



**The World's Most Advanced Payroll System  
Since 1989**

## **INFORMATION MANUAL**



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## **Introduction**

### **Welcome to Green60.com**

The Green60.com E-Payroll System is a new, all-digital way to process your weekly, biweekly, semiweekly, monthly or annual payroll.



## **Green60.com Payroll Services**

Green60.com is the world's most advanced payroll system. Human resourcefulness and internet technology have been combined to provide you with the highest level of customer service, speed and efficiency. We have created Green60.com to be the easiest and most user-friendly payroll processing service available today.

## **Mission Statement**

Our vision was to develop an environmentally safe, paperless payroll service that combines human innovation and advanced technology to result in speed, accuracy and security. This service should be accessible from anywhere in the world 24 hours a day, 7 days a week, 365 days a year.

## **Payroll Simplified**

Check out how easy the Green60.com process is:

1. Enter your username and password.
2. Submit your staff hours into the system.
3. View details of each employee's hours, earnings and paycheck stub.  
Then, verify the check or direct deposit amount, and  
Print payroll checks on your desktop printer, or  
Click the approval button to verify the direct deposit amount.  
Easy as 1 - 2 - 3!

Green60.com gives you access to all past and present payroll reports. These reports are just a click away. For your convenience, your payroll can be processed weekly, semi-weekly, monthly, quarterly, or even annually. If you need help, just call our toll free number, **(866) 840-3400**, and speak with a customer service representative.

*We recommend that you open a separate bank account for your payroll processing - an account that would handle only payroll processing and related tax and withholding transactions. This would help eliminate potential fraud and give you more control over your payroll processing.*

## **Why Green60.com**

We guarantee our low price without sacrificing customer care by providing a custom tailored payroll service that combines internet technology with human resourcefulness to serve you better without the hassle of deadlines. We have established an eco-friendly system that allows us to cut out virtually all paperwork while still allowing you to view all of your current and past reports.

### **Green60.com offers**

#### **Simplicity**

Sign in, enter your payroll information and print your payroll checks right from your desktop. Processing normally takes less than 60 minutes! There are no hassles from pickup and delivery of paperwork and no entry deadlines to meet.

#### **Economy**

We charge only **\$19.99** each time your payroll is processed (up to 5 employees with \$1 for each additional employee). That means up to 60% savings for each payroll processed... **GUARANTEED!!!** There are no fees for start up, to add or remove employees or for quarterly or annual reports.

#### **Security**

Only personnel authorized by you can access your payroll data. All downloadable files are encrypted and require a password to view.

#### **A 99.99% Paperless System**

We have established an eco-friendly system that allows us to cut out virtually all paperwork. Green60.com offers an environmentally responsible payroll solution.

#### **Speed & Organization**

Typically, in less than 60 minutes, your payroll checks are ready to be printed, signed and delivered to your employees - or deposited directly into their accounts and all the required reports are available for you to view. You may print, save, forward or even leave them there for future reference.

#### **Fast Processing**

All regular requests (including termination) received by 6:00 PM (PST) weekdays

will be processed within one hour, and all necessary reports will be in your data file for you to review. You may call after 6:00 PM (PST) in case of emergency. Our representative will be at your service until 6:30 PM.

## **Record Keeping**

Our trained technicians backup all of your records, reports and data. View details of each employee's hours, earnings and paycheck stubs. All data is available to download for your own records. When you need employee W2's, you don't need to make phone calls and wait hours to order them. All quarterly reports, annual reports and employee W2's are right there. You simply log on to Green60.com and print the W2's you need. No phone calls, no long waits. All required reports are permanently and securely stored on the cloud for easy access: anytime, anywhere.

## **USA Based Customer Support**

Green60.com offices are USA based, located in Newport Beach, CA. We do not outsource our customer support to areas outside of the United States like other payroll companies do.

## **About Us**

Green60.com Payroll Services is a payroll processing firm located in Newport Beach, California. We have created a system that is easy to use and tailored to our customer's needs. We provide payroll processing services for small, medium and large businesses. Green60.com is backed by R&R Accounting and Tax Service Inc., an established firm with more than twenty-two years in payroll and accounting. Our capabilities include payroll processing, fulfillment of all tax and compliance needs, bookkeeping, and any additional payroll and accounting services requested by our customers.

## **Our Name**

The "Green" in Green60.com refers to paperless, eco-friendly payroll processing. The 60 refers to the typically 60 minutes or less it takes to produce your payroll checks from start to finish. Even ".com", which normally refers to a commercial website, also refers to the combination of technology and human care, coming together to serve you better technically without sacrificing our superior customer service.

Here's how it works: Imagine a "digital messenger" coming to your office to pick up employee work hours and delivering them for processing. The necessary reports and paychecks are then delivered back to your office at the speed of light. No more reports to store. No more waiting for someone to deliver your payroll checks. It's all there on your office PC. You may save or print the reports, forward them, or simply leave them in our database for future reference.

## **Security**

Your information is private and 100% secured. Our services include multi-level

security from your interface to ours. We make sure that outside access to your account is impossible. We do not share any of your data or your employees' data with anyone unless you authorize us to do so.

When we assign a username and password for your account, these are not changeable unless we hear from you directly. We also hide all private information, such as social security numbers, so these numbers cannot be accessed by anyone else. Any changes to the status of your employees - such as changing the rate or tax withholding, new hires or terminations - will be communicated to you or an authorized person before those changes are made in our main database. Green60.com processes payroll on software that is entirely separate from the software used for our other website services. Separate servers and software assure you of high-tech security and privacy. We have professionals monitoring the process, and you may call and talk to them during normal business hours. Our payroll processing software is advanced, sophisticated, highly specialized and secure.

## **Why Green60.com Is Paperless**

Our paperless payroll service is entirely secure. There are no paper reports to be misfiled, lost or stolen. Our entirely digital process uses virtually no natural resources and produces almost no waste, making it environmentally responsible and space saving.

Our paperless payroll service lets you . . .

- Sign up easily.
- Access your reports anytime, from anywhere.
- Keep all your reports in one organized place.
- Print your reports only when you need paper copies.
- Deal with audits more efficiently using digital organization rather than paper reports.
- Make your business more environmentally friendly.

## **Our Value**

Green60.com values its clients and their needs above all else. Everything we do is predicated on service - making sure our clients are more than satisfied. We are always glad to give you a consultation at no charge and no obligation.

## **Services**

### **Payroll Processing**

At Green60.com, we have invented a new way of processing payroll. There will not be any deadlines. We have eliminated the use of paper or waiting for courier services to deliver payroll checks to your office.

Features include:

- Multi-level security at every access point

- Easy, user-friendly software
- Global 24/7 access
- Environmentally responsible, paperless services
- Tax Department
- Quarterly and Year-End reports, new hire and termination reporting

This high-tech service is easy to use, globally accessible and most importantly, secure. For twenty-two years, our business has focused on Accounting, Payroll Processing and Preparing Taxes for Individuals, Partnerships and Companies. We are focused on giving you the best in Payroll service. We don't try to sell you on all the peripheral products such as health insurance, workers compensation insurance or 401K plans because we want your payroll experience to be one of ease and simplicity. However, we have partnered with several other companies in the Human Resources, Insurance and Financial industries and will be glad to assist you in procuring their services, should you desire them.

## **Reporting**

There are so many details involved with payroll processing, and we take all that stress and worry away. We can track and process wage garnishment, vacation pay, insurance deductions and any other wage deduction requested by the government or employee.

All of your payroll reporting is filed by Green60.com, such as your Federal and State Quarterly Filings (941, DE-9 and DE-9C), New Employee Hire Filing (DE34), and your Federal and State Annual Filings (940 and W2). For the accounts signed up for paying payroll tax, we pay all necessary taxes on time from the account you have designated. All the payroll reports are then uploaded to Green60.com for your review and records.

We can also accrue payments for your workers compensation expenses based on your actual payroll. This money can then be transferred to a separate account or we can keep it in an account you. Cash flow is always an issue for small businesses and these available funds will be helpful.

We have several options for your reporting needs and you can speak to a representative about any special requests.

## **Reduce Your Unemployment Tax Rate**

We can monitor and calculate your unemployment tax rate to determine if you qualify for a rate reduction; possibly saving you hundreds, or even thousands, of dollars. There is an additional fee associated with this service.

## **Employee Payment Options**

You will have the payroll check on your desktop in about 60 minutes. All you have to do is put your laser check in your printer and print it. Alternatively, you

may print the paystub only and attach your manual check.

## **Typical payroll options**

### **Direct Deposit**

Our most recommended payment option! We deposit the payroll directly into your employees' accounts. This is a safe and immediate way to complete payroll. Checks cannot be lost or stolen and you won't have to pay any replacement or stop payment fees.

### **Printed Checks (by you)**

Some businesses prefer to print their own checks and hand them to their employees. With Green60.com, all paystubs are available on your desktop. Simply insert your laser check and print.

### **Paper Checks (by us)**

Many companies are moving to Direct Deposit as it is paperless and employees receive the money directly into their chosen bank account. However, if you still prefer written checks we can do this for you. For an additional fee, we can send your checks to you through FedEx or a next day delivery service.

## **Customer Service**

Our customer service agents are available from 9:00 am to 6:00 p.m. (PST). Their job is to take care of you and your questions and resolve any correspondence to and from the IRS, EDD or other agencies as requested.

## **Fees**

We back our secure and convenient service with guaranteed low prices. We encourage you to shop around and if you find a lower quote for equal services we will give you two months free service and match the quote by adjusting our fees.

We customize our services to the needs of each individual and company so there is no set rate. Fees will vary depending on the number of employees, payroll frequency, reporting needs, etc.

We love the sound of "EVERYTHING INCLUDED", meaning that you will not be charged for quarterly reports or year-end reports. The only other charges involved are a year-end processing fee which will be between \$35.00 to \$75.00 per year and W2 printing fee which will depend on the number of W2's we print. There will not be *any* hidden charges.



Base Payroll Process fee (each payroll time)	\$19.99
Check Printing (monthly)	FREE
Setup (customized for your specific needs)	FREE
New Employee Hires, Terminations	\$1.00 (per employee)
Direct Deposit	.20 (per employee)

*Additional Deductions such as:*

401K, Wage Garnishment, Insurance, etc.	.50 (per employee)
Quarterly Reports	FREE
Annual Reports	FREE

**Fee Example**

**\*New Clients ONLY. This is a promotional rate and does not apply to existing clients.**

Here is an example of a company that has less than five employees and no miscellaneous deductions.

**Other Services**

**Insurance and Deferred Compensation Companies**

We are not an insurance broker nor are we licensed to sell or discuss insurance products. However, we are partners with several Insurance Brokers (Agents) and refer our clients to them. You may contact them to get a free quote. Compare this with your current quote. Then, use your own judgment to choose the best company with the best price. This may save you about \$150.00 or more monthly. Please see the Green60.com website for a list of our partners. When you contact them, please mention our name.

*Please make sure you carry the correct amount of insurance for each and every level of your needs.*

We have partners representing the following categories:

- Workers Compensation
- Health Insurance (Individual or Group Insurance)
- Human Resources
- Life Insurance
- Retirement and 401K Deferred Income

**Worker Compensation Audit**

Using close relations and communication with your worker compensation agency, we will withhold or transfer the premium and will pay it to your insurance compensation carrier. This way there will not be any premium liability at the time of the filing. If you decide that we should not withhold the insurance premium, you will need to pay it yourself at the time of reporting.

We at green60.com gladly take care of reporting payroll figures to the insurance company as well as taking care of annual worker compensation audits. Normally, this will be free of charge. If it gets to the point that it takes us additional time to conduct the audit there will be extra charges.

## **EFTPS**

EFTPS, the Electronic Federal Tax Payment System, is a tax payment system provided free by the U.S. Department of Treasury. Pay federal taxes electronically via the Internet or phone 24/7. You must enroll at [eftps.gov](http://eftps.gov) to make use of the EFTPS. If you would like, Green60.com will gladly complete your enrollment for you, free of charge. Or visit [eftps.gov](http://eftps.gov) to enroll yourself.

Businesses and Individuals can pay all their federal taxes using EFTPS. Individuals can pay their quarterly 1040ES estimated taxes electronically using EFTPS, and they can make payments weekly, monthly, or quarterly. Both business and individual payments may be scheduled in advance.

More than 9.5 million taxpayers are currently enrolled in the system. Since EFTPS started in 1996, there have been over 1 billion electronic payments made, totaling over \$23.6 trillion!

### **What You Need to Know About EFTPS**

Remember, EFTPS values your privacy and security and will never attempt to contact you via e-mail. If you ever receive an e-mail that claims to be from EFTPS or from a sender you do not recognize that mentions a payment made through EFTPS, forward the e-mail to [phishing@irs.gov](mailto:phishing@irs.gov) or call the Treasury Inspector General for Tax Administration at 1.800.366.4484.

You must enroll to use EFTPS. To enroll, click on Enrollment at the top of the EFTPS page and follow the steps. After your information is validated with the Internal Revenue Service (IRS), you will receive a Personal Identification Number (PIN) in five to seven business days via U.S. Mail.

Payments scheduled through EFTPS must be made by 8 p.m. EST the day before the due date to be received timely.

EFTPS supports Microsoft Internet Explorer for Windows and Mozilla Firefox for Windows. Support of additional browsers is in development.

You may use the EFTPS website and the EFTPS Voice Response System (1.800.555.3453) interchangeably to make payments.

If you are required to make deposits electronically but do not wish to use EFTPS yourself, ask your financial institution about ACH Credit or same-day wire payments, or consult a tax professional or payroll provider about making payments for you. Please note: These options may result in fees from the providers.

Payments through third parties may have earlier cutoff times; please check with them for their deadlines.

### **EFTPS is...**

- Secure
- Fast
- Accurate
- Convenient
- Easy

## **Getting Started With Our Service**

In order to use the Green60.com payroll service you must first sign up. Follow these steps to enroll.

1. Direct your browser to Green60.com.
2. Click on the **Enroll Now** button.
3. Fill out the contact information form and click Submit. Someone will contact you shortly to complete the process of enrollment and activate your account. When the process is complete you will be assigned your login information. You can then log in to Green60.com and begin processing your payroll.

Green60.com uses the Adobe Acrobat portable document format (pdf) for generating pay documents and reports. The free Adobe Acrobat Reader software can be found at adobe.com.

## **Login**

Once you have your login information you can begin managing your payroll activities.

### **To login**

1. Direct your browser to Green60.com
2. Click the **Client Login** button.
3. Enter your login information.
4. Click the **Log In** button.



Problem With Your Login? Give Us A Call  
( 866.840.3400 )

Username

Password

Terms and Conditions  
of Electronic Communications

YES, I AGREE

Once you have logged-in to the Green60.com payroll service you will be taken to the My Payrolls page, where you can add a new payroll entry or view previous payroll entries.

***Important: For your security, you will automatically be logged out after 45 minutes of inactivity. You must log on again to continue working with your account.***

## Using Green60.com

Once you have logged in to Green60.com there will be a new drop-down menu option on the website navigation bar labeled **Your Options**. Use this to navigate to each of the services available for your account.

## My Payrolls Page

On this page, you may add new payrolls to be processed, as well as research your entire payroll history with Green60.com. When the page first loads, it shows a listing for the current year. To view a different year, enter the year desired into the text box and press the **Submit** button (16). The table shows links to documents relating to each pay period. If you have not yet added a payroll period nothing will be displayed. See samples of each report in the Report Samples section of the manual.

No.	Filing Date	Pay Date	Ending Date	Check Reg.	Pay Reg.	Pay Stub	Curr Taxes	YTD Taxes	City Report	YTD Report	Misc Report	JV	Status
1	01/27/12*	01/27/12	01/27/12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Processing
2	01/27/12*	01/27/12	01/27/12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Processing
3	01/18/12*	01/18/12	01/18/12	N/A	N/A	View	View	View	View	View	View	View	Processing
4	01/18/12*	01/18/12	01/18/12	N/A	N/A	View	View	View	View	View	View	View	Processing
5	01/18/12*	01/18/12	01/18/12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Processing
6	01/18/12*	01/18/12	01/18/12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Processing

Features of the My Payrolls page:

1. **No.** - This column is a number reference for your convenience and as an aid for technical support.
2. **Filing Date** - Click the green link to open a new window showing the payroll details for that date. An asterisk indicates that this payroll contains user-submitted instructions or comments. In the comments area you may add new comments relating to this payroll period. No other changes may be made in this window.
3. **Pay Date** - The starting date for this pay period.
4. **Ending Date** - The ending date for this pay period.
5. **Check Reg.** - Click this link to view a pdf file of your check register for this payroll period. The check register shows the net total of that payroll period.
6. **Pay Reg.** - Click this link to view a pdf file of your payroll register for this payroll period. The pay register shows a breakdown of each employee's work hours, pay rate, deductions and withholding, as well as the employer tax expense.
7. **Pay Stub** - Click this link to view a pdf file of your employee's paycheck and pay stub. This can be printed directly from your printer on paper designed

for this purpose, such as laser check paper. You may contact Green60.com directly to have this paper shipped to your office if you need. This report can also be used to print your employee's pay stub for direct deposit.

8. **Curr Taxes** - Click this link to view a pdf file of the tax liability report for this payroll period. This report is a breakdown, by category, of the total withholding and taxes for this period. It includes: Income tax, social security, medicare, unemployment and state taxes.
9. **YTD Taxes** - Click this link to view a pdf file of the tax liability report for the year up to, and including, the date selected.
10. **Qrtly Report** - Click this link to view a pdf file of the quarterly earnings report for that quarter of the selected year up to, and including, the date selected.
11. **YTD Report** - Click this link to view a pdf file of the yearly earnings report for the selected year up to, and including, the date selected.
12. **Misc. Report** - This link will open any additional reports posted for that payroll period.
13. **JV** - Journal Voucher.
14. **Status** - The current processing status of this payroll period. **Processing** means that payroll is currently being processed, **Approve** means that your payroll documents are finished and awaiting your review and approval. **Approved** means you have checked your payroll documents for accuracy and have approved any direct deposit instructions.
15. **Add Payroll Button** - Click this button to begin the process of adding a new payroll period to be processed.
16. **Display By Year Filter** - The table will display all records for the selected year. To view your records for a different year, enter the year you wish to view and click the **Submit** button.

## Adding a New Payroll Period

To begin adding a new payroll period to be processed, click the **Add Payroll** button. This will open a new window containing a list of employees currently associated with your Green60.com account.

Employee	Reg T1 Hours	Over T Hours	Safety \$	Reg T2 Hours	Vac T Hours	Tip \$	401(K) \$	Comm	Holy Day Hours	Sick Day Hours	Note
101 - JOHN [REDACTED]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
102 - BLAKE [REDACTED]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
103 - GABRIEL [REDACTED]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A

  

Check Number:  Starting Check Number:  2

Pay Date: Feb 21 12 3

Starting Date: Feb 21 12 4

Ending Date: Feb 21 12 5

Message:  6

Then enter:

1. The relevant payroll information for each employee and any additional notes. Employees must be added or removed on the Change of Employee Information page.

2. The check number you wish to start at.
3. The payday date.
4. The pay period starting date.
5. The pay period ending date.
6. Any special instructions or comments for processing. These notes may be amended at any time after being submitted by simply clicking the Filing Date for this payroll in the My Payrolls table.

When finished, click the **Submit** button. Processing will begin and you will shortly receive an email letting you know that your payroll has been processed and is ready. You may then view your check register and print your checks and pay stubs. You can also view and print any reports you may need.

## Quarterly Reports Page

On this page, you can view and download the end of quarter tax reports submitted by Green60.com to the State and Federal government. When the page first loads, it shows a listing for the current year. If no reports have yet been generated nothing will be displayed. To view a different year, enter the year desired into the text box and press the **Submit** button. You will have a separate password assigned to you to view these reports. Click the link for the quarterly report you wish to view, or right-click to save the report to your computer. See samples of each report in the Report Samples section of the manual.

Quarterly End	Federal(941)	State(DE9)	State(DE9C)	Misc
12/31/11	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
12/05/11	<a href="#">View</a>	NA	NA	<a href="#">View</a>
09/01/11	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

Features of the Quarterly Reports page:

1. **Quarter End** - This column lists the dates for your filed quarter-end report forms.
2. **Federal(941)** - These links open pdf files of your filed Employer's Quarterly Federal Tax Return forms for the selected date.
3. **State(DE9)** - These links open pdf files of your filed Quarterly Contribution Return and Report of Wages forms for the selected date.
4. **State(DE9C)** - These links open pdf files of your filed Quarterly Contribution Return and Report of Wages (Continuation) forms for the selected date.
5. **Misc** - Not used.
6. **Display By Year Filter** - The table will display all records for the selected

year. To view your records for a different year, enter the year you wish to view and click the **Submit** button.

## Yearly Reports Page

On this page, you can view and download the year-end tax reports submitted by Green60.com to the State and Federal government. When the page first loads, it shows a listing for the current year. If no reports have yet been generated nothing will be displayed. To view a different year, enter the year desired into the text box and press the **Submit** button. You will have a separate password assigned to you to view these reports. Click the link for the year-end report you wish to view, or right-click to save the report to your computer. See samples of each report in the Report Samples section of the manual.

Date	Federal(940)	State1	State2	State3	ERW2	ERW3	EEW2
1/11	View	View	View	View	View	View	View
1/11	View	View	View	View	View	View	View

Features of the Yearly Reports page:

1. **Date** - This column lists the dates for your filed year-end report forms.
2. **Federal(940)** - These links open pdf files of your filed Employer's Annual Federal Unemployment (FUTA) Tax Return forms for the selected date.
3. **State1** - Not used.
4. **State2** - Not used.
5. **State3** - Not used.
6. **ERW2** - These links open pdf files of your employer copy of your filed W-2 (Wage and Tax Statement) forms for the selected date.
7. **ERW3** - These links open pdf files of your filed W-3 (Transmittal of Income and Tax Statements) forms for the selected date.
8. **EEW2** - These links open pdf files of your employee copy of your filed W-2 (Wage and Tax Statement) forms for the selected date.
9. **Display By Year Filter** - The table will display all records for the selected year. To view your records for a different year, enter the year you wish to view and click the **Submit** button.

## Employee Changes Page

This page allows you to make changes regarding the employees associated with your account. You may add and remove employees, as well as change basic information. Any changes made here will be immediately confirmed with the authorized owner of the account to prevent mishandling of the payroll.

## Adding A New Employee

This section allows you to add a new employee to your account. Simply fill in the fields for **Name** and **SSN** to add the employee to your account. If you wish for the employee to be paid for a current payroll period, fill in the fields for **Hours** and **Hourly Rate**. Then press the **Submit** button. Your new employee will appear in the employee list for all future payroll submissions.



**New Employee Request**

\* Name

\* SSN

Hours

Hourly Rate

Please fax the W4 to (949) 868-9873  
or email to [rob@corpnow.com](mailto:rob@corpnow.com)

*\*Please remember to send a W4 form for the new employee by fax or email.*

## Terminating An Employee

This section allows you to remove an employee from your account. Simply fill in the **Name** and **SSN** of the employee to be removed and the effective date of termination and press the **Submit** button. The employee will be removed from your account and will no longer appear in the list of employees for payroll submission.



**Employee Termination Request**

\* Name

\* SSN

TERMINATION DATE

## Change Of Employee Information

This section allows you to update the information of an existing employee. When you have entered the new information, press the **Submit** button and the new info will be added to your account.



**Change of Employee Information Request**

\* Name

\* SSN

Hours

Hourly Rate

Note : SUBMIT ALL OTHER CHANGES ON NEW W-4  
BY FAX (949)868-9873 OR EMAIL [rob@corpnow.com](mailto:rob@corpnow.com)

## Edit Company Information Page

On this screen, you can update your basic company contact information.

### Edit Company Info.

* Company Name	Authorized Contact Name
<input type="text" value="SAMPLE COMPANY"/>	<input type="text" value="John Smith"/>
ClientID	Title
<input type="text" value="C-999"/>	<input type="text" value="HR Manager"/>
Owner Name	Phone
<input type="text" value="John Smith"/>	<input type="text" value="333-333-3333"/>
	Ext.
	<input type="text" value="111"/>
Address 1	Phone
<input type="text" value="3822 CAMPUS DR"/>	<input type="text" value="866-840-3400"/>
Address 2	Fax
<input type="text" value="Suite #105"/>	<input type="text" value="949-752-5300"/>
City	* Email
<input type="text" value="NEWPORT BEACH"/>	<input type="text" value="rob@corpnow.com"/>
State	*Email address must be at least 6 characters
<input type="text" value="California"/> ▼	
Zip	
<input type="text" value="92660"/>	
<input type="button" value="Edit"/>	

## Technical Support

Thank you for using Green60.com. If you experience any difficulties using our website or just want to tell us what you think, you can reach us toll-free by phone at 866.840.3400. Or by email at [rob@corpnow.com](mailto:rob@corpnow.com).

## Requirements

Green60.com uses the Adobe Acrobat portable document format (pdf) for generating pay documents and reports. The free Adobe Acrobat Reader software can be found at [adobe.com](http://adobe.com).

*Note: Internet Explorer may not properly display the Green60 website. We recommend Google Chrome or Mozilla Firefox for an optimum experience. We will be glad to assist you with installing either of these browsers.*

# Report Samples

## My Payrolls Page

### Check Reg.

SAMPLE COMPANY					Page: 1
Check Register					
For the Period From Jan 30, 2012 to Jan 30, 2012					
Filter Criteria includes: Report order is by Date.					
Check #	Date	Payee	Cash Account	Amount	
10	1/30/12	JHON RAYMOND	10100	598.92	
11	1/30/12	DAVID JOHNSON	10100	422.25	
12	1/30/12	SAM AUSTIN	10100	612.63	
<b>Total</b>				<b>1,633.80</b>	

### Pay Reg.

SAMPLE COMPANY									Page: 1
Payroll Register									
For the Period From Jan 30, 2012 to Jan 30, 2012									
Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.									
Employee ID Employee Masked SS No Reference Date	Pay Type	Pay Hr	Pay Amt	Amount	Gross State Sec. ER SETT_ER	Fed_Income SDI Medicare_ER	Soc_Sec EMPADV FUTA_ER	Medicare IRAded SUI_ER	
101 JHON RAYMOND XXX-XX-6789 10 1/30/12	Regular Overtime VacationI	80.00 5.00 5.00	640.00 60.00 40.00	598.92	740.00 -10.00 -45.88 -0.74	-81.87 -7.40 -10.73	-31.08 -4.44	-10.73 -25.16	
102 DAVID JOHNSON XXX-XX-4321 11 1/30/12	Salary vacationI	8.00	500.00 8.00	422.25	508.00 -4.89 -31.50 -0.51	-47.07 -5.08 -7.37	-21.34 -3.05	-7.37 -17.27	
103 SAM AUSTIN XXX-XX-3789 12 1/30/12	Regular VacationI	75.00 8.00	750.00 8.00	612.63	758.00 -10.39 -47.00 -0.76	-84.57 -7.58 -10.99	-31.84 -4.55	-10.99 -25.77	
Summary Total 1/30/12 thru 1/30/12	Salary vacationI Regular Overtime VacationI	155.00 5.00 13.00	1,390.00 60.00 48.00	1,633.80	2,006.00 -25.28 -124.38 -2.01	-213.51 -20.06 -29.09	-84.26 -12.04	-29.09 -68.20	
Report Date Final Total 1/30/12 thru 1/30/12	Salary vacationI Regular Overtime VacationI	155.00 5.00 13.00	1,390.00 60.00 48.00	1,633.80	2,006.00 -25.28 -124.38 -2.01	-213.51 -20.06 -29.09	-84.26 -12.04	-29.09 -68.20	



## Curr Taxes

3/28/12 at 14:20:59.31

Page: 1

**SAMPLE COMPANY**  
**Tax Liability Report**  
**For the Period From Mar 28, 2012 to Mar 28, 2012**

Filter Criteria includes: Report order is by Employee ID. Report is printed in Summary Format.

Tax Description	Adj Gross	Taxable Gr	Percen	Tax Liabil
FUTA	6,679.00	5,219.00	0.60000	31.31
<b>940 Total</b>				<b>31.31</b>
FIT	6,679.00	6,679.00		880.47
Social Security	6,679.00	6,679.00	10.4000	694.62
Social Security T				
Medicare Wage	6,679.00	6,679.00	2.90000	193.69
<b>941 Total</b>				<b>1,768.78</b>
CA State Taxes				
CASUI C	6,679.00	5,219.00	3.40000	177.45
CASIT	6,679.00	6,679.00		257.96
CASDI	6,679.00	6,679.00	1.00000	66.79
CASETT C	6,679.00	5,219.00	0.10000	5.22
<b>CA State Total</b>				<b>507.42</b>
<b>Report Total</b>				<b>2,307.51</b>

## YTD Taxes

3/28/12 at 14:21:40.51

Page: 1

**SAMPLE COMPANY**  
**Tax Liability Report**  
**For the Period From Jan 1, 2012 to Mar 28, 2012**

Filter Criteria includes: Report order is by Employee ID. Report is printed in Summary Format.

Tax Description	Adj Gross	Taxable Gr	Percen	Tax Liabil
FUTA	27,438.00	23,778.00	0.60000	142.67
<b>940 Total</b>				<b>142.67</b>
FIT	27,438.00	27,438.00		3,697.75
Social Security	27,438.00	27,438.00	10.4000	2,853.55
Social Security T				
Medicare Wage	27,438.00	27,438.00	2.90000	795.70
<b>941 Total</b>				<b>7,347.00</b>
CA State Taxes				
CASUI C	27,438.00	23,778.00	3.40000	808.45
CASIT	27,438.00	27,438.00		965.38
CASDI	27,438.00	27,438.00	1.00000	274.38
CASETT C	27,438.00	23,778.00	0.10000	23.78
<b>CA State Total</b>				<b>2,071.99</b>
<b>Report Total</b>				<b>9,561.66</b>

# Qtlly Report

3/28/12 at 14:22:28.11

Page: 1

## SAMPLE COMPANY Quarterly Earnings Report For the Period From Jan 1, 2012 to Mar 31, 2012

Filter Criteria includes: Report order is by Employee ID. Report is printed in Show Totals Only Format.

Employee ID Employee Masked SS No	Date Referen	Amount	Gross State EMP_ADV Medicare_	Fed_Incom SDI GARNISH FUTA_ER	Soc_Sec EMPADV DED401K SUI_ER	Medicare IRAded Soc_Sec_ SETT_ER
Report Date Total for JOHN RAYMOND		3,683.62	4,973.00 -88.83 -69.07	-568.80 -47.63 -28.57	-200.05 -135.00 -161.95	-69.07 -180.00 -295.31 -4.76
YTD Total for JOHN RAYMOND		3,683.62	4,973.00 -88.83 -69.07	-568.80 -47.63 -28.57	-200.05 -135.00 -161.95	-69.07 -180.00 -295.31 -4.76
Report Date Total for DAVID JOHNSON		7,656.06	10,660.00 -542.66 -154.57	-1,802.39 -106.60 -42.00	-447.72 -238.00	-154.57 50.00 -660.92 -7.00
YTD Total for DAVID JOHNSON		7,656.06	10,660.00 -542.66 -154.57	-1,802.39 -106.60 -42.00	-447.72 -238.00	-154.57 50.00 -660.92 -7.00
Report Date Total for SAM AUSTIN		4,602.75	5,705.00 -140.93 -82.72	-626.94 -57.05 -34.23	-239.61 100.00 -193.97	-82.72 10.00 -353.71 -5.71
YTD Total for SAM AUSTIN		4,602.75	5,705.00 -140.93 -82.72	-626.94 -57.05 -34.23	-239.61 100.00 -193.97	-82.72 10.00 -353.71 -5.71
Report Date Total for ROBERT M. MARTIN		4,911.77	6,100.00 -192.96 110.00 -88.45	-699.62 -61.00 -36.60	-256.20 -207.40	-88.45 -378.20 -6.10
YTD Total for ROBERT M. MARTIN		4,911.77	6,100.00 -192.96 110.00 -88.45	-699.62 -61.00 -36.60	-256.20 -207.40	-88.45 -378.20 -6.10
Summary Total 1/1/12 thru 3/31/12		20,854.2	27,438.00 -965.38 110.00 -394.81	-3,697.75 -272.28 -65.00 -141.40	-1,143.58 100.00 -135.00 -801.32	-394.81 -120.00 -1,688.14 -23.57
Report Date Final Tota 1/1/12 thru 3/31/12		20,854.2	27,438.00 -965.38 110.00 -394.81	-3,697.75 -272.28 -65.00 -141.40	-1,143.58 100.00 -135.00 -801.32	-394.81 -120.00 -1,688.14 -23.57
Final YTD Total		20,854.2	27,438.00	-3,697.75	-1,143.58	-394.81

# YTD Report

3/28/12 at 14:23:23.42

Page: 1

## SAMPLE COMPANY Yearly Earnings Report For the Period From Jan 1, 2012 to Dec 31, 2012

Filter Criteria includes: Report order is by Employee ID. Report is printed in Show Totals Only Format.

Employee ID Employee Masked SS No	Date Referen	Amount	Gross State EMP_ADV Medicare_	Fed_Inco SDI GARNISH FUTA_ER	Soc_Sec EMPADV DED401K SUI_ER	Medicare IRAded Soc_Sec_E SETT_ER
Report Date Total for JOHN RAYMOND		3,683.62	4,973.00 -88.83 -69.07	-568.80 -47.63 -28.57	-200.05 -135.00 -161.95	-69.07 -180.00 -295.31 -4.76
YTD Total for JOHN RAYMOND		3,683.62	4,973.00 -88.83 -69.07	-568.80 -47.63 -28.57	-200.05 -135.00 -161.95	-69.07 -180.00 -295.31 -4.76
Report Date Total for DAVID JOHNSON		7,656.06	10,660.00 -542.66 -154.57	-1,802.39 -106.60 -42.00	-447.72	-154.57 50.00 -660.92 -7.00
YTD Total for DAVID JOHNSON		7,656.06	10,660.00 -542.66 -154.57	-1,802.39 -106.60 -42.00	-447.72	-154.57 50.00 -660.92 -7.00
Report Date Total for SAM AUSTIN		4,602.75	5,705.00 -140.93 -82.72	-626.94 -57.05 -34.23	-239.61 100.00 -193.97	-82.72 10.00 -353.71 -5.71
YTD Total for SAM AUSTIN		4,602.75	5,705.00 -140.93 -82.72	-626.94 -57.05 -34.23	-239.61 100.00 -193.97	-82.72 10.00 -353.71 -5.71
Report Date Total for ROBERT M. MARTIN		4,911.77	6,100.00 -192.96 110.00 -88.45	-699.62 -61.00 -36.60	-256.20	-88.45 -378.20 -6.10
YTD Total for ROBERT M. MARTIN		4,911.77	6,100.00 -192.96 110.00 -88.45	-699.62 -61.00 -36.60	-256.20	-88.45 -378.20 -6.10
Summary Total 1/1/12 thru 3/31/12		20,854.2	27,438.00 -965.38 110.00 -394.81	-3,697.75 -272.28 -65.00 -141.40	-1,143.58 100.00 -135.00 -801.32	-394.81 -120.00 -1,688.14 -23.57
Report Date Final Total 1/1/12 thru 12/31/12		20,854.2	27,438.00 -965.38 110.00 -394.81	-3,697.75 -272.28 -65.00 -141.40	-1,143.58 100.00 -135.00 -801.32	-394.81 -120.00 -1,688.14 -23.57
Final YTD Total		20,854.2	27,438.00	-3,697.75	-1,143.58	-394.81

# Quarterly Reports Page

## Federal 941 - Employer's Quarterly Federal Tax Return

Form <b>941 for 2011: Employer's QUARTERLY Federal Tax Return</b>		950111
(Rev. January 2011) Department of the Treasury — Internal Revenue Service		OMB No. 1545-0029
(EIN) Employer identification number <input type="text" value="1"/> <input type="text" value="2"/> - <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="7"/> <input type="text" value="8"/> <input type="text" value="9"/>	<b>Report for this Quarter of 2011</b> (Check one.) <input type="checkbox"/> 1: January, February, March <input type="checkbox"/> 2: April, May, June <input type="checkbox"/> 3: July, August, September <input checked="" type="checkbox"/> 4: October, November, December Prior-year forms are available at <a href="http://www.irs.gov/form941">www.irs.gov/form941</a> .	
Name (not your trade name) <input type="text" value="SAMPLE COMPANY"/>		
Trade name (if any) <input type="text"/>		
Address <input type="text" value="3822 CAMPUS DR # 105"/>		
Number	Street	Suite or room number
<input type="text" value="NEWPORT BEACH"/>	<input type="text" value="CA"/>	<input type="text" value="92660"/>
City	State	ZIP code
Read the separate instructions before you complete Form 941. Type or print within the boxes.		
<b>Part 1: Answer these questions for this quarter.</b>		
1 Number of employees who received wages, tips, or other compensation for the pay period including: <i>Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)</i>	1	<input type="text" value="0"/>
2 Wages, tips, and other compensation	2	<input type="text" value="3128.00"/>
3 Income tax withheld from wages, tips, and other compensation	3	<input type="text" value="287.82"/>
4 If no wages, tips, and other compensation are subject to social security or Medicare tax		<input type="checkbox"/> Check and go to line 6e.
	<i>Column 1</i>	<i>Column 2</i>
5a Taxable social security wages	<input type="text" value="3128.00"/>	x .104 = <input type="text" value="325.31"/>
5b Taxable social security tips	<input type="text" value="0.00"/>	x .104 = <input type="text" value="0.00"/>
5c Taxable Medicare wages & tips	<input type="text" value="3128.00"/>	x .029 = <input type="text" value="90.71"/>
5d Add <i>Column 2</i> line 5a, <i>Column 2</i> line 5b, and <i>Column 2</i> line 5c	5d	<input type="text" value="416.02"/>
5e Section 3121(q) Notice and Demand — Tax due on unreported tips (see instructions)	5e	<input type="text" value="0.00"/>
6a Reserved for future use.		<input type="text"/>
6b Reserved for future use.		<input type="text"/>
Do Not Complete Lines 6a-6d		
6c Reserved for future use.		<input type="text"/>
6e Total taxes before adjustments (add lines 3, 5d, and 5e)	6e	<input type="text" value="703.84"/>
7 Current quarter's adjustment for fractions of cents	7	<input type="text" value="-85.10"/>
8 Current quarter's adjustment for sick pay	8	<input type="text" value="0.00"/>
9 Current quarter's adjustments for tips and group-term life insurance	9	<input type="text" value="0.00"/>
10 Total taxes after adjustments. Combine lines 6e through 9	10	<input type="text" value="618.74"/>
11 Total deposits, including prior quarter overpayments	11	<input type="text" value="703.84"/>
12a COBRA premium assistance payments (see instructions)	12a	<input type="text" value="0.00"/>
12b Number of individuals provided COBRA premium assistance		<input type="text" value="0"/>
13 Add lines 11 and 12a	13	<input type="text" value="703.84"/>
14 Balance due. If line 10 is more than line 13, enter the difference and see instructions	14	<input type="text" value=""/>
15 Overpayment. If line 13 is more than line 10, enter the difference		<input type="text" value="85.10"/> Check one: <input checked="" type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.
You MUST complete both pages of Form 941 and SIGN it. <span style="float: right;">Next </span>		
For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. <span style="float: right;">Cat. No. 17001Z Form 941 (Rev. 1-2011)</span>		

# State DE9 - Quarterly Contribution Return and Report of Wages

DE 9

EDD 11063



00090111

12 31 11

01 01 12

01 31 12

1 1 4

9 8 7 6 5 4 3 2

SAMPLE COMPANY

3822 CAMPUS DR # 105

NEWPORT BEACH CA 92660

12-3456789

<b>C. TOTAL SUBJECT WAGES PAID THIS QUARTER</b>		3 128 00
<b>D. UNEMPLOYMENT INSURANCE (UI)</b> (Total Employee Wages up to \$ 7,000.00 per employee per calendar year)		
3.40 TIMES	3 128 00	106 35
<b>E. EMPLOYMENT TRAINING TAX (ETT)</b>		
0.10 TIMES UI Taxable Wages for the Quarter (D2) ...		3 13
<b>F. STATE DISABILITY INSURANCE (SDI)</b> (Total Employee wages up to \$ 93,316.00 per employee per calendar year)		
1.20 TIMES	3 128 00	37 54
<b>G. CALIFORNIA PERSONAL INCOME TAX (PIT) WITHHELD</b>		41 18
<b>H. SUBTOTAL</b> (Add Items D3, E2, F3, and G)		188 20
<b>I. LESS: CONTRIBUTIONS AND WITHHOLDING PAID FOR THE QUARTER</b> ( <b>DO NOT</b> INCLUDE PENALTY AND INTEREST PAYMENTS)		188 20
<b>J. TOTAL TAXES DUE OR OVERPAID</b> (Item H minus Item I)		0 00

**K.** Be sure to sign this declaration: *I declare that the information herein is true and correct to the best of my knowledge and belief.*

Signature \_\_\_\_\_

ACCTG

99999999

01/26/12

**State2 DE9C - Quarterly Contribution Return and Report of Wages (cont.)**

DE 9C

EDD 11056



Page number 1 of 1

009C0111

QUARTER ENDED	12 31 11	DUE	01 01 12	DELINQUENT IF NOT POSTMARKED OR RECEIVED BY	01 31 12	11 4
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9 8 7 6 5 4 3 2

SAMPLE COMPANY

3822 CAMPUS DR # 105

NEWPORT BEACH	CA	92660	3	3	3
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456	12	3789	SAM	AUSTIN	
			800 00	800 00	11 68
987	65	4321	DAVID	JOHNSON	
			1 000 00	1 000 00	20 48
123	45	6789	JHON	RAYMOND	
			1 328 00	1 328 00	9 02

3 128 00	3 128 00	41 18
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3 128 00	3 128 00	41 18
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*P. I declare that the information herein is true and correct to the best of my knowledge and belief.*

Preparer's Signature \_\_\_\_\_ Title ACCTG Phone 9999999 Date 01/26/12  
(Owner, Accountant, Preparer, etc.)

# Yearly Reports Page

## Federal 940 - Employer's Annual Federal Unemployment Tax Return (FUTA)

Form <b>940 for 2011: Employer's Annual Federal Unemployment (FUTA) Tax Return</b>		850111 OMB No. 1545-0028
Department of the Treasury - Internal Revenue Service		
(EIN) Employer identification number <input type="text" value="1"/> <input type="text" value="2"/> - <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="7"/> <input type="text" value="8"/> <input type="text" value="9"/>		<b>Type of Return</b> (Check all that apply) <input type="checkbox"/> a. Amended <input type="checkbox"/> b. Successor employer <input type="checkbox"/> c. No payments to employees in 2011 <input type="checkbox"/> d. Final: Business closed or stopped paying wages Prior-year forms are available at <a href="http://www.irs.gov/form940">www.irs.gov/form940</a> .
Name (not your trade name) <input type="text" value="SAMPLE COMPANY"/>		
Trade name (if any) <input type="text"/>		
Address <input type="text" value="3822 CAMPUS DR # 105"/> <small>Number Street Suite or room number</small> <input type="text" value="NEWPORT BEACH"/> <input type="text" value="CA"/> <input type="text" value="92660"/> <small>City State ZIP code</small>		
Read the separate instructions before you complete this form. Please type or print within the boxes.		
<b>Part 1: Tell us about your return. If any line does NOT apply, leave it blank.</b>		
1a	If you had to pay state unemployment tax in one state only, enter the state abbreviation.	1a <input type="text" value="C"/> <input type="text" value="A"/>
1b	If you had to pay state unemployment tax in more than one state, you are a multi-state employer.	1b <input type="checkbox"/> Check here. Complete Schedule A (Form 940).
2	If you paid wages in a state that is subject to CREDIT REDUCTION . . . . .	2 <input checked="" type="checkbox"/> Check here. Complete Schedule A (Form 940).
<b>Part 2: Determine your FUTA tax before adjustments for 2011. If any line does NOT apply, leave it blank.</b>		
3	Total payments to all employees . . . . .	3 <input type="text" value="7336.00"/>
4	Payments exempt from FUTA tax . . . . .	4 <input type="text" value="0.00"/>
Check all that apply: 4a <input type="checkbox"/> Fringe benefits 4c <input type="checkbox"/> Retirement/Pension 4e <input type="checkbox"/> Other 4b <input type="checkbox"/> Group-term life insurance 4d <input type="checkbox"/> Dependent care		
5	Total of payments made to each employee in excess of \$7,000 . . . . .	5 <input type="text" value="0.00"/>
6	Subtotal (line 4 + line 5 = line 6) . . . . .	6 <input type="text" value="0.00"/>
7a	Total taxable FUTA wages (line 3 - line 6 = line 7a) (see instructions) . . . . .	7a <input type="text" value="7336.00"/>
7b	Line 7a FUTA wages paid before 7/1/2011 . . . . .	7b <input type="text" value="2550.00"/> x .008 = 7c <input type="text" value="20.40"/>
7d	Line 7a FUTA wages paid after 6/30/2011 . . . . .	7d <input type="text" value="4786.00"/> x .006 = 7e <input type="text" value="28.72"/>
8	FUTA tax before adjustments (line 7c + line 7e = line 8) . . . . .	8 <input type="text" value="49.12"/>
<b>Part 3: Determine your adjustments. If any line does NOT apply, leave it blank.</b>		
9	If ALL of the taxable FUTA wages you paid were excluded from state unemployment tax, multiply line 7a by .054 (line 7a x .054 = line 9). Go to line 12 . . . . .	9 <input type="text" value="0.00"/>
10	If SOME of the taxable FUTA wages you paid were excluded from state unemployment tax, OR you paid ANY state unemployment tax late (after the due date for filing Form 940), complete the worksheet in the instructions. Enter the amount from line 7 of the worksheet . . . . .	10 <input type="text" value="."/>
11	If credit reduction applies, enter the amount total from Schedule A (Form 940) . . . . .	11 <input type="text" value="22.01"/>
<b>Part 4: Determine your FUTA tax and balance due or overpayment for 2011. If any line does NOT apply, leave it blank.</b>		
12	Total FUTA tax after adjustments (lines 8 + 9 + 10 + 11 = line 12) . . . . .	12 <input type="text" value="71.13"/>
13	FUTA tax deposited for the year, including any overpayment applied from a prior year . . . . .	13 <input type="text" value="71.13"/>
14	Balance due (if line 12 is more than line 13, enter the excess on line 14.) • If line 14 is more than \$500, you must deposit your tax. • If line 14 is \$500 or less, you may pay with this return. (see instructions) . . . . .	14 <input type="text" value="0.00"/>
15	Overpayment (if line 13 is more than line 12, enter the excess on line 15 and check a box below.) ▶ You MUST complete both pages of this form and SIGN it. Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.	15 <input type="text" value="0.00"/>
<input type="button" value="Next"/> <input type="button" value="Back"/>		
For Privacy Act and Paperwork Reduction Act Notice, see the back of Form 940-V, Payment Voucher.		Cat. No. 11234O Form 940 (2011)

# ERW2 (Employer W2 - Wage and Tax Statement)

<b>22222</b>		Void	a Employee's social security number 456-12-3789	For Official Use Only ▶ OMB No. 1545-0008		
b Employer identification number (EIN) 12-3456789			1 Wages, tips, other compensation 1630.00		2 Federal income tax withheld 160.00	
c Employer's name, address, and ZIP code SAMPLE COMPANY 3822 CAMPUS DR # 105 NEWPORT BEACH CA 92660			3 Social security wages 1630.00		4 Social security tax withheld 68.46	
			5 Medicare wages and tips 1630.00		6 Medicare tax withheld 23.64	
			7 Social security tips		8 Allocated tips	
d Control number			9		10 Dependent care benefits	
e Employee's first name and initial SAM		Last name AUSTIN	Suff.		11 Nonqualified plans	
3822 CAMPUS DR NEWPOPRT BEACH CA 92987			13 Statutory employee Retirement plan Third-party sick pay		12b	
			14 Other		12c	
f Employee's address and ZIP code					12d	
15 State CA	Employer's state ID number 987-6543-2	16 State wages, tips, etc. 1630.00	17 State income tax 16.56	18 Local wages, tips, etc. 1630.00	19 Local income tax 19.56	20 Locality name CA-SDI
				1630.00	1.63	ETT

Form **W-2 Wage and Tax Statement** 2011 Department of the Treasury - Internal Revenue Service  
**Copy A For Social Security Administration** — Send this entire page with Form W-3 to the Social Security Administration. photocopies are not acceptable. For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.

2011  
0000/1048

**Do Not Cut, Fold, or Staple Forms on This Page**

<b>22222</b>		Void	a Employee's social security number 887-65-4321	For Official Use Only ▶ OMB No. 1545-0008		
b Employer identification number (EIN) 12-3456789			1 Wages, tips, other compensation 2650.00		2 Federal income tax withheld 299.04	
c Employer's name, address, and ZIP code SAMPLE COMPANY 3822 CAMPUS DR # 105 NEWPORT BEACH CA 92660			3 Social security wages 2650.00		4 Social security tax withheld 111.30	
			5 Medicare wages and tips 2650.00		6 Medicare tax withheld 38.43	
			7 Social security tips		8 Allocated tips	
d Control number			9		10 Dependent care benefits	
e Employee's first name and initial DAVID		Last name JOHNSON	Suff.		11 Nonqualified plans	
3822 CAMPUS DR NEWPOPRT BEACH CA 92987			13 Statutory employee Retirement plan Third-party sick pay		12b	
			14 Other		12c	
f Employee's address and ZIP code					12d	
15 State CA	Employer's state ID number 987-6543-2	16 State wages, tips, etc. 2650.00	17 State income tax 42.54	18 Local wages, tips, etc. 2650.00	19 Local income tax 31.80	20 Locality name CA-SDI
				2650.00	2.65	ETT

Form **W-2 Wage and Tax Statement** 2011 Department of the Treasury - Internal Revenue Service  
**Copy A For Social Security Administration** — Send this entire page with Form W-3 to the Social Security Administration. photocopies are not acceptable. For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.

2011  
0000/1048

# ERW3 (Employer W3 - Transmittal of Income and Tax Statements)

<b>33333</b>		a Control number		For Official Use Only OMB No. 1545-0008	
b Kind of Payer (Check one)		941 Military 943 944 X CT-1 Hshid. emp. Medicare gov. emp.		Kind of Employer (Check one)	
c Total number of Forms W-2 3		d Establishment number		None apply 501c non-govt. X State/local non-501c State/local 501c Federal govt.	
e Employer identification number (EIN) 12-3456789		1 Wages, tips, other compensation 7336.00		2 Federal income tax withheld 679.50	
f Employer's name SAMPLE COMPANY 3822 CAMPUS DR # 105 NEWPORT BEACH CA 92660		3 Social security wages 7336.00		4 Social security tax withheld 308.11	
g Employer's address and ZIP code		5 Medicare wages and tips 7336.00		6 Medicare tax withheld 106.38	
h Other EIN used this year		7 Social security tips		8 Allocated tips	
15 State Employer's state I.D. number CA 987-6543-2		9		10 Dependent care benefits	
16 State wages, tips, etc. 7336.00		17 State income tax 76.08		11 Nonqualified plans	
18 Local wages, tips, etc. 14672.00		19 Local income tax 87.70		12a Deferred compensation	
Contact person SAMPLE COMPANY		Telephone number 949 863-9870		12b	
Email address		Fax number		For Official Use Only 0000/1048	

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date **01/26/12**

Form **W-3 Transmittal of Wage and Tax Statements** **2011** Department of the Treasury Internal Revenue Service

Send this entire page with the entire Copy A page of Form(s) W-2 to the Social Security Administration. Do not send any payment (cash, checks, money orders, etc.) with Forms W-2 and W-3.

**Reminder**

**Separate instructions.** See the 2011 Instructions for Forms W-2 and W-3 for information on completing this form.

**Purpose of Form**

A Form W-3 Transmittal is completed only when paper Copy A of Form(s) W-2, Wage and Tax Statement, is being filed. Do not file Form W-3 alone. Do not file Form W-3 for Form(s) W-2 that were submitted electronically to the Social Security Administration (see below). All paper forms **must** comply with IRS standards and be machine readable. Photocopies are **not** acceptable. Use a Form W-3 even if only one paper Form W-2 is being filed. Make sure both the Form W-3 and Form(s) W-2 show the correct tax year and Employer Identification Number (EIN). Make a copy of this form and keep it with Copy D (For Employer) of Form(s) W-2 for your records.

**Electronic Filing**

The Social Security Administration (SSA) strongly suggests employers report Form W-3 and W-2 Copy A electronically instead of on paper. SSA provides two free options on its Business Services Online (BSO) website:

- **W-2 Online.** Use fill-in forms to create, save, print, and submit up to 20 Forms W-2 at a time to the SSA.
- **File Upload.** Upload wage files to SSA that you have created using payroll or tax software that formats the files according to SSA's Specifications for Filing Form W-2 Electronically (EFW2).

For more information, go to [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer) and select "First Time Filers" or "Returning Filers" under "BEFORE YOU FILE."

**When To File**

Mail any paper Forms W-2 under cover of this Form W-3 Transmittal by February 29, 2012. Electronic fill-in forms or uploads are filed through SSA's Business Services Online (BSO) Internet site and will be on time if submitted by April 2, 2012.

**Where To File Paper Forms**

Send this entire page with the entire Copy A page of Form(s) W-2 to:

**Social Security Administration  
Data Operations Center  
Wilkes-Barre, PA 18769-0001**

**Note.** If you use "Certified Mail" to file, change the ZIP code to "18769-0002." If you use an IRS-approved private delivery service, add "ATTN: W-2 Process, 1150 E. Mountain Dr." to the address and change the ZIP code to "18702-7997." See Publication 15 (Circular E), Employer's Tax Guide, for a list of IRS-approved private delivery services.

For Privacy Act and Paperwork Reduction Act Notice, see the back of Copy D of Form W-2.

# EEW2 (Employee W2 - Wage and Tax Statement)

a Employee's SSN 456-12-3789		1 Wages, tips, other compensation 1,630.00		2 Federal income tax withheld 160.00	
OMB No. 1545-0008		3 Social security wages 1,630.00		4 Social security tax withheld 68.46	
b Employer identification number 12-3456789		5 Medicare wages and tips 1,630.00		6 Medicare tax withheld 23.64	
c Employer's name, address, and ZIP code SAMPLE COMPANY 3822 CAMPUS DR # 105  NEWPORT BEACH CA 92660					
e Employee's first name and initial SAM		Last name AUSTIN		Suff.	
f Employee's address and Zip code NEWPORT BEACH CA 92987					
d Control number		7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits		11 Nonqualified plans	
12a		14 Other			
12b					
12c					
12d					
13 Statutory employee <input type="checkbox"/>		Retirement plan <input type="checkbox"/>		Third-party sick pay <input type="checkbox"/>	
15 State Employer's state ID number CA 1-987-6543-2		16 State wages, tips, etc. 1,630.00		17 State income tax CA-SDI 16.56	
18 Local wages, tips, etc. 1,630.00		19 Local income tax 1.63		20 Locality name ETT	

a Employee's SSN 456-12-3789		1 Wages, tips, other compensation 1,630.00		2 Federal income tax withheld 160.00	
OMB No. 1545-0008		3 Social security wages 1,630.00		4 Social security tax withheld 68.46	
b Employer identification number 12-3456789		5 Medicare wages and tips 1,630.00		6 Medicare tax withheld 23.64	
c Employer's name, address, and ZIP code SAMPLE COMPANY 3822 CAMPUS DR # 105  NEWPORT BEACH CA 92660					
e Employee's first name and initial SAM		Last name AUSTIN		Suff.	
f Employee's address and Zip code NEWPORT BEACH CA 92987					
d Control number		7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits		11 Nonqualified plans	
12a		14 Other			
12b					
12c					
12d					
13 Statutory employee <input type="checkbox"/>		Retirement plan <input type="checkbox"/>		Third-party sick pay <input type="checkbox"/>	
15 State Employer's state ID number CA 1-987-6543-2		16 State wages, tips, etc. 1,630.00		17 State income tax CA-SDI 16.56	
18 Local wages, tips, etc. 1,630.00		19 Local income tax 1.63		20 Locality name ETT	

Form **W-2** Wage and Tax Statement **2011** Department of Treasury Internal Revenue Service  
Copy B - To Be Filed With Employee's FEDERAL Tax Return.

Form **W-2** Wage and Tax Statement **2011** Department of Treasury Internal Revenue Service  
Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return.

a Employee's SSN 456-12-3789		1 Wages, tips, other compensation 1,630.00		2 Federal income tax withheld 160.00	
OMB No. 1545-0008		3 Social security wages 1,630.00		4 Social security tax withheld 68.46	
b Employer identification number 12-3456789		5 Medicare wages and tips 1,630.00		6 Medicare tax withheld 23.64	
c Employer's name, address, and ZIP code SAMPLE COMPANY 3822 CAMPUS DR # 105  NEWPORT BEACH CA 92660					
e Employee's first name and initial SAM		Last name AUSTIN		Suff.	
f Employee's address and Zip code NEWPORT BEACH CA 92987					
d Control number		7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits		11 Nonqualified plans	
12a		14 Other			
12b					
12c					
12d					
13 Statutory employee <input type="checkbox"/>		Retirement plan <input type="checkbox"/>		Third-party sick pay <input type="checkbox"/>	
15 State Employer's state ID number CA 1-987-6543-2		16 State wages, tips, etc. 1,630.00		17 State income tax CA-SDI 16.56	
18 Local wages, tips, etc. 1,630.00		19 Local income tax 1.63		20 Locality name ETT	

a Employee's SSN 456-12-3789		1 Wages, tips, other compensation 1,630.00		2 Federal income tax withheld 160.00	
OMB No. 1545-0008		3 Social security wages 1,630.00		4 Social security tax withheld 68.46	
b Employer identification number 12-3456789		5 Medicare wages and tips 1,630.00		6 Medicare tax withheld 23.64	
c Employer's name, address, and ZIP code SAMPLE COMPANY 3822 CAMPUS DR # 105  NEWPORT BEACH CA 92660					
e Employee's first name and initial SAM		Last name AUSTIN		Suff.	
f Employee's address and Zip code NEWPORT BEACH CA 92987					
d Control number		7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits		11 Nonqualified plans	
12a		14 Other			
12b					
12c					
12d					
13 Statutory employee <input type="checkbox"/>		Retirement plan <input type="checkbox"/>		Third-party sick pay <input type="checkbox"/>	
15 State Employer's state ID number CA 1-987-6543-2		16 State wages, tips, etc. 1,630.00		17 State income tax CA-SDI 16.56	
18 Local wages, tips, etc. 1,630.00		19 Local income tax 1.63		20 Locality name ETT	

Form **W-2** Wage and Tax Statement **2011** Copy C - For EMPLOYEE'S RECORDS.

Form **W-2** Wage and Tax Statement **2011** Department of Treasury Internal Revenue Service  
Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return.

This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.









