

C-Accounting Solutions, Inc.

**2014
FORM W-2
Questionnaire**

PO Box 12713

Durham, NC 2779

Phone: 919-521.5812 Fax: 919 640 8800

W-2 REPORTING REQUIREMENTS FOR 2014

Company Name: _____

Date: November 6, 2014

As you know, W-2 forms must be submitted to employees on or before January 31st each year. Our goal is to deliver accurately prepared forms to you as early as possible during the month of January. We cannot begin processing your W-2's until we have ALL your required information!

Please complete the requested information below & **return it NO LATER THAN Friday, Dec 5th, 2014**. You may fax the information to us at 919 640 8800 or scan/e-mail to us at Deborah@c-accountingsolutions.com. Please don't hesitate to call if you have any questions.

IMPORTANT Year End Reminders

- All bonuses paid to employees, especially holiday or Christmas bonuses, are fully taxable as wages and should be issued as payroll checks!**
- Tax agency forms, coupon booklets and 2014 updates (ESC and tax deposits) should be forwarded to our office ASAP! (New rate letters/ESC and depository requirements from IRS)
- This is a good time of the year to review your personnel files. All employees must complete a W-4, NC-4, I-9 and New Hire Report when hired. Contact our office if you need additional blank forms. These forms are on our website under the forms tab.

W-2 Verification

The Social Security Administration has mandated that all employees' names and social security numbers issued on form W-2 match exactly as it is listed on their Social Security Card. If an exact match is not made, the IRS will issue a letter requesting correction and may assess a penalty of \$200.00 per employee for mismatched information. C-Accounting Solutions, Inc. will charge for time spent responding to such notices and/or issuing corrected W-2's at our hourly bookkeeping rate. Additionally a \$15.00 charge will be assessed for each duplicate W-2 copy requested, which may be passed along to the employee at your discretion.

Please complete the following:

- On the attached W-2 Listing, verify the name, SS# and address of each employee. Mark any corrections as required on the report.
- If you process your own payroll checks via QuickBooks, also update your QuickBooks file (Employee List) for any SS#, name and address corrections.

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Insurance Information

Does the company pay any health, life, disability or long term care insurance for a shareholder owning more than 2% of the company stock?

Yes

No

* If yes, indicate the 2014 amount paid:

S/H 1

S/H 2

S/H 3

Shareholder name _____

Health insurance \$ _____

\$ _____

\$ _____

Disability Insurance \$ _____

\$ _____

\$ _____

Life insurance \$ _____

\$ _____

\$ _____

Long term care insurance \$ _____

\$ _____

\$ _____

Are these insurance benefits made available to all eligible, full time (>30 hours per week) employees?

Yes

No

***Include the correct amount actually paid in 2013 since this will be processed before year end books closing.**

Company Owned Vehicle(s)

Does your company own or lease a vehicle?

Yes

No

If you answered "**NO**" – **STOP HERE!!**

If you answered "**YES**" – **complete the following questions – check all that apply:**

Employees (including owner employees) are not permitted to use vehicles for personal use or commuting to/from work.

Employees, who are not owners, are permitted to use vehicles for commuting to/from work. No other personal use is allowed.

Employees are permitted to use vehicles for personal use.

Based on your response, we will request additional information needed to comply with auto fringe rules.

Prepared by: _____

Date: _____

Attachment

W-2 Listing