

Year End Preparation and Processing

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Introductions

- Our Firm members
- Meet your neighbor
- Devices on silent please
- Restrooms
- Meeting time is 12:00 to 1:30
- Our job is to keep you informed
- If you need to leave early, no problem
- If you want to stay late and talk, no problem

Year End Topics

- Archiving Prior Year
- IRD?
- Key points for 2014 and 2015
- Payroll Procedures
- 1099 Procedures
- Electronic Reporting
- Closing Modules
- Miscellaneous
- Product changes for the new year
- Software and Services we provide

Archiving Prior Year

Archiving for 2014

- Instructions found in Help
 - Select LM Main, Company Maintenance
 - In the Company Maintenance window, enter a company code and company name (i.e.: F14 (company code), ABC Distributing 2014 backup (company name))
 - Click Copy
 - In the Copy Data window, at the Source Company field, enter the company you are copying FROM
 - Select the Data Check Box corresponding to each module that you want to copy data from
 - Select the Forms Check Box corresponding to each module that you want to copy forms from
 - Click proceed

Archiving – Copy Company Results 2014

- Verify that your company was copied properly, use the PR quarterly tax report
 - Tie the quarterly and annual results between the original (source) company and the archive (target) company
 - Confirm you have complete information

Should I load an IRD?

- 2014 IRD - Supported Versions:
 - Supported versions 4.5 to v2014
- IRD – interim release download-Scheduled
- To contain Program updates to work with the Federal and State E-filing and Reporting prg.
- 2014 filing year will use Aatrix exclusively; from version 4.5 and up.
- Install it from workstation setup on you payroll computers now.
- Available week of Dec. 22nd

Federal & State E-filing & Reporting

- Plan on using some E-filing services; setup an
- Account now with Aatrix.
- Call if you need assistance – 318-213-0375
- Mas version info and TTU; run LM/reports/installed modules listing
- Do not install the TTU until 2014 reporting is finished.
- If on a version prior to 4.5, have us download your data and process for you (or upgrade now)

Key Points for 2014 Payroll EOY & Obamacare

- Health Insurance reporting on W-2's (box 12 code DD):
- From IRS Notice 2012-9:” **Q4. What transition relief is being provided by Notice 2012-9? To which employers and types of coverage does it apply and how long does it last?**
- A. For certain employers and with respect to certain types of coverage listed below, the requirement to report the cost of coverage will not apply for the 2012 Forms W-2 (the forms required for the calendar year 2012 that employers generally are required to provide employees in January 2013) and will not apply for future calendar years until the IRS publishes guidance giving at least **six months** of advance notice of any change to the transition relief. However, reporting by these employers and for these types of coverages may be made on a voluntary basis.
- The transition relief applies to the following:
- (1) employers filing fewer than 250 Forms W-2 for the previous calendar year .”

12.05.14

Sage Software User Group Meeting

Key Points for 2014 Payroll/taxes/ObamaCare

- Employer Sponsored health care coverage reporting is required for tax year 2014. This rule is optional for employers that were required to file fewer than 250 Forms W-2 for the preceding calendar year.
- What is included in the “health care coverage” dollar amount? See the chart in the handouts.
- Tip: Ask your health insurer to provide you with this information because each health insurer is required to report this to the IRS (Code Section 6055 reporting). I would bet the IRS is comparing these numbers!
- FICA limit for 2014 is \$117,000/2015 limit is \$118,500
- Flexible Spending Accounts limit 2014/\$2500 to 2015/\$2550
- Recall that the FUTA tax rate had been dropped from .8% to .6% for Louisiana

Key Points for 2014 Payroll/taxes/ObamaCare

- For 2013 and beyond; additional Medicare tax withholding of .9% on payroll wages in excess of \$200,000 per employee. EE only new marginal rate of 2.35%
- New Medicare Tax on unearned income equal to 3.8% of lessor of net investment income or MAGI over threshold. (FYI, doesn't affect your payroll process but it is a Medicare Tax).

Payroll Procedures

Who is Aatrix?

<http://sage100erp.aatrix.com>

End of Year W-2 Processing-Sage100

- Use the “Federal and State E-filing and Reporting” options in payroll to print W-2’s (prints on 4-up Blank stock W-2’s)
Optional W-3 also if not E-filing
- Program can print the EE notice too.(can use 4UP blank, no backing if you want)
- Each time you access this program, the system will check for the latest forms and will prompt for an internet update if needed.
- If changes are needed, make them in the PR module if possible and not the Aatrix grid.
- If you want us to handle it, just call us to pick up your payroll files remotely and we will print the W-2’s for you and e-file for you.

Payroll – Printing W-2s

- Changes to W-2s for 2014-none reported.
 - Forms W-3 have been changed.
- Make sure you check TTU or FICA limit
- E-file pricing in Aatrix is about a \$1/EE, it will let you know when you get to that point in processing.

You can verify name/ss# combinations using www.ssa.gov to avoid rejections.

Payroll – Printing W-2s (cont.)

- Multiple state W-2s print after the federal forms
- Dependent care and non-qualified amounts must be entered prior to printing.
- Remember to include non-cash fringe benefits before last check issued for the year
- Check your Box 12 codes in deduction maintenance and confirm they are printed on W-2's
- Run a report on the pension box in employee maintenance (driven by check box in emp maint)
- Preview your forms to test your totals (FICA limit is \$117,000).

Payroll – Printing W-2s (cont.)

- Keep employer copy handy for employee requests for W-2 copies
- Use can use either Aatrix or DSD enhancements (i.e. MRLA) for SUTA filings. DSD may be cheaper if you have a lot of EE's.

Payroll – Closing the Year

- Check your settings in Payroll Setup and Payroll Options
 - Archive payroll again if you changed any employee data
 - Check your reports and totals before completing the process
 - Perform period end when ready
 - Change workers comp methods and pension limits before first payroll
 - Make any changes to Benefits/deduction limits
-

Payroll – Additional Features

- Integrated Direct Deposit
- Email D.D. Stubs with paperless office
- Payroll integration with Abra HRMS
- Payroll integration with Insperity Time and Attendance Software/Hardware

But I need to run a Payroll in 2014 now!

- No problem
- Check your archive, then close your main company
- Proceed as normal in main company
- Process all W-2s and reports from archive
- Be careful – check your company information
- **IMPORTANT** – do not install Tax Table Updates yet

Payroll Tax Table Updates

- Be careful of the timing of your update
- Print your W-2s before updating tables, if possible
- Sage will be emailing a reminder to download the latest tax tables – need to have online access to Sage's site in order to download the updates
- If you have modified your tax tables, see us to make sure you do not loose your modifications (ex: local)

Payroll Tax Table Updates (cont.)

- Watch for changes in the FICA (\$117,000) – OASDI limits before printing of W-2s.
- 941 updates – Federal E-filing & Reporting keeps forms current now.
- Optional – remove quarterly backups and keep annual archive.
- You can order the forms from www.sagechecks.com

Employer Sponsored Health Care printing on W-2's

- To add the Code DD Box 12 amount to employee W-2's:
- Create a deduction code "DD" and define as an employer Contribution, file in box 12 code DD.
- Add to each employee and input the health care amount in the Y-T-D field.
- Repeat for each employee
- OR to populate all at once from a spreadsheet,
- Create spreadsheet with department, employee no, and amount
- Apply the deduction code DD to all employees,
- Run Shane's VI import job (email him for it)

Health Care Value in Abra HRMS

- Caution: you should test these setting in test environment before changing your live production system
- For Abra HR linked to mas payroll, use the prior Mas instructions to setup the deduction type employer contribution to pass the amount from Abra to Mas and onto the W-2's.
- For Abra HR/PR, link the HR insurance plan to a deduction for health insurance that uses the Type..

Health Care Value in Abra HRMS

- ...Code DD in the deduction maintenance. For example a medical plan linked to a payroll deduction of medical plan with a type of “Section 125 Cafeteria Code DD” plan. Sage added the “Code DD” designation to several of the deduction types to be applicable to the type of medical plan you offer.

Important Deadlines

Date	Description
December 19, 2014	Aatrix form update release
December 08, 2014	BSO will begin accepting tax year 2014 submissions
January 1, 2015	Update payroll system to reflect the 2014 wage base rates (TTU after W-2 processing is finished)
February 2, 2015	Deadline for supplying W-2s to employees (a Monday)
March 2, 2015	Deadline for filing paper W-2s; may need to electronically file states by this date, also. (check with individual states) (a Monday)
March 31, 2015	Deadline for filing electronic W-2s (The SSA will consider electronic annual wage reports for tax year 2014 to be late if submitted after this date.)

Payroll

Questions? Comments?

Our Sponsor!

SWK Technology

MAPADOC – EDI Advantages



MAPADOC is a fully integrated, easy to use electronic data interchange (EDI) software solution for Sage 100 ERP, Sage 500 ERP and Sage ERP X3 that will:

- Integrate seamlessly with Sage 100 ERP, Sage 500 ERP and Sage ERP X3
- Dramatically cut data entry time and costs by eliminating duplicate entries
- Improve communication with trading partners
- Reduce mapping time by over 75% by allowing end-users to quickly and easily create or modify their own maps for integrated documents

MAPADOC EDI is available in three configurations—pick your path and add functionality if and when you need it:

- Easy to use turnkey EDI solution
- Highly flexible and configurable EDI solution
- Complete end-to-end supply chain EDI solution

Advantages of EDI

- Elimination of paper documents
- Improves control of data and tracking
- Faster processing, reducing delays and errors.
- Ability to handle large volume of transactions easily
- Reduces cost

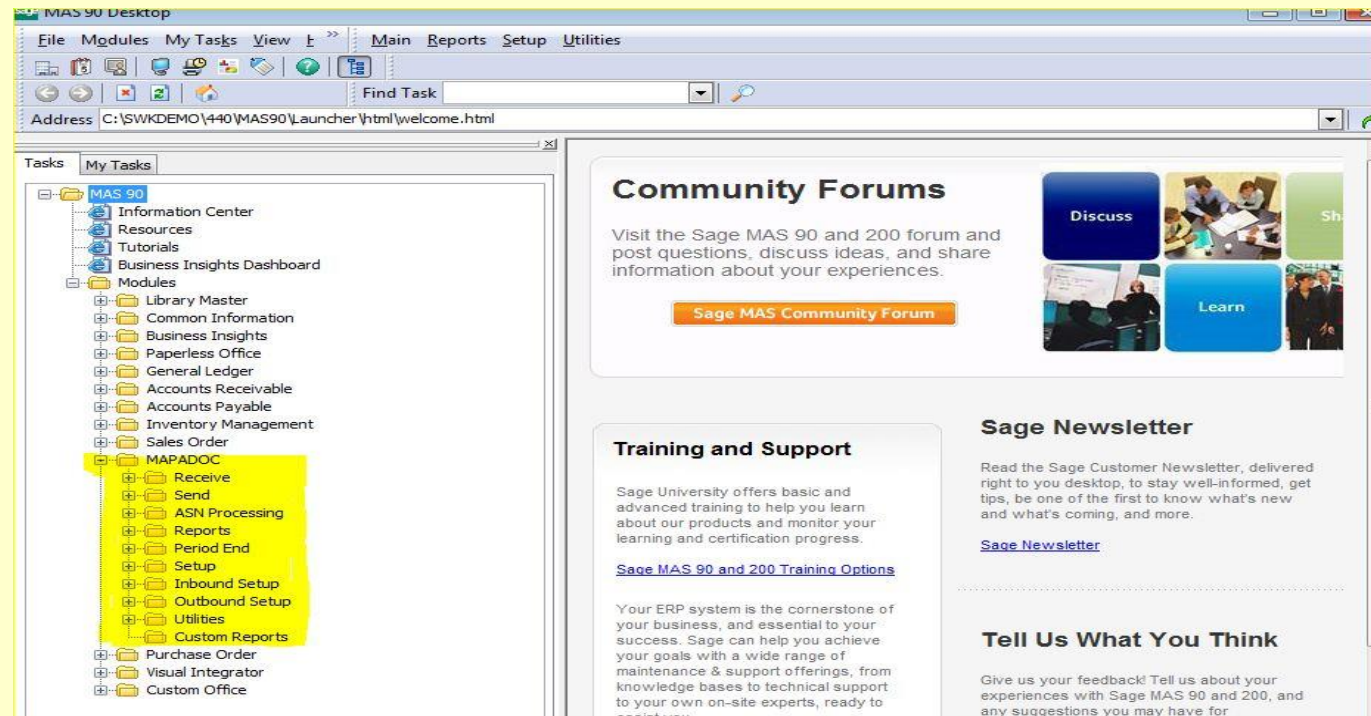
Who uses EDI



MAPADOC – Features



- Fully integrated solution
- No Visual Integrator
- No additional fees per user or company licenses. All users with access to Sage may also have access to MAPADOC.
- Integrates with Scanco, ScanForce, Starship, Apparel Matrix, Bill of Lading and other 3rd party enhancements. Also works with Multi Bin.
- Our team has complete understanding of Sage ERP products and EDI



Multi Bin – Advanced Distribution

Multi-Bin Advanced Distribution is perfect for manufacturers, distributors, importers, exporters, or any business in need of a system that will track multiple bin locations.

Overcome the limitation for a single bin location per item/warehouse within the Sage 100 ERP software with Multi-Bin Advanced Distribution module.

Experience the Power of Distribution - Shape Multi-Bin Advanced Distribution to reflect your warehouse standards

- Enter a single item in several bin locations or place several items in one bin location
- Distribute to/from multiple bins for the same line item, while supporting all costing methods
- Quickly distribute components of exploded kit items
- Include bin distribution details in Bar Code imports.
- Track a single inventory item across multiple bins within the warehouse to optimize picking efficiency.
- Allocate items on a sales order and make the quantities unavailable for other orders.
- Access supply and demand information using Allocated and On Order drill downs and view item allocations in existing orders quickly and easily.



1099 Procedures

AP Year End Processing

- Copy Company
- Print reports and tie totals as needed for purchases, payments, general ledger balances, etc. Tie AP trial Balance to GL.
- Check your settings in Accounts Payable Setup and Accounts Payable Options- especially 1099 history years.
- Copy Company again after changes and also backup

AP Year End Processing (cont.)

- Process the Check History report
 - Sort by vendor number
 - Use to support the 1099 forms totals
- Review Vendor Maintenance additional tab and make changes, as necessary
- Collect Tax ID numbers now!! (W-9's)
- Use AP/Reports/Form 1099 E-filing & Reporting

AP Year End Processing (cont.)

- Choose form type to print and limit
- Program prints on 4 UP Blank 1099 stock with back info or plain paper with instructions
- System doesn't ask you to increment the year after printing any longer. You can manually change it to 2015 in AP/setup.

AP Year End Processing (cont.)

- Completion of forms 1099
 - Possibly calendar manually incrementing for later.
 - Change the default 1099 calendar year setting in Accounts Payable Options
 - Sage does not print a 1096 form
 - As of version 4.2, it is not necessary to “clear 1099 info” because the system now saves 1099 history according to the # of years you enter in A/P Setup Options.

AP Year End Processing (cont.)

- What happens during period end processing?
 - P/E looks to your AP setup options to determine what to keep and what to clear out.
 - AP setup, additional, days to retain paid invoices
 - Check the history tab settings

AP Year End Processing (cont.)

- What happens when it clears out data?
 - History will be purged according to settings
 - Fiscal year and period settings are incremented by one year and to period one

Accounts Payable

Questions? Comments?

Electronic Reporting Procedures

Electronic Reporting

- Electronic Reporting Module has been discontinued. Use E-filing and Reporting in PR (Period end menu) and AP (Reports menu). Again, can choose not to E-File and it will still produce the forms and reports.
- DSD Suta electronic reporting is still available (moved to the payroll menus).

Integrated fee for service provided by Sage (Aatrix):

- Using the e-filing services on the payroll period end menu or the accounts payable reports menu powered by Aatrix.
- You can, also, pick and choose which forms or reports to file this way.

Closing Modules

Order of Closing

1. System Wide Backup	9. TimeCard
2. Bill of Materials	10. N/A-Electronic reporting
3. Work Order	11. Payroll
4. Bar Code	12. Accounts Receivable
5. Purchase Order	13. Accounts Payable
6. Sales Order	14. Job Cost
7. Inventory Management	15. General Ledger
8. MRP	Finished!!
<hr/>	

12.05.14

Sage Software User Group Meeting

Year End Processing

- Copy Company if not already done
- Full period end check lists are included in the help section of Sage 100.
- Check each module's setup options for history retention.
- For Sales Order and Purchase Order, run the open sales order and purchase order reports to check for accuracy. Do not included completed orders. Reconcile the purchases clearing account if need be.

Year End Processing (cont.)

- For inventory management, perform a physical count, then tie the I/M trial balance to the general ledger balance.
- For accounts payable and receivable, tie the module's trial balances back to the general ledger.

GL Year End Processing

- Copy Company
- Print reports and tie totals as needed for journal entries, financial statements, etc.
- Check your settings in 'General Ledger' 'Setup' 'General Ledger Options'
- Copy Company again after changes and also backup

Customer Profile

Music Mountain Spring Water

- Shreveport based water company supplying residential and commercial customers.
- Provides both bottled water and water coolers of water.
- Commercial customer's water bottles can be private labeled with their own company information.
- Multi-state operations in LA, TX, and AR.
- Runs Sage100 Advanced for their ERP.
- Maybe you need a water service at your business?
- Grab a brochure or visit online www.musicmountain.com!

Miscellaneous Help on Year End

- Forms website –www.sagechecks.com or call 800-617-3224
- Use your login into <http://customers.sagenorthamerica.com>,
- Login options are in the middle of the page.
- Once logged in, you can access the knowledgebase.

Sage HRMS (Abra) product information

- Current Version 9.2, 9.3 coming in 2015
- No need to run the Legislative update; happens automatically now.
- Introduction of MyWorkForceAnalyzer as a cloud service to help with ACA compliance. Reads Sage HRMS+PR data and Sage AbraSuite+PR data.
- \$399 setup, \$100 year.
- www.myworkforceanalyzer.com for more information

Sage100: Came in 2013, V 5.0 or 2013

- Hybrid or connected services (web-enabled) as cloud plan.
- Accounts Payable expanded inv. # (20 Characters)
- Vendor and Customer statuses of inactive
- Display cleared checks in AP
- Additional info in item maintenance/inquiry.
- Ability to post ACH info in detail to bank rec.
- Paperless office can now use public mail servers.
- Multiple company codes into one CRM Database.
- Sage100 order entry screen in CRM without license.

- Credit card processing in Mas moving to Sage Exchange with card swipe capability, charges for repetitive invoices, mobile payments.
- Since Exchange will handle the CC processing, Sage100 will not longer be subject to PA-DSS compliance.
(however, your network still is)
- Compatible with Windows 8.

Changes for version 2014

- Became available End of 1st Qtr 2014
- Selected Auto-Complete, new searches
- Sage Intelligence added to menus
- PR-added more box 12 codes
- Sage Data Cloud and AR billing & payment
- Sage Mobile Sales for iPad
- Sage Mobile Service

W-2 / 1099 Assistance

- We can take the entire Sage 100 W-2 and 1099 processing off your hands.
- We can also order forms for you.
- Or we can simply help you troubleshoot your own processing.
- Contact us soon with the level of assistance you would like.

Software We Provide

- Core software products:
 - Sage 100 Std/Advanced/Premium
 - Sage Abra HRMS &/or Payroll
 - Sage FAS Fixed Assets
 - Sage CRM
 - Insperity Time and Attendance
 - See our website for much more

Services We Provide Continued

- Services we provide:
 - Operational support and consulting
 - Technical support and upgrades
 - Integrations and workflow management
 - Training and User Group Meetings
 - Merchant Services (Credit Cards)
 - Payroll Paycards

Current Promotions

- Existing Sage100 customers, add 4 licenses get one free to 12/29/14
- Existing Sag100 users save 15% to add Sage HRMS/PR/ESS.
- All Sage customers, 15% off to add FAS.

Questions?

User Group Meeting

Suggestions?



Sage 100 User Group Meeting

December 05, 2014
Year End User Group Meeting

1. Registration – 11:45 – 12:00
2. Presentation – 12:00 – 1:30
Presenter: Keith Perkins, CPA – **ASC Group**

- Year end preparation and processing
- W-2's and 1099's/ E-filing
- New features in Sage Upgrades 100 and HRMS
- Selected sponsor offerings
- A customer promotion
- Current Promotions and customer upgrade scheduling

a Employee's SSN 886-53-1239		1 Wages, tips, other compensation 1,578.90		2 Federal income tax withheld 40.77	
OMB No. 1545-0008		3 Social security wages 1,578.90		4 Social security tax withheld 97.89	
b Employer identification number 81-4587157		5 Medicare wages and tips 1,578.90		6 Medicare tax withheld 22.89	
c Employer's name, address, and ZIP code ABC Distribution and Service Corp. 7330 Fern Avenue Suite 202 Shreveport LA 71105					
e Employee's first name and initial JERRY		Last name A THOMAS		Suff.	
4121 W. 35th Street Apartment 201 MILWAUKEE WI 53151					
f Employee's address and Zip code					
d Control number		7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits		11 Nonqualified plans	
12a D 83.10		14 Other			
12b					
12c					
12d					
13 Statutory employee <input type="checkbox"/>		Retirement plan <input checked="" type="checkbox"/>		Third-party sick pay <input type="checkbox"/>	
15 State Employer's state ID number WI 1036-3258485711-00		16 State wages, tips, etc. 1,578.90		17 State income tax 54.09	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form **W-2** Wage and Tax Statement **2013** Department of Treasury-Internal Revenue Service
Copy B - To Be Filed with Employee's FEDERAL Tax Return. Matrix Rev. 7/31/13

a Employee's SSN 886-53-1239		1 Wages, tips, other compensation 1,578.90		2 Federal income tax withheld 40.77	
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Form **W-2** Wage and Tax Statement **2013** 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.

a Employee's SSN 865-31-2399		1 Wages, tips, other compensation 1,578.90		2 Federal income tax withheld 86.34	
OMB No. 1545-0008		3 Social security wages 1,578.90		4 Social security tax withheld 97.89	
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e Employee's first name and initial ALLEN		Last name JENKINS		Suff. 	
23155 W 15TH MILWAUKEE WI 53151					
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Form **W-2** Wage and Tax Statement **2013** Department of Treasury-Internal Revenue Service
Copy B - To Be Filed with Employee's FEDERAL Tax Return. Aatrix Rev. 7/31/13

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b Employer identification number 81-4587157		5 Medicare wages and tips 1,578.90		6 Medicare tax withheld 22.89	
c Employer's name, address, and ZIP code ABC Distribution and Service Corp. 7330 Fern Avenue Suite 202 Shreveport LA 71105					
e Employee's first name and initial ALLEN		Last name JENKINS		Suff. 	
23155 W 15TH MILWAUKEE WI 53151					
f Employee's address and Zip code					
d Control number		7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits		11 Nonqualified plans	
12a D 83.10		14 Other			
12b					
12c					
12d					
13 Statutory employee <input type="checkbox"/>		Retirement plan <input checked="" type="checkbox"/>		Third-party sick pay <input type="checkbox"/>	
15 State Employer's state ID number WI 1036-3258485711-00		16 State wages, tips, etc. 1,578.90		17 State income tax 58.14	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form **W-2** Wage and Tax Statement **2013** 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.

a Employee's SSN 312-39-9854		1 Wages, tips, other compensation 1,384.80		2 Federal income tax withheld 127.89	
OMB No. 1545-0008		3 Social security wages 1,384.80		4 Social security tax withheld 85.86	
b Employer identification number 81-4587157		5 Medicare wages and tips 1,384.80		6 Medicare tax withheld 20.07	
c Employer's name, address, and ZIP code ABC Distribution and Service Corp. 7330 Fern Avenue Suite 202 Shreveport LA 71105					
e Employee's first name and initial ARTHUR		Last name SHAW		Suff. 	
458 West Columbia Drive MILWAUKEE WI 53151					
f Employee's address and Zip code					
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 WI 1036-3258485711-00		16 State wages, tips, etc. 1,384.80		17 State income tax 52.20	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form **W-2** Wage and Tax Statement **2013** Department of Treasury-Internal Revenue Service
Copy B - To Be Filed With Employee's FEDERAL Tax Return. Aatrix Rev. 7/31/13

a Employee's SSN 312-39-9854		1 Wages, tips, other compensation 1,384.80		2 Federal income tax withheld 127.89	
OMB No. 1545-0008		3 Social security wages 1,384.80		4 Social security tax withheld 85.86	
b Employer identification number 81-4587157		5 Medicare wages and tips 1,384.80		6 Medicare tax withheld 20.07	
c Employer's name, address, and ZIP code ABC Distribution and Service Corp. 7330 Fern Avenue Suite 202 Shreveport LA 71105					
e Employee's first name and initial ARTHUR		Last name SHAW		Suff. 	
458 West Columbia Drive MILWAUKEE WI 53151					
f Employee's address and Zip code					
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 WI 1036-3258485711-00		16 State wages, tips, etc. 1,384.80		17 State income tax 52.20	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form **W-2** Wage and Tax Statement **2013** 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 312-39-9854		1 Wages, tips, other compensation 1,384.80		2 Federal income tax withheld 127.89	
OMB No. 1545-0008		3 Social security wages 1,384.80		4 Social security tax withheld 85.86	
b Employer identification number 81-4587157		5 Medicare wages and tips 1,384.80		6 Medicare tax withheld 20.07	
c Employer's name, address, and ZIP code ABC Distribution and Service Corp. 7330 Fern Avenue Suite 202 Shreveport LA 71105					
e Employee's first name and initial ARTHUR		Last name SHAW		Suff. 	
458 West Columbia Drive MILWAUKEE WI 53151					
f Employee's address and Zip code					
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 WI 1036-3258485711-00		16 State wages, tips, etc. 1,384.80		17 State income tax 52.20	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form **W-2** Wage and Tax Statement **2013** Copy C - For EMPLOYEE'S RECORDS.

a Employee's SSN 312-39-9854		1 Wages, tips, other compensation 1,384.80		2 Federal income tax withheld 127.89	
OMB No. 1545-0008		3 Social security wages 1,384.80		4 Social security tax withheld 85.86	
b Employer identification number 81-4587157		5 Medicare wages and tips 1,384.80		6 Medicare tax withheld 20.07	
c Employer's name, address, and ZIP code ABC Distribution and Service Corp. 7330 Fern Avenue Suite 202 Shreveport LA 71105					
e Employee's first name and initial ARTHUR		Last name SHAW		Suff. 	
458 West Columbia Drive MILWAUKEE WI 53151					
f Employee's address and Zip code					
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 WI 1036-3258485711-00		16 State wages, tips, etc. 1,384.80		17 State income tax 52.20	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form **W-2** Wage and Tax Statement **2013** 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.

Notice to Employees

Do you have to file? Refer to the Form 1040 Instructions to determine if you are required to file a tax return. Even if you do not have to file a tax return, you may be eligible for a refund if box 2 shows an amount or if you are eligible for any credit.

Earned Income credit (EIC). You may be able to take the EIC for 2013 if your adjusted gross income (AGI) is less than a certain amount. The amount of credit is based on income and family size. Workers without children could qualify for a smaller credit. You and any qualifying children must have valid social security numbers (SSNs). You cannot take the EIC if your investment income is more than the specified amount for 2013 or if income is earned for services provided while you were an inmate at a penal institution. For 2013 income limits and more information, visit www.irs.gov/eitc. Also see Pub. 596, Earned Income Credit. **Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.**

Clergy and religious workers. If you are not subject to social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of Clergy and Religious Workers.

Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file FORM W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on FORM W-2. Be sure to get your copies of Form W-2c from your employer for all corrections made so you may file them with your tax return. If your name and SSN are correct but are not the same as shown on your social security card, you should ask for a new card that displays your correct name at any SSA office or by calling 1-800-772-1213. You also may visit the SSA at www.socialsecurity.gov.

Cost of employer-sponsored health coverage (if such cost is provided by the employer). The reporting in Box 12, using Code DD, of the cost of employer-sponsored health coverage is for your information only. The amount reported with Code DD is not taxable.

Credit for excess taxes. If you had more than one employer in 2013 and more than \$7,049.40 in social security and/or Tier I railroad retirement (RTTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than \$3,709.20 in Tier II RTTA tax was withheld, you may be able to claim a credit. See Form 1040 or Form 1040 A Instructions and Pub. 505, Tax Withholding and Estimated Tax. (Also see *Instructions for Employee* on the back of Copy C.)

Instructions for Employees

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the federal income tax withheld line of your tax return.

Box 5. This amount may be required to be entered on Form 8959. See Form 1040

Instructions to determine if you are required to complete Form 8959.

Box 6. This amount includes the 1.45% Medicare Tax withheld on all Medicare wages and tips shown in Box 5, as well as the .09% Additional Medicare Tax on any if those Medicare wages and tips above \$200,000.

Box 8. This amount is not included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

You must file Form 4137, Social Security and Medicare Tax on Unreported Tip Income, with your income tax return at least the allocated tip amount unless you can prove a smaller amount with adequate records. If you have records that show the actual amount of tips you received, report that amount even if it is more or less than the allocated tips. On Form 4137 will figure the social security and Medicare tax owed on the allocated tips shown on your Form(s) W-3 that you must report income on other tips you did not report to your employer. By filing Form 4137, your social security tips will be credited to your social security record (used to figure your benefits).

Box 10. This amount is the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 125 (cafeteria) plan). Any amount over \$5,000 is also included in box 1. Complete Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.

Box 11. This amount is (a) reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernmental section 457(b) plan or (b) included in box 3 and/or 5 if it is prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount. This box should not be used if you had a deferral and a distribution in the same calendar year. If this happens and you are or will be age 62 by the end of the calendar year, your employer should file Form SSA-131 with the Social Security Administration and give you a copy.

Box 12. The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, and S) and designated Roth contributions (codes AA, BB, and EE) under all plans are generally limited to a total of \$17,500 (\$12,000 if you only have SIMPLE plans; \$20,500 for section 403(b) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to \$17,500. Deferrals under code H are limited to \$7,000.

However, if you were at least age 50 in 2012, your employer may have allowed an additional deferral of up to \$5,500 (\$2,500 for section 401(k)(11) and 408(p) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last 3 years before you reach retirement age. For code G, the limit on elective deferrals may be higher for the last 3 years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the "Wages, Salaries, Tips, etc." line instructions for Form 1040.

Note. If a year follows code D through H, S, AA, BB, or EE, you made a make-up pension contribution for a prior year(s) when you were in military service. To figure whether you made excess deferrals, consider these amounts for the year shown, not the current year. If no year is shown, the contributions are for the current year.

A - Uncollected social security or RTTA tax on tips. Include this tax on Form 1040. See "Other Taxes" in the Form 1040 instructions.

B - Uncollected Medicare tax on tips. Include this tax on Form 1040. See "Other Taxes" in the Form 1040 instructions.

C - Taxable cost of group-term life insurance over \$50,000 (included in boxes 1, 3 (up to social security wage base), and 5).

D - Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.

E - Elective deferrals under a section 403(b) salary reduction agreement.

F - Elective deferrals under a section 408(k)(6) salary reduction SEP.

G - Elective deferrals and employer contributions (including nonelective deferrals) to section 457(b) deferred compensation plan.

H - Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan. See "Adjusted Gross Income" in the Form 1040 instructions for how to deduct.

J - Nontaxable sick pay (information only, not included in boxes 1, 3, or 5).

K - 20% excise tax on excess golden parachute payments. See "Other Taxes" in the Form 1040 instructions.

L - Substantiated employee business expense reimbursements (nontaxable).

M - Uncollected social security or RTTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See "Other Taxes" in Form 1040 instructions.

N - Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See "Other Taxes" in the Form 1040 instructions.

P - Excludable moving expense reimbursements paid directly to employee (not included in boxes 1, 3, or 5).

Q - Nontaxable combat pay. See the instructions for Form 1040 or Form 1040A for details on reporting this amount.

R - Employer contributions to your Archer MSA. Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.

S - Employee salary reduction contributions under a section 408(p) SIMPLE (not included in box 1).

T - Adoption benefits (not included in box 1). Complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.

V - Income from exercise of nonstatutory stock option(s) (included in boxes 1, 3 (up to social security wages base), and 5). See Pub. 525 and instructions for Schedule D (Form 1040) for reporting requirements.

W - Employer contributions (including amounts the employee elected to contribute using a section 125 (cafeteria) plan) to your health savings account. Report on Form 8889, Health Savings account. Report on Form 8889, Health Savings Accounts (HSAs).

Y - Deferrals under a section 409A nonqualified deferred compensation plan.

Z - Income under section 409A on a nonqualified deferred compensation plan. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See "Other Taxes" in the Form 1040 instructions.

AA - Designated Roth contributions under a section 401(k) plan.

BB - Designated Roth contributions under a section 403(b) plan.

DD - Cost of employer-sponsored health coverage. The amount reported with Code DD is not taxable.

EE - Designated Roth contributions under a governmental section 457(b) plan. The amount does not apply to contributions under a tax-exempt organization section 457(b) plan.

Box 13. If the "Retirement plan" box is checked, special limits may apply to the amount of traditional IRA contributions you may deduct.

Box 14. Employers may use this box to report information such as state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a member of the clergy's parsonage allowance and utilities. Railroad employers use this box to report RTTA compensation, Tier I tax, Tier II tax, Medicare tax and Additional Medicare Tax.

Note. Keep Copy C of Form W-2 for at least 3 years after the due date for filing your income tax return. However, to help protect your social security benefits, keep Copy C until you begin receiving social security benefits, just in case there is a question about your work record and/or earnings in a particular year.

☐ CORRECTED (if checked)

1 Rents \$	2 Royalties \$	3 Other Income \$
4 Federal Income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.
ABC DISTRIBUTION AND SERVICE CORP.
7330 FERN AVENUE
SUITE 202
SHREVEPORT LA 71105
UNITED STATES
(318) 231-0375

PAYER'S federal identification number 81-4587157	RECIPIENT'S identification number 72-1581858	Account Number
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RECIPIENT'S name, street address (including apt. no.), city or town, province or state, country, and ZIP or foreign postal code
AMERICAN ALARM SERVICE
3333 NORTH GRAND
SUITE 331
INDIANAPOLIS IN 46222

7 Nonemployee compensation \$ 5000.00	8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>
10 Crop insurance proceeds \$	11 Foreign tax paid \$	12 Foreign country or U.S. possession
13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	
15a Section 409A deferrals \$	15b Section 409A income \$	
16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$

2013 Form 1099-MISC To be filed with recipient's federal income tax return when required.

1 Rents \$	2 Royalties \$	3 Other Income \$
4 Federal Income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.
ABC DISTRIBUTION AND SERVICE CORP.
7330 FERN AVENUE
SUITE 202
SHREVEPORT LA 71105
UNITED STATES
(318) 231-0375

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10 Crop insurance proceeds \$	11 Foreign tax paid \$	12 Foreign country or U.S. possession
13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	
15a Section 409A deferrals \$	15b Section 409A income \$	
16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$

2013 Form 1099-MISC Copy 2 To be filed with recipient's state income tax return, when required.
☐ CORRECTED (if checked)

☐ CORRECTED (if checked)

1 Rents \$	2 Royalties \$	3 Other Income \$
4 Federal Income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.
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13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	
15a Section 409A deferrals \$	15b Section 409A income \$	
16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$

2013 Form 1099-MISC Copy B For Recipient

☐ CORRECTED (if checked)

1 Rents \$	2 Royalties \$	3 Other Income \$
4 Federal Income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.
ABC DISTRIBUTION AND SERVICE CORP.
7330 FERN AVENUE
SUITE 202
SHREVEPORT LA 71105
UNITED STATES
(318) 231-0375

PAYER'S federal identification number 81-4587157	RECIPIENT'S identification number 72-1581858	Account Number
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RECIPIENT'S name, street address (including apt. no.), city or town, province or state, country, and ZIP or foreign postal code
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3333 NORTH GRAND
SUITE 331
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10 Crop insurance proceeds \$	11 Foreign tax paid \$	12 Foreign country or U.S. possession
13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	
15a Section 409A deferrals \$	15b Section 409A income \$	
16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$

2013 Form 1099-MISC Copy 2 To be filed with recipient's state income tax return, when required.

☐ CORRECTED (if checked)

1 Rents \$	2 Royalties \$	3 Other Income \$
4 Federal Income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.
ABC DISTRIBUTION AND SERVICE CORP.
7330 FERN AVENUE
SUITE 202
SHREVEPORT LA 71105
UNITED STATES
(318) 231-0375

PAYER'S federal identification number 81-4587157	RECIPIENT'S identification number 303-54-0251	Account Number
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RECIPIENT'S name, street address (including apt. no.), city or town, province or state, country, and ZIP or foreign postal code
ROGER W. LEARNER
7721 24TH STREET
SUITE 125
CORONA DEL MAR CA 92626

7 Nonemployee compensation \$ 10800.00	8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>
10 Crop insurance proceeds \$	11 Foreign tax paid \$	12 Foreign country or U.S. possession
13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	
15a Section 409A deferrals \$	15b Section 409A income \$	
16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$
\$	/	\$

2013 Form 1099-MISC To be filed with recipient's federal income tax return when required.

☐ CORRECTED (if checked)

1 Rents \$	2 Royalties \$	3 Other Income \$
4 Federal Income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.
ABC DISTRIBUTION AND SERVICE CORP.
7330 FERN AVENUE
SUITE 202
SHREVEPORT LA 71105
UNITED STATES
(318) 231-0375

PAYER'S federal identification number 81-4587157	RECIPIENT'S identification number 303-54-0251	Account Number
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RECIPIENT'S name, street address (including apt. no.), city or town, province or state, country, and ZIP or foreign postal code
ROGER W. LEARNER
7721 24TH STREET
SUITE 125
CORONA DEL MAR CA 92626

7 Nonemployee compensation \$ 10800.00	8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>
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\$	/	\$

2013 Form 1099-MISC Copy 2 To be filed with recipient's state income tax return, when required.

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1 Rents \$	2 Royalties \$	3 Other Income \$
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SHREVEPORT LA 71105
UNITED STATES
(318) 231-0375

PAYER'S federal identification number 81-4587157	RECIPIENT'S identification number 303-54-0251	Account Number
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RECIPIENT'S name, street address (including apt. no.), city or town, province or state, country, and ZIP or foreign postal code
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13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	
15a Section 409A deferrals \$	15b Section 409A income \$	
16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$
\$	/	\$

2013 Form 1099-MISC Copy B For Recipient

☐ CORRECTED (if checked)

1 Rents \$	2 Royalties \$	3 Other Income \$
4 Federal Income tax withheld \$	5 Fishing Boat Proceeds \$	6 Medical and health care payments \$

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.
ABC DISTRIBUTION AND SERVICE CORP.
7330 FERN AVENUE
SUITE 202
SHREVEPORT LA 71105
UNITED STATES
(318) 231-0375

PAYER'S federal identification number 81-4587157	RECIPIENT'S identification number 303-54-0251	Account Number
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RECIPIENT'S name, street address (including apt. no.), city or town, province or state, country, and ZIP or foreign postal code
ROGER W. LEARNER
7721 24TH STREET
SUITE 125
CORONA DEL MAR CA 92626

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15a Section 409A deferrals \$	15b Section 409A income \$	
16 State tax withheld \$	17 State/Payer's state no. /	18 State income \$
\$	/	\$

2013 Form 1099-MISC Copy 2 To be filed with recipient's state income tax return, when required.

2013 1099-MISC Instructions for Recipient

Recipient's identification number. For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), or adoption taxpayer identification number (ATIN). However, the issuer has reported your complete identification number to the IRS and, where applicable, to state and/or local governments.

Account Number. May show an account or other unique number the payer assigned to distinguish your account.

Amounts shown may be subject to self-employment (SE) tax. If your net income from self-employment is \$400 or more, you must file a return and compute your SE tax on Schedule SE (Form 1040). See Pub. 334 for more information. If no income or social security and Medicare taxes were withheld and you are still receiving these payments, see Form 1040-ES (or Form 1040-ES(NR)). Individuals must report these amounts as explained in the box 7 instructions on this page. Corporations, fiduciaries, or partnerships must report the amounts on the proper line of their tax returns.

Form 1099-MISC incorrect? If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form corrected, attach an explanation to your tax return and report your income correctly.

Box 1. Report rents from real estate on Schedule E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business.

Box 2. Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, report payments for a working interest as explained in the box 7 instructions. For royalties on timber, coal, and iron ore, see Pub. 544.

Box 3. Generally, report this amount on the "Other income" line of Form 1040 (or Form 1040NR) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, or other taxable income. See Pub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040).

Box 4. Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold if you did not furnish your taxpayer identification number. See Form W-9 and Pub. 505 for more information. Report this amount on your income tax return as tax withheld.

Box 5. An amount in this box means the fishing boat operator considers you self-employed. Report this amount on Schedule C (Form 1040). See Pub. 334.

Box 6. For individuals, report on Schedule C (Form 1040).

Box 7. Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If the amount in this box is SE income, report it on Schedule C or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare tax. If you believe you are an employee and cannot get the payer to correct this form, report the amount from box 7 on Form 1040, line 7 (or Form 1040NR, line 8). You must also complete Form 8919 and attach it to your return. If you are not an employee but the amount in this box is not SE income (for example, it is income from a sporadic activity or a hobby), report it on Form 1040, line 21 (or Form 1040NR, line 21).

Box 8. Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" line of Form 1040 (or Form 1040NR).

Box 9. If checked, \$5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit-commission, or other basis. A dollar amount does not have to be shown. Generally, report any income from your sale of these products on Schedule C (Form 1040).

Box 10. Report this amount on Schedule F (Form 1040).

Box 11. Shows the foreign tax that you may be able to claim as a deduction or a credit on Form 1040. See the Form 1040 instructions.

Box 12. Shows the country or U.S. possession to which the foreign tax was paid.

Box 13. Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See the Form 1040 (or Form 1040NR) instructions for where to report.

Box 14. Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return.

Box 15a. May show current year deferrals as a nonemployee under a nonqualified deferred compensation (NQDC) plan that is subject to the requirements of section 409A, plus any earnings on current and prior year deferrals.

Box 15b. Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 408A. This amount is also included in box 7 as nonemployee compensation. Any amount included in box 15a that is currently taxable is also included in this box. This income is also subject to a substantial additional tax to be reported on Form 1040 (or Form 1040NR). See "Total Tax" in the Form 1040 (or Form 1040NR) instructions.

Boxes 16-18. Shows state or local income tax withheld from the payments.

Future developments. For the latest information about developments related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/form1099misc.

Check 21+

Accept and process any kind of check with limited restrictions



Benefits

- Accept all types of checks at the POS or via mail or dropbox
- Guaranteed funding available
- Fast electronic deposit of funds in 3 business days
- No ACH Restrictions
- Free, detailed online reporting of all activity

Program Options

- Guarantee Funding
- Electronic Deposit
- Face-to-face or Remote
- Payroll Cashing

Check 21 is referred to as Remote Deposit Capture because an image of a check is captured and used in place of the original document. This means of electronic check processing facilitates faster funding on a wider variety of checks and with fewer restrictions than ACH. This flexibility makes Remote Deposit Capture ideal for many sales environments. Checks can be accepted at the point of sale or when the consumer is not present. Check 21+ is a versatile payment option that fits the needs of many different merchants. Welcome to the future of check processing!

Advantages over ACH

Accept and process all types of checks drawn on U.S. banks including: Personal, Business, Government, Traveler's, Cashier's, Certified, Equity Lines of Credit checks and Money Orders.

- No ACH restrictions
- Accept more types of checks

Program Options

Check 21+ Point of Sale Conversion
Accept paper checks face-to-face using either a terminal or web-based virtual terminal. Guarantee or non-guarantee funding options available.

Check 21+ Remote
For consumer-not-present transactions using either a terminal or web-based virtual terminal. Accept checks via mail or dropbox. Guarantee or non-guarantee options available.

Check 21+ Payroll
For cashing business and corporate payroll checks using either a terminal or web-based virtual terminal. Guarantee or non-guarantee options available.

Markets Served

Check 21+ allows many types of businesses the opportunity to process checks in a back office environment including: B2B merchants, medical, utilities, government, educational, property management / leasing, insurance and mail order.

Check 21+ Program Information

Check 21+ POS	vs	Check 21+ Remote
Program Description		
<ul style="list-style-type: none"> Accept any type of check at the point of sale. Merchant receives funding in 3 business days. Uses existing checking account. (No separate account required.) 		<ul style="list-style-type: none"> Accept any type of check through mail or dropbox Process checks in a back office environment Merchant receives funding in 3 business days Uses existing checking account. (No separate account required.)
Check Guarantee Option		
<ul style="list-style-type: none"> Check payment is guaranteed by processor. Optional Checks eligible for guarantee are limited to: Personal, Business / Corporate and DBA 		<ul style="list-style-type: none"> Check payment is guaranteed by processor. Optional Checks eligible for guarantee are limited to: Personal, Business / Corporate and DBA
Non-Guarantee Option		
All checks drawn on U.S. banks are acceptable: Corporate, Cashier, US Treasury, 3rd Party, Travelers, Certified and starter / temp checks as well as equity lines of credit and money orders		All checks drawn on U.S. banks are acceptable: Corporate, Cashier, US Treasury, 3rd Party, Travelers, Certified and starter / temp checks as well as equity lines of credit and money orders
Pricing		
<ul style="list-style-type: none"> Refer to rate schedule for base pricing / fees. Non-guarantee: .10% (10 basis points) additional premium charged to merchant for checks \$10,000 and higher. Check limits determined by underwriting. 		<ul style="list-style-type: none"> Refer to rate schedule for base pricing / fees. Non-guarantee: .10% (10 basis points) additional premium charged to merchant for checks \$10,000 and higher. Guarantee: See price schedule for additional discount fee charged for consumer-not-present. Check limits determined by underwriting.

Terminal / Imager Options

Check 21+ requires a check imager capable of scanning both sides of the check.

All in one Terminal or Imager	 RDM Synergy II							
Certified POS Terminal connected to an imager capable of scanning both sides of check	2-Sided Imagers  RDM eC7000i series	Certified Terminals  Hypercom T4100	 Hypercom T4200 series	 Verifone VX line	 TechTrex PrimeTrex IP	 Dejavoo X8	 Dejavoo M5	(Not pictured): Omni 3300, 3730, 3730 LE, 3740, 3750
Certified 3rd party gateway or virtual terminal connected to an imager capable of scanning both sides of checks	 Virtual Terminal	 Panini I:Deal	 Panini Vision X	 MagTek Excella STX	 Magtek Excella	 RDM eC7000i series		

Please refer to [Equipment Compatibility Matrix](#) for updated list.

Please confirm supported terminals, imagers & gateways/virtual terminals with your bankcard processor/ISO.

Check 21+ Payroll enables merchants to cash corporate payroll checks for their customers. Optional guarantee protection is available.

Check 21+ Payroll

Program Description

- Cash business and corporate payroll checks
- Merchant receives funding in 8 business days
- Can use existing checking account.
(No separate account required.)

Guarantee Option

- Check payment is guaranteed by processor.
- Optional
- Guarantee available for:
Business payroll / Corporate payroll

Non-Guarantee Option

- All business and corporate payroll checks

Pricing

- Refer to rate schedule for base pricing / fees.
- Guarantee: 3% additional premium
- Non-guarantee: 1% additional premium
- Maximum check limit \$500

Payroll Cashing Transaction Guidelines

Check 21+ Payroll enables merchants to cash corporate payroll checks for their customers.

- Checks must be drawn on a valid corporate/business payroll account.

Non-eligible checks include:

- A. 3rd Party (person presenting check is not who it is made out to.)
- B. Personal
- C. Payable to "cash"

- Checks must be pre-printed and contain the address of the business on the face of the check.
- Check must be endorsed BEFORE scanning the image.
- The work phone number of the person cashing the check must be written legibly on the face of the check prior to the check being scanned.
- Drivers License information and photo must match person presenting check and to whom check is made out.
- Payee must be the same person attempting to cash the check.
- All payroll checks must be processed using the PAYROLL or BUSINESS CHECK option on the terminal.
- Payroll checks must be processed using a separate TID# supplied for Payroll Check Cashing.
- Customer's fingerprint must be on front of check in a clear area prior to scanning (ink-less pad is provided to merchants).



Form W-2 Reporting of Employer-Sponsored Health Coverage

The Affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan. Reporting the cost of health care coverage on the Form W-2 does not mean that the coverage is taxable. The value of the employer's excludable contribution to health coverage continues to be excludable from an employee's income, and it is not taxable. This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage.

Employers that provide "applicable employer-sponsored coverage" under a group health plan are subject to the reporting requirement. This includes businesses, tax-exempt organizations, and federal, state and local government entities (except with respect to plans maintained primarily for members of the military and their families). However, federally recognized Indian tribal governments are not subject to this requirement.

Transition Relief

For certain employers, types of coverage and situations, there is transition relief from the requirement to report the value of coverage beginning with the 2012 Forms W-2. This transition relief applies to the 2013 Forms W-2 and will continue to apply to future calendar years until the IRS publishes additional guidance. (Note: employers generally are required to provide employees with the 2013 Forms W-2 in January 2014.) Any guidance that expands the reporting requirements will apply only to calendar years that start at least six months after the guidance is issued. See the "Optional Reporting" column in the below chart for the employers, types of coverage, and situations eligible for the transition relief.

Reporting on the Form W-2

The value of the health care coverage will be reported in Box 12 of the Form W-2, with Code DD to identify the amount. There is no reporting on the Form W-3 of the total of these amounts for all the employer's employees.

In general, the amount reported should include both the portion paid by the employer and the portion paid by the employee. See the chart, below, and the questions and answers for more information.

An employer is not required to issue a Form W-2 solely to report the value of the health care coverage for retirees or other employees or former employees to whom the employer would not otherwise provide a Form W-2.

The chart below illustrates the types of coverage that employers must report on the Form W-2. Certain items are listed as "optional" based on transition relief provided by Notice 2012-9 (restating and clarifying Notice 2011-28). Future guidance may revise reporting requirements but will not be applicable until the tax year beginning at least six months after the date of issuance of such guidance.

The chart reviews the reporting requirements for Box 12, Code DD, and has no impact on requirements to report these items elsewhere. For example, while contributions to Health Savings Arrangements (HSA) are not to be reported in Box 12, Code DD, certain HSA contributions are reported in Box 12, Code W (see General Instructions for Forms W-2 and W-3).

Form W-2 Reporting of Employer-Sponsored Health Coverage

Coverage Type	Form W-2, Box 12, Code DD		
	Report	Do Not Report	Optional
Major medical	X		
Dental or vision plan not integrated into another medical or health plan			X
Dental or vision plan which gives the choice of declining or electing and paying an additional premium			X
Health Flexible Spending Arrangement (FSA) funded solely by salary-reduction amounts		X	
Health FSA value for the plan year in excess of employee's cafeteria plan salary reductions for all qualified benefits	X		
Health Reimbursement Arrangement (HRA) contributions			X
Health Savings Arrangement (HSA) contributions (employer or employee)		X	
Archer Medical Savings Account (Archer MSA) contributions (employer or employee)		X	
Hospital indemnity or specified illness (insured or self-funded), paid on after-tax basis		X	
Hospital indemnity or specified illness (insured or self-funded), paid through salary reduction (pre-tax) or by employer	X		
Employee Assistance Plan (EAP) providing	Required if		Optional if

applicable employer-sponsored healthcare coverage	employer charges a COBRA premium		employer does not charge a COBRA premium
On-site medical clinics providing applicable employer-sponsored healthcare coverage	Required if employer charges a COBRA premium		Optional if employer does not charge a COBRA premium
Wellness programs providing applicable employer-sponsored healthcare coverage	Required if employer charges a COBRA premium		Optional if employer does not charge a COBRA premium
Multi-employer plans			X
Domestic partner coverage included in gross income	X		
Governmental plans providing coverage primarily for members of the military and their families		X	
Federally recognized Indian tribal government plans and plans of tribally chartered corporations wholly owned by a federally recognized Indian tribal government		X	
Self-funded plans not subject to Federal COBRA			X
Accident or disability income		X	
Long-term care		X	
Liability insurance		X	
Supplemental liability insurance		X	
Workers' compensation		X	
Automobile medical payment insurance		X	
Credit-only insurance		X	
Excess reimbursement to highly compensated individual, included in gross income		X	
Payment/reimbursement of health insurance premiums for 2% shareholder-employee, included in gross income		X	
Other Situations	Report	Do Not Report	Optional
Employers required to file fewer than 250 Forms W-2 for the preceding calendar year (determined without application of any entity aggregation rules for related employers)			X
Forms W-2 furnished to employees who terminate before the end of a calendar year and request, in writing, a Form W-2 before the end of that year			X
Forms W-2 provided by third-party sick-pay provider to employees of other employers			X

The chart was created at the suggestion of and in collaboration with the IRS' Information Reporting Program Advisory Committee (IRPAC). IRPAC's members are representatives of industries responsible for providing information returns, such as Form W-2, to the IRS. IRPAC works with IRS to improve the information reporting process.


Related Information:

- [IR-2011-31](#), IRS Issues Interim Guidance on Informational Reporting of Employer-Sponsored Health Coverage
- [Notice 2010-69](#), Interim Relief with Respect to Form W-2 Reporting of the Cost of Coverage of Group Health Insurance Under § 5051(a)(14)
- [Webinar](#), Reporting of Employer Healthcare Coverage on Form W-2.

Page Last Reviewed or Updated: 05-May-2014

Sage 100 ERP

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2015 eFile Due Dates

Employee Copy eFile Due Date

1/30 by 3:00pm CST

Federal Copy eFile Due Date

3/27 by 3:00pm CST

State Copy eFile Due Dates

Take the guessing out of what transmittal form the state requires you to send with your W-2s, the Aatrix automatically displays the appropriate transmittal form when filings for each state and fills in the data from your employee and company information.

State	Form Name	W-2 Deadline	1099 Deadline
Alabama	A-3 Report	2/26	2/26
Alaska	N/A	N/A	N/A
Arkansas	AR3MAR Report	2/26	2/26
Arizona	A1-R Report or A1-APR Report	2/26	2/26
California	N/A	N/A	3/27
Colorado	N/A	3/27	2/26
Connecticut	CT-W3 Report	3/27	3/27
District of Columbia	FR-900B Report	1/29	2/26
Delaware	N/A	3/27	3/27
Georgia	G-1003 Report	2/26	2/26
Hawaii	HW-3 Report	2/26	2/26
Iowa*	44-007 Report	2/26	N/A
Idaho	967 Report	2/26	2/26
Illinois	N/A	3/27	N/A
Indiana	WH-3 Report	2/26	N/A
Kansas	KW-3 Report or KW-3E Report	2/26	2/26
Kentucky	N/A	1/29	1/29
Louisiana	L-3 Report	2/26	2/26
Massachusetts	N/A	3/27	2/26
Maryland	MW508 Report	2/26	2/26
Maine	W-3ME Report	2/26	2/26
Michigan	MI 165 Report	2/26	2/26
Minnesota	N/A	2/26	2/26
Missouri	MO W-3 Report	2/26	2/26
Mississippi	N/A	3/27	2/26
Montana	MW3-AR Report	2/26	2/26
North Carolina	NC-3 Report or NC-3M Report	2/26	2/26
North Dakota	N/A	3/27	3/27
Nebraska	W-3N Report	1/29	1/29
New Jersey	W-3M Report	2/26	2/26
New Mexico	N/A	2/26	2/26
Ohio	OH IT-3 Report	2/26	2/26
Oklahoma	N/A	NA	2/26
Oregon	OR WR Report	3/27	2/26
Pennsylvania	REV-1667 Report	1/29	2/26
Rhode Island	RI W3 Report	2/26	2/26
South Carolina	N/A	2/26	2/26
Utah	UT 941-R Report	3/27	2/26
Virginia	VA-6 Report	1/29	2/26
Vermont	WH-434 Report	2/26	2/26
West Virginia	IT-103 Report	2/26	2/26

Multi-Bin Advanced Distribution for Sage 100 ERP (formerly known as MAS 90 or 200)

Control Your Warehouse

Overcome the limitation of a single bin location per item/warehouse within your Sage 100 ERP system with SWK's Multi-Bin Advanced Distribution module. This module is the ideal solution for Manufacturers, Distributors, Importers, Exporters, or any business needing to track an unlimited number of bin locations for each warehouse and inventory item. Multi-Bin Advanced Distribution integrates with several modules in your Sage 100 ERP system, providing details about the exact bin location, the amount available in each bin location, and the amount available for distribution. Multi-Bin now features expanded item codes! (Sage 100 ERP version 4.40)

Item Code	Ordered	Back Ordered	Unit Price	Extension
1001-HON-H252	5.00	.00	81.480	407.40
2480-650	3.00	.00	34.950	104.85
	.00	.00	.000	.00

Description: HON 2 DRAWER LETTER FILE W/O LK
Warehouse: 002
U/M: EACH
DC: ☒

Total Amount: 512.25

Item: 1001-HON-H252 Description: HON 2 DRAWER LETTER FILE W/O LK U/M: EACH Whse: 002

Bin Location: E-300-10 E-300-10

Reference: Available: 1516.00 Distribute: 5.00

Bin Location: E-300-10 Reference: Available: 1516.00 Distribute: 0.00

Distribution Balance: 5.00

Seamless Integration with Sage 100 ERP

Multi-Bin Advanced Distribution transforms your Sage 100 ERP system to use multiple bin locations without a significant learning curve for your employees. With its user-friendly interface, Multi-Bin Advanced Distribution seamlessly integrates with Inventory Management, Sales Order, Purchase Order, Bill of Materials, Return Merchandise Authorization, Work Order, Bar Code, and Paperless Office. Simply select the product lines and warehouses that will be enabled by Multi-Bin Advanced Distribution and enter the amount of each item in each bin location.

This enhancement features the Advanced Distribution window, which replaces the standard Sage 100 ERP Lot/Serial Number Distribution window, allowing you to select bin locations to use while entering purchase orders, sales orders, material issues, returns, and work orders. The Advanced Distribution window integrates with the following Sage 100 ERP entry screens:

- I/M Transaction Entry
- I/M Physical Count Entry
- S/O Sales Order Entry
- S/O Invoice Data Entry
- S/O Shipping Data Entry
- P/O Receipt of Goods Entry
- P/O Return of Goods Entry
- P/O Material Requisition Entry
- B/M Production Entry
- B/M Disassembly Entry
- W/O Transaction Entry

Integrates with:

Multi-Bin Advanced Distribution's pop-up windows integrate with:

- I/M Transaction Entry
- I/M Physical Count Entry
- S/O Sales Order Entry
- S/O Invoice Data Entry
- S/O Shipping Data Entry
- P/O Receipt of Goods Entry
- P/O Return of Goods Entry
- P/O Material Requisition Entry
- B/M Production Entry
- B/M Disassembly Entry
- W/O Transaction Entry
- ... Among others

Multi-Bin Advanced Distribution for Sage 100 ERP (formerly known as MAS 90 or 200)

Features and Benefits

SWK is proud to be one of the longest standing and most experienced Master Developers in the Sage channel. Our modules truly do enhance your Sage 100 ERP system, no matter what your business does. Check out what SWK's enhancements can do for you!

Spread Your Inventory Effectively

- Shape Multi-Bin Advanced Distribution to reflect your warehouse standards – enter a single item in several bin locations, or place several items in one bin location.
- Split Sales Order Picking Sheets and Bill of Materials Picking Sheets to divide into sections of your warehouse – extremely useful if more than one stock picker is filling an order and items are spread throughout different locations in the warehouse.
- Easily transfer the quantity of an item from one bin location to another. You can transfer to multiple bin locations on one Inventory Transfer line, and even transfer between bins in the same warehouse.
- Place quantity received in multiple bin locations.

Experience the Power of Distribution

- Distribute to/from multiple bins for the same line item, while supporting all costing methods.
- Quickly distribute components of exploded kit items.
- Include bin distribution details in Bar Code imports.

Valuable Allocations

- Allocate items on a sales order and make the quantities unavailable for other orders – guarantees specific inventory to clients.
- Allow Sales Order Picking Sheets and Bill of Materials Picking Sheets to automatically allocate inventory by bin location.

Inventory at Your Fingertips

- Always know your inventory. View quantity information for each item by bin location through Inventory Maintenance and Inventory Inquiry.

Enhance Multiple Sage 100 ERP Modules

- Multi-Bin Advanced Distribution is compatible with Sage EES.
- Multi-Bin Advanced Distribution integrates with the following Sage 100 ERP modules:
 - Inventory Management (requirement)
 - Bar Code
 - Bill of Materials
 - Paperless Office
 - Purchase Order
 - Return Merchandise Authorization
 - Sales Order
 - Work Order

The Solution for You

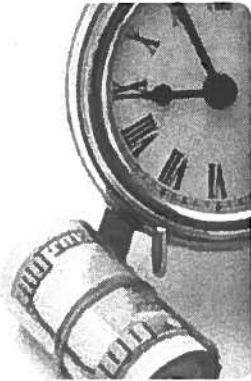
- Multi-Bin Advanced Distribution is the perfect tool for Manufacturers, Distributors, Importers, Exporters, or any business in need of a system that will track multiple bin locations.

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EDI for SAGE 100 ERP



MAPADOC[®] saves time and money!

MAPADOC by SWK Technologies, Inc. is a fully integrated, easy to use electronic data interchange (EDI) solution for SAGE 100 ERP that will:

- » Dramatically cut data entry time and costs by eliminating duplicate entries
- » Improve communication with vendors and customers
- » Integrate seamlessly with Sage 100 ERP[®]
- » Reduce mapping with our unique mapping wizard where end-users can quickly and easily create their own maps for integrated documents



MAPADOC offers power and flexibility!

When trading partners institute new rules, you will be ready. MAPADOC provides a user-friendly way to map to/from Sage 100 ERP fields, preset variables and user defined fields (UDFs). You can assign values and perform pre-processing and post-processing data format conversions. Available cross-references include item, ship to, ship via, general and UPC code.

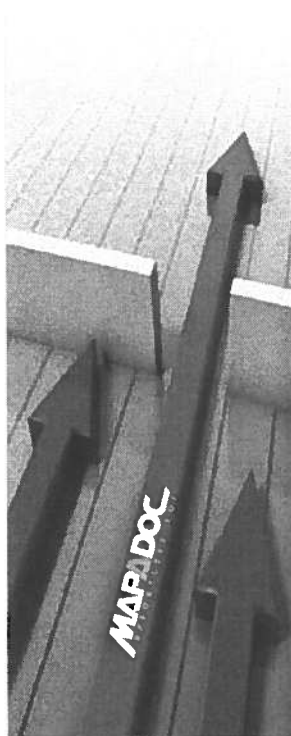
MAPADOC is a Complete Solution

Inbound Purchase Order (850) Creation

- » Assign unique sales order sequences to each trading partner
- » Create multiple sales orders from one purchase order
- » Create backorders
- » Easily run exception reports
- » Validate incoming data against existing Sage data fields
- » Explode kit items
- » Unattended Processing
- » Option to use EDI price or Sage price per trading partner, exceptions are reported
- » Assign different Bill Tos based on Ship To on PO

Outbound Invoice (810) Creation

- » Automatically send outbound invoices after sales journal updates
- » Send credit and/or debit memos via EDI
- » Consolidated invoices from multiple sales orders
- » Ability to reselect and resend invoices
- » Assign customers to factor trading partners
- » Validate data before EDI invoices are created
- » Ready to send and sent registers
- » Exception reporting to detail issues encountered and transactions created





Sage 100 ERP

INTEGRATED DOCUMENTS

Inbound Documents

(850) - Purchase Order
(860) - Purchase Order Change
(810) - Invoice
(754) - Routing Instructions
(812) - Credit/Debit Adjustment - for report
(820) - Remittance Advice
(830) - Planning Schedule Report
(852) - Product Activity - for report
(945) - Warehouse Shipping Advice
(816) - Store Listing

Outbound Documents

(810) - Invoice
(850) - Purchase Order
(856) - Advance Ship Notice
(753) - Request for Routing Instructions
(832) - Catalogs
(846) - Inventory Inquiry/Advice
(855) - Purchase Order Acknowledgement
(870) - Order Status Report
(940) - Warehouse Ship Order
(211) - Carrier Bill of Lading
(867) - Product Resale Report

Outbound Advance Ship Notice (856) Creation

- » Use trading partner specific carton IDs, UCC qualifiers, UCC 128 label formats and package indicators
- » Skip hierarchy level (HL) pack, order and tare information
- » Calculate UCC bill of lading numbers
- » Automatically create ASNs for a range of sales orders and ship dates
- » Assign sales order ranges to ASNs. You can select by trading partner, Sales order, purchase order, ship to code, ship to fax, ship date, ship via, warehouse and DC code
- » Auto-generate invoices from ASNs
- » Create VICS bill of lading reports

Flexible Shipment Processing

- » Automatically create shipment package information according to setup options
- » Ability to create multiple shipment types (rules) per trading partner
- » Automatically pack items according to case quantities entered in item cross reference
- » Automatically pack specific items or an entire order into one case
- » Create UCC 128 labels
- » Reselect individual cases for label reprinting
- » Integrate ASN Data from Accellos Warehouse Management

Integrates with StarShip Link

- » Pass information to and from StarShip
- » Record tracking numbers and freight information on orders and invoices

Getting MAPADOC is easy!

MAPADOC® is available through your reseller or directly from us if you do not have a reseller. Our powerful EDI solution is seamlessly integrated with Sage 100 ERP®. MAPADOC will save you money and is flexible to meet your changing needs. Put the power of MAPADOC to work for you! Call us at 1 866 MAPADOC (866 627-2362) or email us at info@mapadoc.com. MAPADOC has the same minimum software requirements as Sage 100 ERP®. Contact us for specific hardware and software requirements.

Accounting Systems Consulting Group, LLC
7330 Fern Avenue, Suite 202
Shreveport, LA 71105
Phone: 318.213.0375
ascgllc.com



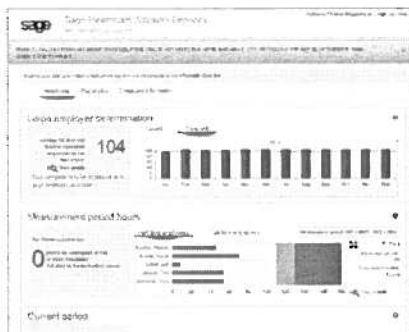
My Workforce Analyzer Optimize your ACA decision making



When the Affordable Care Act went into effect, life got more complicated for your company and your HR staff. Are you classified as a large employer? Will the government fine you for failing to provide affordable healthcare coverage? Does it make financial sense to offer healthcare coverage or pay penalties? Which of your variable hour employees should be considered full-time; which should be considered part-time?

My Workforce Analyzer can help you answer these questions and prepare for the employer requirements of the Affordable Care Act well ahead of the deadlines. It's a unique dashboard and analysis tool that tracks and analyzes your company information so you can make informed decisions about healthcare and the requirements of the ACA.

Conveniently offered as a cloud service and delivered through the Sage Source platform, My Workforce Analyzer is an affordable way to streamline your ACA decision making, meet your ACA reporting obligations, and manage costs.



Monitoring tab

Helps with hours of service monitoring for part-time/full-time status determination and measurement period analysis by displaying information in easy-to-read dashboards.



Employee Information tab

Displays employee benefit information to identify employees without essential affordable coverage and employees receiving subsidies and offers an assessment of healthcare affordability by month for the current stability period.



Pay or Play tab

Shows comparisons and provides modeling options for use in determining what makes the most financial sense for the company.

Features

Monitoring dashboards

Track important details such as:

- Full-time and full-time-equivalent employee counts.
- Company status as a large employer for the current and upcoming year.
- Employee hours of service.
- Employees approaching part-time or full-time thresholds.
- Countdown to the next administrative period in which changes can be made to employee status and healthcare coverage offerings.

Pay or play dashboards

Model different healthcare scenarios so you can decide whether to pay penalties for noncompliance or provide affordable healthcare. The dashboards allow you to:

- View a summary of your annual expenses, including the cost of benefits, penalties, and taxes.
- Compare your annual expenses based on four scenarios:

Optimized—a best-case scenario based on your data

No offer—the penalties your company would pay for not offering (minimum essential) healthcare coverage

Current—the company's current expense profile, based on current full-time employee count and existing healthcare coverage

Customized—the employee-to-employer healthcare contribution ratio that you can adjust in order to see the immediate impact on penalties versus healthcare coverage expenses to your company

Employee information reports

- **Benefits**—a summary of employees with and without healthcare coverage, with employee and employer contributions listed by employee
- **Affordability**—a monthly breakdown of healthcare coverage affordability by employee
- **Subsidized**—a summary of employees who receive subsidized healthcare coverage through a state health insurance exchange
- **Variable hour**—the regulatory period timeframes and employees who have been identified as variable hour

For more information about My Workforce Analyzer,
call us at 866-271-6050 or visit: www.MyWorkforceAnalyzer.com

Coming to Sage HRMS and Sage Abra Suite customers in 2016:

Sage customers can use My Workforce Analyzer to manage the information designated by the Affordable Care Act and provide the assistance needed to stay in compliance with the most recent regulations and reporting requirements.