

Year-End

Re: **2019 Company Payroll Reporting Calendar**

Dear PPI Client:

Please review the attached 2019 payroll reporting calendar for accuracy. Note that banking Holidays and weekends may affect both input and/or check dates.

Also, please keep in mind that if your company utilizes our Tax Services, Direct Deposit, Payroll Debit Card, or PPI Common account services, the input day should be *at least* two banking days before the check date. Please reference the enclosed PPI Business Services, Inc. calendar for a schedule of Federal Bank and PPI Holidays.

If an input or check date does not allow enough time for a given payroll, please make corrections or notations on the calendar, and fax it to Customer Service at (559) 251-1431.

The accuracy of the payroll reporting calendar is critical for processing timely payrolls. Once the calendar is finalized, please pay close attention to the scheduled input date. Contact Customer Service if you have any questions.

Sincerely,

Customer Service

Enclosures



PPI BUSINESS SERVICES
HR • Benefits • Time • Payroll • Recruitment

2018 Year-End Guide

Best Practices for A Smoother Year-End

Pre-to-Post-Employment HCM | 1094C/1095C ACA | PPI is your Nationwide Single-Solution

Social Security Number Verification

You must have the correct name, address, social security number, marital status, and number of dependents for each employee. Check the information you obtained from your employees against your Personnel Report. Make any corrections with, or before, your last payroll of 2018. Late corrections may result in PPI fees, and incorrectly reported information may incur IRS penalties.

Required Postings and Supplies

Use the forms in this packet to order: Report Binders, Labor Law Posters and Notices, and Employee Attendance Forms. Note: if you have not replaced your Labor Law Poster(s) since the July 1st update, you may be out of compliance.

Bonus and Special Year-End Payrolls

To report a year-end bonus as 2018 wages, please contact Customer Service by Friday, November 30th. Even when processed with your regular payroll, **you must tell us** how we are to handle your Federal and/or State taxing requirements.

Year-End Adjustments

You must schedule a payroll to report Adjustments, Manual and/or Voided Checks by Friday, November 30th. Quarter-end payroll or bonus processing with Tax Liabilities that equal, or exceed, **\$100,000 must be processed** no later than Noon on Friday, December 28th. Failure to meet these deadlines may result in IRS penalties as well as additional charges from PPI (\$95 min. for a quarterly re-run, and/or \$105 min. per amended return, per agency). **Avoid these charges; schedule today.**

2019 Input Schedule

Your 2019 input/pay date schedule is enclosed for your review. If corrections are needed, please mark them and send the corrected schedule to us before Wednesday, December 5th. Your PPI 2019 Calendar is also enclosed, please note our Holiday Schedule.

Programming/Payroll Changes

Please notify us of any changes **at least two (2) weeks prior** to your payroll input date.

Tax Calculations for Manual Checks

Remote/Web Users: Use the Check Calculator. **Call-in and Fax-in Clients:** Use the paycheck calculator on our website: <http://www.ppibusinessservices.com/hcm/calculators/>.

ACA(Affordable Care Act)

All employers with 50 FTE's (full-time equivalent employees) must file form 1094 & 1095. Federal penalties may be assessed for inaccurate data and/or failure to file. It is still the Law.

Please Review Carefully

Tax Liability Report

Carefully review all Federal and State ID numbers. Use Taxbrowser to access payment confirmations and other vital tax information.

Payroll Register

Report any corrections to us immediately to ensure timely year-end processing.

Employee Profile/Personnel Report

You must have the correct name, address, SSN, marital status, and number of dependents for **every** employee; and the information must match what the SSA has on file for them.

Quarter-to-Date and Year-to-Date Reports

Should you find any discrepancies, adjustments may be required and must be scheduled before Friday, November 30th.

Avoid Additional Fees

To avoid special handling fees or late correction charges, all manual or void payroll runs should be scheduled before November 30th.

Independent Contractors (1099s)

Please review the IRS rules to verify that you have classified these workers properly.

2018 4th Quarter Holiday Schedule

Closed: November 22nd, Thanksgiving Day and November 23rd

Closed at Noon: December 24th, in honor of the Christmas Holiday

Closed: December 25th, in honor of the Christmas Holiday

Closed: January 1st, in celebration of New Year's Day

Corporate- PPI Business Services | 2152 E. Copper Ave Ste 105 | Fresno CA 93730-5404 | (800)333-5908 Main | (559) 251-1431 Fax

IRS Postponed Redesigned W-4 Form to 2020

IRS will implement a redesigned W-4 form for tax year 2020. The IRS will release the 2020 form, related guidance, and information early enough in 2019 to allow employers and payroll processors ample time to update their systems. PPI will notify our clients once the form is available and payroll software has been updated.

The 2019 version of the Form W-4 will be similar to the current 2018 version.

TAX Tools & Reminders

Contact Customer Service when you receive any of the following information, and be sure to note your Client number on all documents:

- x 2019 State Unemployment Insurance (SUI) rate notices
- x 2019 Deposit frequency notifications
- x Mandated Electronic Funds Transfer (EFT) notices from State and/or Local agencies
- x Changes resulting from mergers, acquisitions, and/or cessation of business
- x Acknowledgement of legal name, address, and/or State or Federal ID number changes
- x When adding an Employee outside of your Business Home State

Increase Year-End Tax Accuracy with Ease

- x **Get FREE access to Taxbrowser!** View, print, or export your tax payment confirmation data or print Quarterly and Annual Summaries anytime. Download data to Excel®, or track Tax Notice progress.

Important Information, Dates & Deadlines

A) Programming/payroll changes should be requested at least two (2) weeks prior to your input date

B) Prior to your last payroll of 2018:

- ☐ **Dependent and employee information must be correct for forms 1094 and 1095 filing (if applicable)**
- ☐ **Be sure to proofread all employee W-2 information for accuracy**

November 2018

We are Closed Thursday and Friday, November 22nd and 23rd for the Thanksgiving Holiday

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
Avoid additional fees: If you use a Third-Party Sick Pay provider, request your final statement from them early enough to report the data with your last payroll of 2018.					2:00 PM Last day to schedule: <input type="checkbox"/> Year-end Bonuses <input type="checkbox"/> Adjustments <input type="checkbox"/> Manual or Void Checks	
2	3	4	5	6	7	8
			2:00 PM Your Payroll Schedule Corrections are due TODAY			
9	10	11	12	13	14	15
16	17	18	19	20	21	22
			2:00 PM Recommended last day to report payroll prior to Christmas if you use: <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Payroll Debit Cards <input type="checkbox"/> PPI Common (your client# has a P in it)			
23	24	25	26	27	28	29
	CLOSED at Noon (Pacific)	CLOSED in honor of the Christmas Holiday		Last day to report payroll for 2018 if you use: <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Payroll Debit Cards <input type="checkbox"/> PPI Common (your client# has a P in it)	NOON Report payroll by Noon TODAY if you have more than \$100,000 in tax liabilities	
30	31	1	2	3	4	5
		CLOSED in honor of New Year's Day	January 2nd: Payroll adjustments may require wire transfer. January 31st: W2's, 1099's & ACA Forms due to Employees. HAVE A HAPPY AND PROSPEROUS NEW YEAR!			

Making Business Easy Since 1981



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 HR • Benefits • Time • Payroll • Recruitment
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2019

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2					1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4								1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

- Federal Holiday: PPI and Federal Reserve closed
- PPI closed / Federal Reserve open
- PPI open / Federal Reserve closed / Non-processing day
(Allow extra day for PPI Common and electronic deposit accounts)
- PPI closed at Noon / Federal Reserve open

HQ-2152 E. Copper Ave., Suite 105
 Fresno, CA 93730-5404
 (800) 2-PAYROLL | (559) 251-1431 Fax
info@payrollpeople.com | www.ppibusinessservices.com
payrollpeople.com

SALARY CONVERSION TABLE*

Hour	Week	Month	Year	Hour	Week	Month	Year	Hour	Week	Month	Year	Hour	Week	Month	Year
7.25	290	1,247	14,964	22.83	913	3,926	47,476	37.50	1,500	6,450	78,000	52.50	2,100	9,030	109,200
7.50	300	1,290	15,600	23.13	925	3,978	48,100	38.13	1,525	6,558	79,300	53.13	2,125	9,138	110,500
8.75	350	1,505	18,200	23.75	950	4,085	49,400	38.75	1,550	6,665	80,600	53.75	2,150	9,245	111,800
10.00	400	1,720	20,800	24.38	975	4,193	50,700	39.38	1,575	6,773	81,900	54.38	2,175	9,353	113,100
10.50	420	1,806	21,840	25.00	1,000	4,300	52,000	40.00	1,600	6,880	83,200	55.00	2,200	9,460	114,400
11.25	450	1,935	23,400	25.63	1,025	4,408	53,300	40.63	1,625	6,988	84,500	55.63	2,225	9,568	115,700
11.88	475	2,043	24,700	26.25	1,050	4,515	54,600	41.25	1,650	7,095	85,800	56.25	2,250	9,675	117,000
12.50	500	2,150	26,000	26.88	1,075	4,623	55,900	41.88	1,675	7,203	87,100	56.88	2,275	9,783	118,300
13.13	525	2,258	27,300	27.50	1,100	4,730	57,200	42.50	1,700	7,310	88,400	57.50	2,300	9,890	119,600
13.75	550	2,365	28,600	28.13	1,125	4,838	58,500	43.13	1,725	7,418	89,700	58.13	2,325	9,998	120,900
14.38	575	2,473	29,900	28.75	1,150	4,945	59,800	43.75	1,750	7,525	91,000	58.75	2,350	10,105	122,200
15.00	600	2,580	31,200	29.38	1,175	5,053	61,100	44.38	1,775	7,633	92,300	59.38	2,375	10,213	123,500
15.63	625	2,688	32,500	30.00	1,200	5,160	62,400	45.00	1,800	7,740	93,600	60.00	2,400	10,320	124,800
16.25	650	2,795	33,800	30.63	1,225	5,268	63,700	45.63	1,825	7,848	94,900	60.63	2,425	10,428	126,100
16.88	675	2,903	35,100	31.25	1,250	5,375	65,000	46.25	1,850	7,955	96,200	61.25	2,450	10,535	127,400
17.50	700	3,010	36,400	31.88	1,275	5,483	66,300	46.88	1,875	8,063	97,500	61.88	2,475	10,643	128,700
18.13	725	3,118	37,700	32.50	1,300	5,590	67,600	47.50	1,900	8,170	98,800	62.50	2,500	10,750	130,000
18.75	750	3,225	39,000	33.13	1,325	5,698	68,900	48.13	1,925	8,278	100,100	63.13	2,525	10,858	131,300
19.38	775	3,333	40,300	33.75	1,350	5,805	70,200	48.75	1,950	8,385	101,400	63.75	2,550	10,965	132,600
20.00	800	3,440	41,600	34.38	1,375	5,913	71,500	49.38	1,975	8,493	102,700	64.38	2,575	11,073	133,900
20.63	825	3,548	42,900	35.00	1,400	6,020	72,800	50.00	2,000	8,600	104,000	64.43	2,577	11,081	134,004
21.25	850	3,655	44,200	35.63	1,425	6,128	74,100	50.63	2,025	8,708	105,300	65.00	2,600	11,180	135,200
21.88	875	3,763	45,500	36.25	1,450	6,235	75,400	51.25	2,050	8,815	106,600	65.63	2,625	11,288	136,500
22.50	900	3,870	46,800	36.88	1,475	6,343	76,700	51.88	2,075	8,923	107,900	66.25	2,650	11,395	137,800

* Please note, these figures are approximate and for general information only. Your calculations may vary. Federal minimum hourly wage is \$7.25. California minimum hourly wage is \$12.00 as of January 1, 2019 for employers with 26 or more employees; \$11.00 for employers with 25 or fewer employees.

Timeclock Minute-to-Decimal Conversion

	Minute to Decimal		Minute to Decimal		Minute to Decimal
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.70
3	0.05	23	0.38	43	0.72
4	0.07	24	0.40	44	0.73
5	0.08	25	0.42	45	0.75
6	0.10	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.80
9	0.15	29	0.48	49	0.82
10	0.17	30	0.50	50	0.83
11	0.18	31	0.52	51	0.85
12	0.20	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.90
15	0.25	35	0.58	55	0.92
16	0.27	36	0.60	56	0.93
17	0.28	37	0.62	57	0.95
18	0.30	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1.00



PPI Business Services

Full Suite of Workforce ,Single Data Base Management Products and Services

- ACA Report and Filing: Forms 1095 and 1094
- HR, Onboarding, Benefits, Tax, Payroll , Recruitment and more
- Electronic Workforce Time Management
- Real-time Reports and Analytics
- General Ledger Export and Reporting
- Certified Payroll and Prevailing Wage Reports
- Taxbrowser™: Online tax confirmation center
- HR HELP Resource Center
- Pay-As-You-Go Workers' Compensation
- Paid Sick Leave Compliance
- SSAE16 II Audited and Insured

Nationwide Tax Pay & File Service (Includes Taxbrowser™)

- Federal, State, and Local Electronic Payments
- Federal and State Quarterly Tax Returns Prepared & Filed
- Annual 940, 941, 943, 944, and 945 Returns Prepared & Filed for all States
- Ensured Tax Compliance
- Federal, State, and Local Inquiries Handled Expediently Upon Notification
- Taxbrowser™: Online Tax Payment Confirmation Center

The mission of PPI Business Services is Making Business Easy. Since 1981, we have become the premier provider of Workforce Management and related services Nationwide, for businesses of all sizes, in every industry. We strive to provide our Clients with the best in proven technology and timely, accurate service. Our employees are professionals who offer the best possible customer service in the industry, and we are happy to serve you The PPI Way.



PPI Business Services

Experts Since 1981

Has your workforce grown?

Do you have additional technology needs?

Are you using multiple systems to manage your team?

PPI is your Total HCM Solution

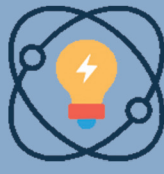
Call 800-272-9765 for more information



Payroll



HRIS



ACA



Analytics



Workers Comp



Time - TLM



Benefits



401K



Tax Filing



ATS



Onboarding



Scheduling

2019 Labor Law Posters, Pamphlets, and Notices

POSTER ORDER FORM



Laminated Combination Federal/State Labor Law Poster

Every employer must post required labor laws in a conspicuous area frequented by employees.

This Complete Labor Law Poster meets both State and Federal posting requirements. It is available in both English and Spanish for all States.

Poster and CA Required Notices Kit Includes 1 CA Complete Poster + 25 of Each Notice

Required at Hire: Sexual Harassment, CA State Disability, CA Paid Family Leave, CA Time of Hire Worker's Compensation, Victim's Rights Notice (Domestic Violence, Sexual Assault, and Stalking).

Required at Termination/Lay-off: California Unemployment Programs (PDF Download)

OSHA Safety Communication Posters

OVER 10 EMPLOYEES: The OSHA Safety Communication Poster includes OSHA Log 300A as well as OSHA "Its The Law!"; First Aid Safety; HAZ-Mat and PPE Reference sheet; Emergency Phone Numbers; Notice of Alleged Health Hazards; and Access to Medical and Exposure Records

FORKLIFT: The California Forklift Poster meets CA posting requirements.

1-Year Poster Replacement Plan

You will automatically receive one new, laminated Complete Labor Law poster per active plan whenever a mandatory update occurs. All you will pay is shipping & handling for the replacement poster. You will need to purchase a plan for each Poster ordered.

HR Help By PPI (Package I, II, and HR Hotline)

This online HR Resource Center provides information on the necessary posting requirements and updates mentioned above as well as hire/separation best practices, Harassment Training, and other information you need to protect your business in every state. Certified HR Advisors are available to assist through the HR Hotline. Call HR Help Customer Service at (559)440-8299 to discover the Package that is right for you.

Order Now for 2019!

	State	Quantity		Price		Extended Price	
<input type="checkbox"/> Laminated English Employer Workplace Poster(s)	-----	-----	x	\$ 26.99 each	=	\$-----	
<input type="checkbox"/> Laminated Spanish Employer Workplace Poster(s)	-----	-----	x	\$ 26.99 each	=	\$-----	
<input type="checkbox"/> Laminated English Workplace Poster(s) with Replacement Plan	-----	-----	x	\$ 51.99 each	=	\$-----	
<input type="checkbox"/> Laminated Spanish Workplace Poster(s) with Replacement Plan	-----	-----	x	\$ 51.99 each	=	\$-----	
<input type="checkbox"/> English Poster and CA Required Notices kit(s)	CA	-----	x	\$ 71.99 each	=	\$-----	
<input type="checkbox"/> Spanish Poster and CA Required Notices kit(s)	CA	-----	x	\$ 71.99 each	=	\$-----	
<input type="checkbox"/> English Poster and CA Required Notices kit with Replacement Plan	CA	-----	x	\$ 96.99 each	=	\$-----	
<input type="checkbox"/> Spanish Poster and CA Required Notices kit with Replacement Plan	CA	-----	x	\$ 96.99 each	=	\$-----	
<input type="checkbox"/> OSHA Safety Communication Poster	-----	-----	x	\$ 20.00 each	=	\$-----	
<input type="checkbox"/> CAL / OSHA Forklift Poster	-----	-----	x	\$ 15.00 each	=	\$-----	
<input type="checkbox"/> Send an Email to remind me to order 2019 posters						Subtotal	\$-----
<input type="checkbox"/> Contact me, I have questions regarding HR Help By PPI and/or HR Hotline						Tax	7.975% \$-----
						*Shipping & Handling (Posters only)	\$ 13.00
						*Additional shipping for kit(s)	\$ 5.00
Client #: _____ Contact Name: _____						Total	\$-----
Company Name: _____							
Contact Phone #: _____ EmailAddress: _____							
Delivery Address: _____							
Authorized Signature: _____							

***If shipping to multiple locations, please provide additional delivery addresses and confirm quantities for each location on a separate page. Additional shipping charges will apply.**

These Labor Law Posters are provided by Labor Law Center, Inc. (LLCI). PPI Business Services, Inc. (PPI) and LLCI are neither partners nor joint venturers, and neither PPI, nor LLCI is or will be held liable for the acts or omissions of the other.

Complete, sign, scan, and then email to: info@payrollpeople.com; or fax to: (559) 251-1431; or mail to PPI Headquarters at: 2152 E. Copper Avenue, Suite 105 | Fresno, CA 93730-5404, Attn: Posters

Employee Attendance Record

130 - Billups, Bart B

Hire Dt: 7/31/2008

1234 S. FRESNO

Telephone#:

FRESNO, CA 93726

DBDT: /12/F

2019

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11		13	14	15	16
17	18	19	20	21	22	23
24	25	26		28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
				2	3	
5	6	7	8	9	10	11
12	13	14	15	16	17	
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

V - Vacation L - Late S - Sick
A - Absent P - Personal M - Leave
H - Holiday F - FMLA D - Disability

Notes:

Your Company Name Here

Phone: 559-123-4567
Fax: 559-123-4577
E-mail:

Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2018 if **both** of the following apply.

- For 2017 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2018 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Line F. Credit for other dependents. When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

..... Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074	
		▶ Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		2018	
1 Your first name and middle initial Jane		Last name Jones		2 Your social security number 111-22-3333	
Home address (number and street or rural route) 12345 Main Street		3 <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."			
City or town, state, and ZIP code Any Town USA, CA 93730		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ▶ <input type="checkbox"/>			
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)		5		0	
6 Additional amount, if any, you want withheld from each paycheck		6		\$	
7 I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7			
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶					
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment		10 Employer identification number (EIN)	



Organization and Compliance made easy

Order Your 2019 Materials

PPI Business Services makes handling Federally mandated and Human Resource issues easy. You can even order pre-printed W-4 Forms and Employee Attendance Reports simply by filling out this form and faxing it to (559) 251-1431.

Employee Attendance Reports can be used for vacation planning and attendance record keeping. Samples of the pre-printed Employee Attendance Reports and W-4 Forms are attached. They will be delivered pre-printed with your company's current employee information, and we'll even include a few blanks for your new hires!

Item	Price	Quantity
Employee Attendance Form <small>Pre-printed</small>	\$.50 each (\$25.00 minimum)	_____
Form W-4 <small>Pre-printed</small>	\$.50 each (\$25.00 minimum)	_____
PPI 3-Ring Report Binder	\$ 10.00 each	_____
Total		_____

Client Number: _____

Next Payroll Input Date: _____ / _____ / _____

Company: _____

Payroll Contact Person: _____

Email Address: _____

Phone Number: (_____) _____

Fax this completed form to : (559) 251-1431