

ASAP

ASAP Accounting & Payroll

877.728.6777

www.businessASAP.com

YEAR END SPECIAL

BECOME A CLIENT

Make 2012 a year of less headaches, plan a New Year transition to ASAP and we will waive all set up fees and provide you one month of payroll services FREE*.

REFER A CLIENT

Let your friends benefit from next level services. Refer a client to ASAP and receive one payroll service FREE* and your friend will receive the new client special, everyone benefits.

**limitations apply, please call for details.
Offer expires 12/31.*



OUR COMPANY

ASAP specializes in providing access to the basics - accounting and payroll - and experts who not only help you interpret this information, but furthermore can spot fiscal inefficiencies, and **work with you to solve them.**

No matter what ASAP provides, the goal is to get companies to the next level, ASAP.

We provide ongoing expertise that doesn't cost a lot. We help **maximize your current finance personnel** and relationship. Robust technology suite provides **extreme-level efficiency** and remote operations of all activities.

Payroll Processing

- web payroll options
- quick turnaround
- tax processing + filing
- direct deposits
- superior reports
- new hire reporting
- general ledger integration
- 401K and S125 plan tracking and reporting
- deductions | garnishments
- tip reporting, tax shortfall, minimum wage makeup
- taxable auto and insurance calculations
- workers comp tracking and reporting
- Secure, online retrieval (pay stubs, W2s, returns)

Accounting

- Web-Based Solutions
 - ASAP's QuickBooks Remote
 - Paperless Bill Management
 - Online Receivables
- Accounting Oversight
 - Bank Reconciliation
 - Sales Tax Remittance
 - Payroll Integration
 - ReportCOACH
- BusinessCOACH
 - Streamline Processes
 - Simplify Operations
 - Track and Measure
- Fixed-Rate Packages
- QuickBooks Pro Advisors
- We work with your CPA, bookkeeper, CFO.



ASAP

GUIDE TO YEAR END



Companies at the tipping point need a highly efficient process to minimize inefficiencies and **maximize profit**. That is what we do - and what we help you do.

How soon to the next level? **ASAP**.

New Poster Requirement

National Labor Relations Board requires mandatory replacement of state posters, visit businessASAP.com to download update.

2012 Colorado Proposed Minimum Wage

\$ 7.64 per hour*

\$4.62 for tipped employees*

Sunday, December 25, 2011

Christmas Holiday

Monday, December 26, 2011

Holiday Observed

Sunday, January 1, 2012

New Years Day

Monday, January 2, 2012

Holiday Observed

January 31, 2012

Final day to furnish W-2 Forms to your employees (and 1099s to vendors).

February 28, 2012

Final day to file 1096 and 1099 Forms with the IRS.

RECAP and Review

10 key payroll items to review prior to year end:

1. Verify all current and former employee addresses and SSN's for typos.
2. Review 1099 contractor payments: confirm W-9's are on file and accurate.
3. Update your 2012 State Unemployment and State Disability Insurance rates.
4. Adjust your 2012 Federal 941 and State payment frequency based on look-back history.
5. Any special payrolls (*bonus or special owner runs*) should be dated before Dec. 31st.
6. Consult with your CPA for any year end strategies (*i.e. taxes or pension plans*).
7. Health and accident insurance premiums paid on behalf of an S-Corp owner are deductible and should be reported for income tax purposes on the owner's W-2.
8. Taxable Auto: Taxing and reporting the Personal Use of a company owned vehicle.
9. Verify and review benefit information for your employees.
10. Review employee wages, sick time, and vacation hours.