

NON-PAYROLL TAX FORMS

FORM	DESCRIPTION	AGENCY	RECIPIENT	GOVERNMENT	COMMENTS
1099	Payments to non-employees. There are various types, the most common being 1099-MISC for independent contractors.	IRS	1/31/2012	2/28/2012	Anyone, who in the ordinary course of business, makes payments of \$600 or more to a person who is not an employee or a corporation, for services, rent, royalties, etc., is required to file an information return. Please review your vendors, noting those that fit this description. If you want us to file the 1099's and related 1096 cover sheet, please provide the full and correct name, address & federal ID# for each payee. The W-9 (described below) is the best source for this information. Please inform us of cash payments not reflected - they should be added to the total. Penalties may apply for not filing.
					OUR FEE: \$60 for the first 1099, \$15 for each additional one.
W-9	Request For Taxpayer Identification Number	IRS	N/A	N/A	Statement by recipient of certain payments (independent contractors) that certifies, under penalty of perjury, that 1) The tax information number (TIN) given to the payer is correct and that 2) The recipient is exempt from backup withholding. Form includes recipient's address. Protects payer. Includes necessary 1099 information. Have all non-corporate independent contractors, including landlords, complete one. Otherwise, you must withhold 28% of payments.
1099	Penalties	IRS	N/A	N/A	Effective 1/1/11, the penalty is \$100 per 1099 for A) Filing late B) Not including information or C) Including incorrect information. IMPORTANT! For 2011 Income tax filing, business forms, including Schedule C (self-employment) & Schedule E (rental income) now ask: A. Did you make any payments in 2011 that would require you to file form(s) 1099? B. If "Yes", did you or will you file all required forms 1099?
1099	Penalties	FTB	N/A	N/A	FTB is disallowing deductions for 1099-related transactions that should have been but were never filed.
DE542	Report of Independent Contractor(s)	EDD	N/A	N/A	Report individual independent contractors within 20 days of making payments to or entering into a contract for \$600 or more within that calendar year.

PAYROLL FORMS & INFORMATION

FORM	DESCRIPTION	IRS/EDD	FILING DEADLINE	COMMENTS/PAYMENTS
W-4	Employee's Withholding Allowance Certificate	IRS	N/A	Maintained by employer. As allowances increase, tax withheld decreases. Should be updated annually. W-4 with 10 or more allowances must be sent to IRS.
I-9	Employment Eligibility Verification	INS	N/A	Maintained by employer. Requires copy of documentation. Driver's license, SS card, etc.
941	Employer's Quarterly Federal Tax Return	IRS	Last day of month after end of quarter	When cumulative federal payroll tax liability (federal withholding & employer/employee social security combined) reaches \$2,500, a payment is due by the 15th of the month.
940	Employer's Annual Federal Unemployment Tax (FUTA)	IRS	1/31/2012	Max is \$56 per employee, annually. Payment is due when liability hits \$500.
DE9	Quarterly Wage & Withholding Report (State Payroll)	EDD	Last day of month after end of quarter	If Personal Income Tax is \$350 or more, payment is due by the 15th of the following month. If less, it's due quarterly. If \$500 or more it depends on the federal schedule.
DE7	Annual Reconciliation Statement	EDD	N/A	Not used after 2010.
DE34	Report of New Employees	EDD	19 Days after hiring/rehiring employees	\$24 Penalty for each failure to report.

2011-2012 PAYROLL TAX RATES & LIMITS

FED/STATE	DESCRIPTION	2012 RATE	MAX. TAXABLE WAGE		MAXIMUM TAX		COMMENTS/PAYMENTS
			2011	2012	2011	2012.	
Fed	SOCIAL SECURITY	*4.2%	\$106,800	\$110,100	\$4,485.60	\$6,826.20	*2012 rate is 4.2% thru 2/12. Maximum wage is \$110,100 x 6.2%
Fed	MEDICARE	1.45%	Unlimited	Unlimited	Unlimited	Unlimited	Same as 2011
Fed	FUTA	0.78%	\$7,000	\$7,000	\$56	\$ 54.60	Rate reduced .2% 7/11 but California debt could increase it.
State	SDI 2011 1.2%	1.00%	\$93,316	\$95,585	\$1,119.79	\$955.85	
State	SUI	*	\$7,000	\$7,000	Depends	Depends	* Rate depends upon experience & claims history
State	ETT	0.10%	\$7,000	\$7,000	\$7,000	\$7,000	Same as 2011

**BUSINESS VEHICLE INFORMATION TRACKING SHEET
2011**

VEHICLE DESCRIPTION	A ODOMETER READING 1/1/2010	B ODOMETER READING 12/31/2010	C TOTAL MILES (B - C)	D BUSINESS MILES	E COM- MUTING MILES	F OTHER MILES	G TOTAL (D+E+F) EQUALS COL. C

The standard mileage rate for 2011 was \$.51/mile for 1/1 - 6/30/11, \$.555 for 7/1 - 12/31/11. 2012 rate is also \$.555/mile.

BUSINESS VEHICLES BOUGHT, SOLD OR TRADED IN 2011

VEHICLE DESCRIPTION	PURCHASE		SALE	
	DATE	AMOUNT	DATE	AMOUNT

For leased vehicles, please include the vehicle's market value at the time of inception