



## Newsletter

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**February 2009**

### AAP Bank Holidays

2/16/09-Presidents Day

05/25/09-Memorial Day  
AAP Closed

AAP is pleased to announce a new promotion that will be running until April 30, 2009  
**Refer a new client to AAP and you AND the new client each receive one (1) FREE month of Payroll\*!**

\*Up to, but not greater than, the value of the new client's payroll.

### Reminder

It is the time of year that your company may have a rate change for state unemployment. A notice stating the change may be mailed to your company's address, please forward a copy of this notice to our office via fax or email.

### Attention Multi-State Clients

**Potentially save \$100 or more a year and stop those pesky state notices** by closing out inactive states. We currently charge \$25 per out of state tax return every quarter. If you have any states that are & will remain inactive please notify AAP. We do offer services to close out withholding/unemployment accounts and would be more than happy to provide this service for you. For further information please contact our Tax Pay & File Department.

### Did You Know...

AAP provides a variety of products and services, including:

- General Ledgers
- Retirement Reporting Services
- Pay As You Go Workers Compensation
- Employee HR Tracking
- 1099 Reporting
- Paperless Payroll Reports
- Check Stubs Emailed Directly to Employees

Please contact your Customer Service Representative for more details.

### Payroll Submission Guidelines for Escrow & Direct Deposit Accounts

Due to	For Check Date
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Monday	Thursday
Tuesday	Friday

### Need a Time Clock?

Are you tired of employees abusing hours? AAP offers a wide variety of time and attendance solutions that can significantly reduce your labor costs. From basic swipe clocks to biometric time clocks, scan a card or scan their eye...it's entirely up to you. For more details please contact your Business Development Manager.

*AAP Employee of the Month*

*Kim Stevens*

### AAP Contacts

#### Payroll Manager

Ashley Bond, FPC

#### Payroll Supervisors

Sommer Judy, FPC  
Jennifer Smart

#### Customer Service

Theresa Barnes  
Rosanna Bustamante  
Danielle Castleberry  
Shelley Ward

#### Tech Support

Steven Fish  
Gina DeGeorge  
Nydia Shelton

#### Accounting

Lisa Burnett

#### Tax Pay & File

Tracy Fish, CPP  
Laurie Portillo  
Kim Stevens

#### Business Development

Robert Hull  
Peter Insabella  
Kelly LeCouter  
Jason Noble  
Roger Martinez