

Happy Holidays From...

# Columbia EDP Center, Inc.

DECEMBER 2007  
NEWLETTER

## Important Tax Information

Year-end processing is rapidly approaching. All year-end reporting such as bonuses, fringe benefits, personal use of company auto, the cost per employee of group term life insurance over \$50,000, etc. **must be submitted with your last payroll of December** and no later than December 27, 2007. Please note that late processing charges will apply for reprocessing due to data received after this date if changes require tax reports and/or W-2's to be reprocessed. A minimum \$50 reprocessing charge, in addition to processing fees, will apply. Columbia EDP will not be responsible for penalties or interest assessed by a taxing agency due to late reporting, so please get your year end additions/changes in to us on time.

The tax department would like to remind you to **forward to us all correspondence from the IRS, state and local agencies pertaining to your payroll.** Please be on the lookout for notices indicating filing frequency changes from the IRS and your state withholding agency. Also you should be receiving your 2008 unemployment rate changes from the Missouri Division of Employment Security. If you have employees in other states, please forward similar correspondence to our office. *We need this information to ensure timely and accurate payment of your payroll taxes.*

In January, copies of W-2's and annual reports will be included with the fourth quarter reports in your payroll package. These reports are extremely important documents for worker's compensation audits. Your accountant will also need them to prepare your business income tax returns. Our goal is to provide you the best product and service while keeping your cost down. Please help us avoid the cost of reproducing these reports by filing them with your permanent records.

Please note that any employees who claimed "exempt" status in 2007 will have to file a new W-4 for 2008. You will need to keep a copy these W-4 forms in your company files.

## Bank holidays that may affect your payroll and/or delivery

Christmas Day	December 25, 2007	Banks and Columbia EDP Closed
New Years Day	January 1, 2008	Banks and Columbia EDP Closed
Martin Luther King's Birthday	January 21, 2008	Banks Closed, <b>Columbia EDP Open</b>
President's Day	February 18, 2008	Banks Closed, <b>Columbia EDP Open</b>
Memorial Day	May 26, 2008	Banks and Columbia EDP Closed
Independence Day	July 4, 2008	Banks and Columbia EDP Closed
Labor Day	September 1, 2008	Banks and Columbia EDP Closed
Columbus Day	October 13, 2008	Banks Closed, <b>Columbia EDP Open</b>
Veteran's Day	November 11, 2008	Banks Closed, <b>Columbia EDP Open</b>
Thanksgiving Day	November 27, 2008	Banks and Columbia EDP Closed
Christmas Day	December 25, 2008	Banks and Columbia EDP Closed

## SOME 2008 THRESHOLDS

Social Security Wage Base  
\$102,000

Missouri Unemployment Wage Base  
\$12,000

Federal Unemployment Wage Base  
\$ 7,000

401k, SARSEP, 403b, 457 Plans  
\$15,500  
Catch up for age 50 and older  
\$5,000

Simple IRA  
\$10,500  
Catch up for age 50 and older  
\$2,500

Business Mileage Reimbursement  
\$.505

## NEW INSURANCE LAW FOR MISSOURI (EFFECTIVE JANUARY 1, 2008)

Any employer that provides health coverage & pays any portion of the premium must establish a premium only section 125 plan.

Contact your insurance provider to see if this new law applies to your business.

Let EDP know if changes to your payroll are necessary.



# Columbia EDP Center, Inc.



You can download the following from the "Resources" section of [www.columbiaedp.com](http://www.columbiaedp.com):

**New Employee Packets:**

(Direct Deposit Forms, W-4 Forms and I-9's)

**State Forms:**

2643 - Missouri Tax Registration Application & Registration Booklet

2699 - Report to Determine Liability Status and Instructions

2827 - Missouri Power of Attorney

**Federal Forms:**

8821 - Tax Information Authorization Forms

SS4 - Application for Employer Identification Number

W-5 - Earned Income Credit Advance Payment Certificate.

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*Payroll Solutions That Make Sense!*

## It's all about security...

Is your payroll, tax and human resource information safe and secure? Is your information backed up regularly and stored in a safe place off-site? Does your current payroll provider have a tested backup processing facility in case their place of business is struck by disaster and destroyed?

The answer to these questions is YES, because Columbia EDP Center, Inc. is providing payroll, tax and human resource services for you! We are very serious about the safety of our client's payroll, tax and human resource information.

Our system employs data backup redundancy as well as off-site storage and processing capabilities. Critical payroll files are backed up to tape nightly and stored off-site. These same files are replicated continuously, to a second off-site facility, 24 hours a day 7 days a week.

Our off-site processing facility is 100 feet below the earth's surface and maintains a perfect environment for storage and computer operations at a constant 60 degrees and 60% humidity. We have stored the equipment, software and supplies necessary for us to continue operations at our off-site facility. We test our off-site facility regularly and have successfully processed payrolls from this location.

We have prepared extensively to protect your payroll, tax and human resource information and proved we can continue to provide services even in the aftermath of disaster. Trust Columbia EDP to manage this risk for you.

## Help us keep you more secure...

If you are an Evolution Remote Client and you have turnover in your payroll personnel please let Columbia EDP know as soon as possible. We need to disable all usernames and passwords for staff that are either no longer doing payroll or are no longer employed by your company.

## Employee Spotlight – Carl Baker

Carl M. Baker has joined our staff as Tax Manager. He holds a Bachelor's Degree in Accounting from the University of Akron and a Masters degree in Business Administration from William Woods University. Carl brings over 20 years of experience in payroll and accounting and enjoys assisting small businesses. He recently signed on as an accounting instructor in the evening adult education Masters program at William Woods University.

Carl, his wife Catherine, their three teenagers and their two boxers have been residents of Columbia for three years. They firmly believe that Columbia is the best place that they have ever lived.

