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ADP RESOURCE™

Year End Update

Preparing for Accurate Payroll Records

You don't have to wait until the end of the year to begin preparing for accurate W-2 Forms and tax records. Third quarter of 2014 has been closed and ADP Resource stands ready to help you ensure that all of your payroll records are complete and precise.

For 2014 ADP Resource will be providing you with **Preview W-2 Forms** after the close of each quarter. By reconciling your **Wage & Tax Register** to your **Preview W-2 Forms** each quarter you can avoid potential tax penalties and interest.

Unsure what items to check on the **Wage and Tax Register**? Check out [Reviewing the Wage and Tax Register](#) located in **FormSource** under *Year End Processing*. This easy-to-use guide defines several steps and guidelines to use when auditing your **Wage and Tax Register** and helps you determine if any errors need to be corrected.

We also recommend reviewing your **Quarterly Tax Verification Letter (QTVL)** to ensure the proper spelling of your company name and legal mailing address, tax identification numbers, unemployment tax rates, tax filing responsibility, and taxability of your benefits.

Important Dates for 2014

October 14	3 rd Quarter Preview W-2 Forms are processed and available in iReports
November 1	3 rd Quarter Statement of Deposits and Filings is mailed to you
November 9	4 th Quarter's QTVL is sent with the first payroll processed after this date
November 14	4 th Quarter Preview W-2 Forms are processed and available in iReports
December 12	4 th Quarter Preview W-2 Forms are processed and available in iReports
January 2	4 th Quarter Preview W-2 Forms are processed and available in iReports

3rd Quarter's Preview W-2 Forms are now available in iReports. Previewing your W-2 Forms provides a great opportunity to review your employee and company information now instead of waiting until the end of year.

Note: Inaccurate employee information, such as an incorrect Social Security Number, is the top

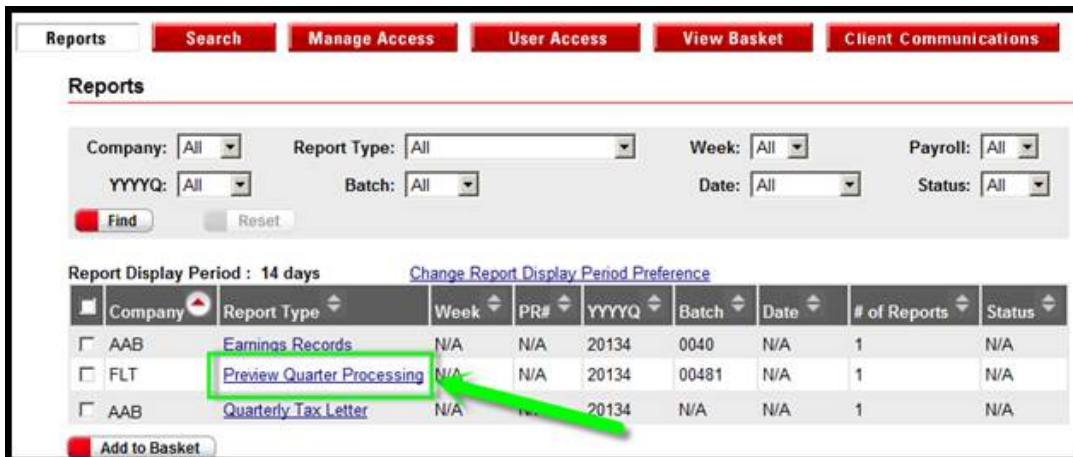
cause of W-2 mistakes and reruns.

To view your *Preview W-2 Forms*:

- Getting to iReports via My ADP Resource:
 1. Select the “Reporting” tab on the top navigation bar of [My ADP Resource](#)
 2. Select “Internet Reports” located on the left navigation bar
 3. Click on “iReports”



- Once in iReports, the most recent reports will display
- Select “Preview Quarter Processing”



- Select “PRV Employee W-2 Copies”

Reports Search Manage Access User Access View Basket Client Communications

Report Set

Company: FLT Report Type: Preview Quarter Processing YYYYQ: 20134 Batch: 00481

Report Name	# of Pages	Totals	Search
<input type="checkbox"/> PRV W&T Register	1	Totals	
<input type="checkbox"/> PRV Employee W-2 Copies	3	Totals	Search

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Alert ADP Resource of any changes to your information immediately!

To aid you in reviewing your **Preview W-2 Forms**, the guide titled **What's in a box for 2014?** is posted in FormSource (Year End Processing folder). This guide provides you with an easy to understand summary of the items displayed in each of the boxes of the 2014 W-2 Form.

Items to Review on your **Preview W-2 Forms**:

- Validate company information:
 - Company Name
 - Legal Mailing Address
 - Tax ID Numbers
- Verify employee information:
 - Name & Address
 - Social Security Number
 - Tax Filing State
- Check special taxing features such as deferred compensation, dependent care benefits, cafeteria 125 plan benefits, group term life, taxable fringe benefits, the retirement plan box, health savings accounts, etc.
- Confirm current company totals based on Preview W-2 processing date
- Examine any features that appear on a standard W-2 Form
- Evaluate employees with multiple taxing jurisdictions

If you have any questions, please contact your payroll team at (866) 317-7403 or your Payroll Service Representative.