



Vacation Planning

5 reminders to keep your payroll on cruise control

ALSO IN THIS ISSUE:

- **Service Alert:** Independence Day and Labor Day holidays affect payroll processing
- **FAQs:** Got a question? We've got answers
- **Product Tips:** Manage vacation accruals in QuickBooks, update your contact information
- **Survey:** We're listening!
- **Referral Reward Program:** We want to work with more people like you

Greetings from the team at QuickBooks Assisted Payroll!

Welcome to the Summer 2006 issue of the Assisted Payroll newsletter.

Summer can be a busy season of juggling workloads and schedules as you and your employees enjoy some well-deserved vacation time. Assisted Payroll can help keep your payroll on cruise control while you're away. Take a look at our payroll processing reminders, which include important dates and cutoff times. Learn how to manage vacation time accruals in QuickBooks, and know what to do if you receive a federal or state tax notice. Plus, check our service alert for details on how the upcoming Independence Day and Labor Day holidays will affect your payroll processing. Finally, we invite you to participate in our survey—please tell us how we are doing and what information you want to receive in future issues of the newsletter.

Sincerely,



Chad O'Meara
Vice President
Intuit Payroll Business

VACATION PLANNING

5 reminders to keep your payroll on cruise control

When you take off on vacation this summer, you can relax, assured that your payroll will continue swimmingly. Just a few quick steps before you go, and QuickBooks Assisted Payroll will help you handle the rest.

For each pay period that you want processed while you are away (up to 45 days in advance), follow the regular process for submitting payroll. Simply preprint (and postdate) any paychecks that will need to be distributed during your absence. Direct deposits will be processed on the check date you specify. Paychecks will be valid and payroll funds will be deducted from the bank account you specified in QuickBooks one banking day before the check date. Companies that have only salaried employees can save time by scheduling several pay periods at once. [Learn more.](#)

Before you leave on vacation, take note of the following reminders, so you can meet important payroll deadlines this summer—and focus on your vacation itinerary instead.

1. Beat the processing cutoff times

You must submit your payroll for processing by 5 P.M. Pacific time two banking days before the check date. Please note that if you submit your payroll after the 5 P.M. deadline, there is a chance that your payroll will not be processed until the next business day. Tables 1 and 2 summarize the details. [Learn more.](#)

Regular payroll processing (no holidays)	Send payroll by 5 P.M. PST
Monday	Thursday BEFORE payday
Tuesday	Friday BEFORE payday
Wednesday	Monday BEFORE payday
Thursday	Tuesday BEFORE payday
Friday	Wednesday BEFORE payday

Table 1. Processing cutoff times for QuickBooks Assisted Payroll

If payday is on a ...	And a BANK HOLIDAY falls on the ...	Send payroll by 5 P.M. Pacific time on or before ...
Monday	Thursday or Friday before payday	Wednesday BEFORE payday
Tuesday	Friday or Monday before payday	Thursday BEFORE payday
Wednesday	Monday or Tuesday before payday	Friday BEFORE payday
Thursday	Tuesday or Wednesday before payday	Monday BEFORE payday
Friday	Wednesday or Thursday before payday	Tuesday BEFORE payday

Table 2. Processing cutoff times and bank holidays

2. Have money in the bank before debit times

The money for your taxes, fees, and direct deposits will be debited from your bank account one day prior to the check date. If a bank holiday falls on the day before the check date, then funds will be withdrawn the day before the bank holiday. If a bank holiday falls on your check date, the funds will be withdrawn on the banking day before the holiday, but the money will not be available in your employees' accounts until the banking day after the holiday. If you want your employees to have their pay before the check date, you will need to change the check date for direct deposit employees to the banking day before the holiday. Because banks will post the debits at different times, which are typically before banks open, plan to have money available in the account by 12 A.M. the day we will withdraw the money. [Learn more.](#)

3. Know which taxes we file for you

We file state and federal payroll taxes for you, so you don't need to worry about these details while you're on summer vacation—or any other time of year. If you recently upgraded from QuickBooks Standard Payroll or QuickBooks Enhanced Payroll, remember that you no longer need to print and mail your payroll tax forms. Doing so may cause duplicate filings, which can cause tax errors. [See a full list of the taxes supported.](#) [Learn more.](#)

4. Watch for copies of your payroll tax forms

We file your payroll tax forms by the required filing date and then mail copies to you for your records. We mail copies to your company's legal address approximately 45 days after the end of the quarter. For the second quarter, your copy will be mailed on or before August 15. (See Table 3.) Mail delivery times vary, but you usually can

expect to receive your copies within a week to 10 days of the mailing date. [Learn more.](#)

To request additional copies of federal or state tax filings for this year or prior years, please fill out a [Customer Request for Copies of Tax Information](#).

Note: This form will open in Adobe® Reader®. The length of time it takes to open the form depends on your Internet connection speed.

Want to see your quarterly filings even sooner? Assisted Payroll subscribers who use QuickBooks 2006 can access most of their quarterly filings via QuickBooks just a few days after the filing date. Simply navigate to the Payroll Center in QuickBooks 2006, click on the **View/Download Forms** button at the bottom of the screen, enter your Payroll PIN, and select the forms you want to see. **Note:** An Internet connection and Adobe Reader are required.

Time period	Filing date	Forms filed	Copies mailed to customers
1st Quarter	Apr 30	941 federal and quarterly state forms	May 15
2nd Quarter	Jul 31		Aug 15
3rd Quarter	Oct 31		Nov 15
4th Quarter	Jan 31		Feb 15
Year	Jan 31	W-2 and W-3	Mid-January
Year	Jan 31	940 and annual state forms	Feb 15

Table 3. Filing and mailing dates for payroll tax forms

5. Call for help when you need it

When you have questions, visit www.payroll.com/support. The site contains answers to many of the questions called into our customer service agents.

Or, give us a call at 888-712-9702. Our knowledgeable payroll specialists provide continuous payroll support at no additional cost to your payroll service. They are available to answer your payroll questions between 5 A.M. and 7 P.M. Pacific time, Monday through Friday. Each agent has access to detailed company notes and visibility into your payroll processing history, so you can receive information tailored to your situation.

The tax fax line is 866-293-1994.

PAYROLL PROCESSING HOW-TO

For more information and instructions about payroll, visit these sites:

- [Submitting payroll](#)
- [Paying employees through direct deposit](#)

Note: Wednesday is typically the busiest processing day of the week. Many companies choose to pay their employees on Friday and wait until Wednesday afternoon to submit their payroll. We encourage companies that have Friday payrolls to submit their payroll earlier in the week to avoid peak rushes.

FREQUENTLY ASKED QUESTIONS

Got a question? We've got answers

What should I do with the blank tax forms I receive from the IRS or state tax agencies?

Blank IRS Forms 940, 941, and envelopes are not needed by Intuit Payroll Services.

Send original forms for Vermont withholding and Wyoming unemployment to:

Intuit Payroll Services
Attn: Tax Department
1285 Financial Blvd
Reno, NV 89502

For all other states, fax a copy of the form to 866-293-1994, so that we may verify information. Retain the original for your records.

What should I do if I receive a federal or state tax notice?

If you receive a notice about your federal tax deposit frequency, a state unemployment insurance (SUI) rate change, or any other correspondence regarding payroll taxes from the IRS or a state agency, please fax or mail the documents (including coupon books, if applicable) to:

QuickBooks Assisted Payroll
Tax Department
P.O. Box 30005
Reno, NV 89520-9854

Fax: 866-293-1994

For more information and a comprehensive list of FAQs, visit www.payroll.com/support.

SERVICE ALERT

Independence Day and Labor Day holidays affect payroll processing

How will Independence Day (Tuesday, July 4, 2006) and Labor Day (Monday, September 4, 2006) affect my payroll tax payments and direct deposit?

The observance of the Independence Day (Tuesday, July 4, 2006) and Labor Day (Monday, September 4, 2006) holidays by the Federal Reserve Bank may affect your payroll processing cutoff times, including direct deposit. To allow for each holiday, you might need to send payroll a day earlier than usual to ensure timely payroll tax payments and to comply with the Fair Labor Standards Act. For more information about how upcoming holidays will affect your payroll, please visit the [QuickBooks Assisted Payroll support site](#).

PRODUCT TIPS

Manage vacation accruals in QuickBooks

QuickBooks can help you manage vacation accruals, so you—and your employees—can enjoy time off instead of calculating how much vacation they've earned.

To set up or change vacation or sick accrual for an employee:

1. In QuickBooks 2006: From the QuickBooks **Employee Center**, select the employee name you want to edit from the left column, and then select **Edit Employee** at the top right. In QuickBooks 2005 or earlier versions:

- From the QuickBooks **Employees** menu, choose **Employee List**. Double-click the name of the employee whose information you want to change or verify.
- From the **Change tabs** drop-down list, choose **Payroll and Compensation Info**.
 - Click **Sick/Vacation**.
 - In the **Sick** and **Vacation** areas of the **Sick & Vacation** window, fill in these fields:
 - Hours available as of**—Enter the number of sick or vacation hours currently available for the employee.
 - Accrual period**—Select how often the employee receives an accrual.
 - Hours accrued...**—Enter the number of hours the employee accrues during each accrual period.
 - Maximum number of hours**—If there is a limit, enter the maximum number of hours the employee is allowed to accrue.
 - Reset hours each new year**—Select this checkbox if you want sick or vacation hours available to be reset to zero at the beginning of the calendar year.
 - Click **OK**.

[Learn more.](#)

Update your contact information

We can better serve you if we have your most up-to-date contact information. Please review the contact information you have on file with QuickBooks Assisted Payroll to make sure it's correct.

To update your contact information in QuickBooks, including e-mail address and telephone number, follow these steps:

- In QuickBooks 2006: From the QuickBooks **Employees** menu, choose **Payroll Services**, then **View/Change Payroll Service Account Information**. In QuickBooks 2005 or earlier versions: From the QuickBooks **Employees** menu, select **Payroll Services**, and then **Payroll Service Account Info**.
- Click **Edit**, click **Continue**.
- Enter your personal identification number (PIN), and then click **Continue**.

- Click **Continue** until you reach the **Update Contact Information** screen.
- For e-mail changes: In the **E-mail** field, enter the updated e-mail address.
For telephone number changes: In the **Phone** field, enter the updated phone number.
- Click **Continue** until you reach the **Review Your Information** screen.
- In the review window, click **Update**.
- In the confirmation window, click **Done**.
- If you have not validated recently, you may receive a quick reminder, click **OK**.

To update your fax number, or for additional assistance, please call us at 888-712-9702. [Learn more.](#)

SURVEY

We're listening!

Are service updates important to you? Do you find reminders and checklists useful? We want to know! Get the information you need—simply fill out our quick survey and tell us how we are doing and what type of information you would like to see in upcoming issues of the QuickBooks Assisted Payroll newsletter. [Take the survey.](#)

INTUIT PAYROLL SERVICES REFERRAL REWARD PROGRAM

We want to work with more people like you!

We appreciate your business and we hope you will tell more people about us. Refer a friend or associate to QuickBooks Assisted Payroll or Intuit Payroll Services Complete Payroll, and when your referral processes payroll¹ you will be eligible to earn your choice of a \$50 payroll processing credit or a \$50 Visa® gift card. Refer someone today—just complete our [online referral form](#) or call 866-820-6337 and make your referral.

¹ A new client is defined as someone who has subscribed to either QuickBooks Assisted Payroll or Intuit Payroll Services Complete Payroll, and who has run and paid in full a payroll with Intuit Payroll Services. Premier Payroll customers who refer new clients to Assisted Payroll or Complete Payroll are not eligible to receive the \$50 payroll credit option. All referrals are subject to the Referral Reward Program rules. Terms and conditions are subject to change at any time without notice.

Notice: Intuit does not warrant or guarantee the accuracy of any statement or other information and materials provided in this newsletter. All articles and other information and materials in this newsletter (collectively, "Information") are provided for general information purposes only and are not intended to constitute legal, accounting or tax advice or opinions on any specific matters. The opinions expressed in Information are those of the author(s) and not necessarily those of Intuit. Laws and regulations change frequently and their application can vary widely based upon the specific facts and circumstances involved. You, and not Intuit, are responsible for the applicability and accuracy of Information as it relates to your practice or to your clients. Your use of Information does not relieve you of responsibility, including those to any third party, for matters involving your practice or your clients (e.g., preparation of tax returns, etc.) and you may not rely upon Intuit for advice regarding same. The provision of Information by Intuit is not intended to create, and your receipt does not constitute, any form of relationship between Intuit or the author(s) and you.

Terms, conditions, pricing, features, support and service options are subject to change without notice.

© 2006 Intuit Inc. All rights reserved. Intuit, the Intuit logo, and QuickBooks, among others, are registered trademarks and/or service marks of Intuit Inc. in the United States and other countries. Other parties' marks are the property of their respective owners and should be treated as such.

Intuit Inc., Customer Communications, 1285 Financial Blvd, Reno NV 89502

Source Code: C18809