



McLain, Calhoun, McCullough, Clark & Co., P.C.

Certified Public Accountants
Business Consultants

William H. McLain, C.P.A.
Michael R. Calhoun, C.P.A.
Robin L. McCullough, C.P.A.
Tracy C. Clark, C.P.A.

December 2, 2011

Dear Client:

You will need to begin gathering the information needed to prepare your 2011 payroll tax returns, W-2's, 1099's and income tax returns. In order to provide you with the W-2 and 1099 forms in a timely manner, we will need to have your payroll information in our office no later than **January 6, 2012**. We will not issue 2011 W-2's or 1099's before **January 31, 2012**. In order to prepare your 2011 tax return in a timely manner, we will need all bookkeeping information and supporting tax documentation no later than **April 2, 2012**. If not received by then, an extension will automatically be filed on your behalf.

Due to the time and expense involved in processing and printing W-2's and 1099's, there will be an additional charge of **\$8.00** for each reprint of W-2's and 1099's that are lost, misplaced, or are incorrect due to erroneous information provided by the employee or the employer. You may choose to pass this charge along to your employee if necessary.

To request the reprint of a W-2 or 1099, you can find the form for this on our website at www.mclaincalhoun.com. This will need to be filled out by the employee and returned to our office. If we are requested to mail the form, the employee will need to provide a copy of picture identification with this request form. If the form is to be picked up, the employee should be prepared to show picture identification.

The requested reprints will not be issued until after **February 3, 2012**. After the date of requesting a reprinted W-2 or 1099, please allow up to seven business days before receiving the reprinted forms.

If we can be of further assistance to you, or if you have questions please call our office @ 912-537-3017.

Sincerely,

McLain Calhoun McCullough Clark & Co., P.C.

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This is just a reminder that all employers should have a W-4, G-4, Form I-9 & a Georgia New Hire Form on file for each employee. The employees only need to fill out a new form if their personal information or withholdings need to be updated. If you have an employee that is exempt; they have until February 15, 2012 to update their W-4 & G-4 forms. You should also have a W-9 form on file for all contract laborers. A copy of each form is available on our company website @ www.mclaincalhoun.com. As you add new employees during the year, please provide us with their Social Security number and address so that we will have this information available to process W-2s and 1099s at the end of the year.

A copy of the Georgia New Hire Reporting Form for newly hired employees must be submitted within **10** days of employment to:

GEORGIA EMPLOYER NEW HIRE REPORTING PROGRAM
P O BOX 38480
ATLANTA GA 30334-0480

Or, Fax copy to 1-888-541-0521

Or, go to <https://newhirereporting.com/ga-newhire/default.asp>

There are no exemptions to this law. New, re-hires, re-called or temporary employees must be reported

Also, you can find a copy of the State of Georgia's Separation Notice on our website. To protect you from any misunderstanding between you and your employee, you need to fill this out upon separation and give the employee a copy. State the exact reason for termination even if the employee just quit. If you have problems with any employee during the year, keep a record of each incident.

We appreciate your cooperation.

