

WE KNOW PAYROLL  
paytech.com

**Imagine a Year-End where you're not stressed, you're not overworked and you actually get to enjoy the holidays.** Let us help you prepare and identify the missing processes and reports needed for Year-End...before Year-End. There are many things we can do to set you up for a successful and pain free Year-End.



## ARE YOU READY for Year-End?

- ✓ Do you know what to audit or how?
- ✓ Have the time or resources?
- ✓ Have you implemented a new system?
- ✓ Confident in all upcoming compliance issues?
- ✓ Affordable Care Act (ACA)?
- ✓ Recent Merger & Acquisition?
- ✓ Are you being audited?

## HOW WE PLAN, PREPARE & EXECUTE

- ✓ Utilize best practices to build/calculate/reconcile tax & W-2's
- ✓ Identify the missing or broken processes that required last minute effort
- ✓ Create a Year-End project plan and checklist
- ✓ Facilitate internal communication needed for W-2 processing
- ✓ Develop plan for ongoing Year-End success



## YOUR RESULTS

- ✓ Get W-2s and tax reporting out the door ON TIME
- ✓ Trained and confident staff
- ✓ Elimination of costly W-2 & 941 errors
- ✓ Peace of mind that Year-End is accurate & compliant
- ✓ Enjoy the holidays, and spend time with your family

*"PayTech understands the needs and requirements, has a no nonsense approach, and gets the job done."*