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Have a safe and Happy Holiday!

Payroll Person of the Year for SC

American Automated Payroll is pleased to announce that Tracy Fish from our Tax Pay and File Department has been named Payroll Person of the Year by the South Carolina Chapter of the American Payroll Association. The announcement was made in November at the Carolinas Payroll Conference in honor of her outstanding performance as a chapter member, as well as for her contributions as the Secretary and Newsletter Coordinator for the SCAPA. Tracy has been with AAP since 1999. Congratulations, Tracy!

AAP Employee of the Month

Donna Bond

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

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

Important Information for Clients Using Cobra

COBRA SUBSIDY - Please remember that assistance-eligible individuals must have a qualifying termination occur on or before Dec. 31, 2009, and the subsidy can apply for up to nine months of COBRA coverage. **You can only take credits for what you have paid toward an employees cobra subsidy this year on this years quarterly returns.** Anything paid for January and forward must be reported on 2010 returns. To avoid fees for corrected returns please make sure you report any cobra subsidy payments for 2009 prior to December 31, 2009 to your payroll processor. Please feel free to call or email any questions to:

Tracy Fish, CPP

tfish@aappayroll.com

Unemployment Rate and Deposit Frequency Change Notifications

As the end of year comes around, you should be notified of any federal and state changes to your required depositing frequencies and unemployment rates for 2010.

Any and all changes will take affect for check dates on or after January 1.

Please forward any correspondence to AAP, so we have the correct tax information for 2010. Please forward any questions to tax@aappayroll.com.

E-Verify- Mandatory for 2010 in SC & Other States

There are currently 28 states, including South Carolina, that require or have active legislation in regards to employers using the E-Verify system for validating employee work authorization. The South Carolina Illegal Immigration Reform Act mandates strict guidelines for work authorization in SC. Although employers may still choose to use a state ID and/or Social Security Number, this does not limit their liability in the event of improper identification.

The Reform Act states that all SC public employers and contractors with 500 plus employees were required to comply as of January 2009. All private employers with 100 or more employees were issued into affect as of July 2009. **By July 2010, ALL employers in SC will be held compliant to the Reform Act's work authorization policies.** Once you begin to use E-Verify, you must use this system to validate ALL new employees, so as not to be indiscriminant in your hiring practices.

E-Verify is designed to help protect businesses from penalties or license revocation in the event of employee identification fraud and legislation varies from state to state. Be sure that your business is compliant and consistent in authenticating worker eligibility. AAP is happy to provide more information or to E-Verify your new employees for a minimal fee.

Horne/Guest Partnership

From full medical benefits packages, COBRA Administration, Wellness Programs, Flexible Spending Accounts and Professional Consulting Services, Horne/Guest brings value and flexibility to our clients. With 25 years of experience in the Lowcountry, they are *Your Total Resource* for fulfilling your employee benefit needs in today's competitive market. Call today for a no pressure quote and audit of current benefits!

Contact Donna Bond, your Customer Care Manager, at 843-851-2289 or dbond@aappayroll.com for more information or visit their website at www.horneguest.com to learn more.

AAP Contacts

Payroll Manager

Ashley Bond, FPC

Production

Rosanna Farrell

Donna Canady

Lou Davis

Customer Service

Theresa Barnes

Rosanna Bustamante

Shelley Ward

Payroll Supervisors

Sommer Judy, FPC

Jennifer Smart

Tech Support

Steven Fish

Gina DeGeorge

Nydia Shelton

Karen Hughes

Business Development

Robert Hull

Kelly LeCouter

Roger Martinez

Customer Care Manager

Donna Bond

Accounting

Lisa Burnett

Tax Pay & File

Tracy Fish, CPP

Traci Cutler