



Dear Client:

As we approach the end of the quarter, we want to ensure your overall readiness for accurate tax reporting. In preparation, please review the following information and provide a response if needed prior to March 29, 2022.

Q1-2022 Payrolls and Adjustments – All payrolls and adjustments for Q1-2022 must be completed before any Q2-2022 payrolls can be processed. It is important to know that there will be a \$150 charge to reopen a prior quarter to make a payroll change after March 29, 2022.

A few important items to note:

- Payroll processing two days prior to check date – Payrolls must be processed at least two days prior to your check date to allow for enough time for payroll funding. If this deadline is missed you will be billed a \$25 fee.
- Payroll adjustments – Make sure any payroll adjustments are processed before any Q2-2022 payrolls are processed. GTM cannot be responsible for late tax payments that may result from the payroll adjustment.
- Payroll amendments – The Tax Department will begin filing Q1-2022 returns on Wednesday, April 6th. Any payroll adjustments processed after this date may require an amended return and will not be included in the original filing.
- Zero return processing – If you are a Seasonal Employer and had no payrolls processed this quarter you will be billed \$150 to have your zero returns processed.

Help us help you, by reviewing your account for missing tax identification numbers - Most tax agencies do not accept tax filings or payments without a registered account number. You can **verify that we are not missing any of your tax identification numbers** by running “Tax ID & Rate Verification Report” under “Client Reports.” If we do not have this information we cannot guarantee a successful tax filing or payment and any resulting penalties and interest will be your responsibility. (If you are missing a Tax ID number a \$100 per agency fee will be assessed.)

Employee Social Security Numbers and Mailing Addresses – Confirm all employees have a valid Social Security Number. You can confirm SSN in the Employee Maintenance section in isolved. Verifying your employee SSN prior to Year End filing will ensure accurate reporting and prevent additional fees to correct them.

Finding your Quarterly Reports - You can find copies of your tax returns beginning April 18th in isolved under “Reporting – Quarterly Reports On-Demand”

If you have any questions please contact your Account Manager.

Thank you,

GTM Payroll Services Inc