mailing address either: 1) Instructions on how to obtain any notices available from the IRS about the Credit, or 2) Specific language that described the credit and how to obtain information about it.

IBS addressed this requirement on behalf of its clients by including the specific required wording on the back of the address flap of the W-2 forms. Many clients were not aware of this disclosure requirement being satisfied in this way, so we just wanted to make sure you were aware of its existence, and that you could point it out to your employees in case you think they might benefit



INNOVATIVE BUSINESS SOLUTIONS

"A payroll and automation services company"

2009 TAX INFORMATION SHEET

FEDERAL TAX RATES:

| | FSOC | FMED |
|---|--------------------------|----------|
| Maximum Earnings | \$106,800 | No Limit |
| Rate of Tax (Employee & Employer Rate) | 6.2% | 1.45% |
| Maximum Deduction | \$6,621.60 | No Limit |
| FUTA | | |
| Maximum Earnings | \$7,000 | |
| Net Tax (After Maximum Allowable Credit) | 0.8% | |
| Federal Withholding Supplemental Tax Rate | 25% | |
| Mileage Reimbursement (TENTATIVE) | 0.585 (2008 RATE) | |

CALIFORNIA TAX RATES:

| | CADI | |
|--|----------|---------|
| Maximum Earnings | \$90,669 | |
| Rate of Tax (Employee Rate) | 1.1% | |
| Maximum Deduction | \$997.36 | |
| CAUI ETT | | |
| Maximum Earnings | \$7,000 | \$7,000 |
| New Employer Rate | 3.4% | 0.1% |
| CA Withholding Supplemental Rates | | |
| *Bonus/Stock Options | 9.3% | |
| *All Other Supplemental Pay | 6% | |
| * CA Minimum Wage | \$8.00 | |
| * Overtime Law: Rate of pay times 1.5 after 8 hours in a day or 40 hours in a week. Rate of pay times 2 after 12 hours in a day or after 8 hours on the seventh day. | | |

H.S.A. LIMITS:

| Plan | Limit | Catch-Up Contrib. (age 50 & over) |
|--------|---------|--------------------------------------|
| Single | \$3,000 | \$1,000 |
| Family | \$5,950 | \$1,000 |

PENSION PLAN LIMITS:

| Plan | Limit | Catch-Up Contrib. (age 50 & over) |
|-----------------------------|----------|--------------------------------------|
| 401k, 403b, ROTH | \$16,500 | \$5,500 |
| 408p (SIMPLE Plans) | \$11,500 | \$2,500 |
| 457 (Deferred Compensation) | \$16,500 | \$5,500 |

FEDERAL TAX DEPOSIT RULES:

| Rule | Determination for Base Period | Deposit Requirements | |
|-----------------|--|---|--|
| | | Check Day | Deposit Day |
| Monthly | If the accumulated tax liability is less than or equal to \$50,000 for the base period | Any Day | Deposit Monthly by the 15th of the following month |
| Semi-Weekly | If the accumulated tax liability is greater than \$50,000 for the base period | Wednesday-Friday | Following Wednesday |
| | | Saturday-Tuesday | Following Friday |
| Exception Rules | Tax Liability Amount | Deposit Day | |
| \$2500 Rule | If the tax liability is less than \$2500 for the entire quarter | Liability may be paid with the quarterly tax return | |
| \$100,000 Rule | If the accumulated tax liability is \$100,000 or more for any check date | Deposit next business day | |

The deposit schedule for an employer during a calendar year is based on four quarters. The deposit frequency base period is July 1st to June 30th of the previous year. For 2007, the base period is July-September (3rd qtr) 2005, October-December (4th qtr) 2005, January-March (1st qtr) 2006, April-June (2nd qtr) 2006. The IRS will notify employers of their deposit frequency in November. However, it is the employer's responsibility to deposit federal taxes at the correct frequency if the notice is wrong.

CALIFORNIA STATE TAX DEPOSIT RULES:

| Your Federal Deposit Schedule is | And You Have Accumulated State PIT Withholding | SDI & PIT Deposit Required | If Payday is | Deposit Due By |
|----------------------------------|--|----------------------------|--------------|-------------------------------------|
| Next Banking Day | \$350 or less | NO | - | Remit w/ quarterly return or report |
| Next Banking Day | \$350 to \$500 | YES | - | 15th of following month |
| Next Banking Day | More than \$500 | YES | - | Next Banking Day |
| Semi-Weekly | \$350 or less | NO | - | Remit w/ quarterly return or report |
| Semi-Weekly | \$350 to \$500 | YES | - | 15th of following month |
| Semi-Weekly | More than \$500 | YES | Wed-Fri | Following Wednesday |
| Semi-Weekly | More than \$500 | YES | Sat-Tues | Following Friday |
| Monthly | \$350 or less | NO | - | Remit w/ quarterly return or report |
| Monthly | More than \$350 | YES | - | 15th of following month |
| Quarterly | Less than \$350 | NO | - | Remit w/ quarterly return or report |
| Quarterly | \$350 or more | YES | - | 15th of following month |

Employer contribution to SUI and ETT are due quarterly and paid with the DE88 state deposit coupon. For withholding taken from the employee's PIT & SDI, CA state deposit rules generally follow federal deposit guidelines. Once an employer makes a next banking day deposit, they automatically become a semi-weekly depositor for the remainder of that calendar year and all of the following year.