



703 N. Main Street, Summerville, SC 29483

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Bank Holiday Notice

Please note that Monday, February 15th is President's Day and is a recognized bank holiday. Please alert your Customer Service Representative **in writing** as soon as possible if you need to alter your regularly scheduled check date.

Our offices will operate according to normal business hours.

New Arrival!!

Due to our increasing growth, American Automated Payroll will be welcoming a new processor to our Customer Service Department. We are excited to have Katie Hassell joining our team as of February 1st!

Welcome Katie!!

AAP Employee of the Quarter

Lou Davis

AAP Employee of the Month

Lou Davis

Payroll Submission Guidelines for Escrow & Direct Deposit Accounts

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



Tax Rate and Deposit Frequency Changes

Please forward any IRS, State Tax and Unemployment Tax rate changes to us as soon as you receive them. Businesses do not always operate under the same tax rates. By promptly keeping us informed of any state or federal notifications received, your business can avoid future penalties and notices.

Tipped Credit—Employee Notification Form for Employers

Most food and beverage service establishments have tipped employees who are paid less than minimum wage. In the instance that these types of employees are not earning minimum wage through hourly wages and tips, the owners are required to compensate the employee the difference in earnings so that they achieve minimum wage pay.

To ensure accurate tip reporting, it is very important for food and beverage owners to convey to their staff their responsibility to truthfully report all tipped earnings. One way that has been beneficial to some employers is to issue a simple acknowledgement statement to employees. AAP has a template that may work for your company. Please contact your Customer Service Representative to receive it.

AAP Audit Assistance Fees

On occasion, our clients need assistance from our Tax Pay and File Department for Workers Compensation or Tax Audits, and AAP is happy to help. During these audits, special formatting, date ranges, validation of information, and special reports must be generated depending on the depth and requirements of each audit. Often, it does involve time, research, and manual processing to complete; therefore, fees may be applied to billing. If you find that you need these services, we are happy to give you an estimated cost in advance.

Money In Your Pocket!

The best form of advertising is word of mouth, and we are happy to reward you for it! Refer another business to us or pass the name of a business onto us and receive free payroll credit! If your referral becomes an active client with AAP, your company will receive a one time billing credit up to the amount of the referred company's regular payroll run expense.*

*For full details, call us at 843-851-2289 or email sales@aappayroll.com.

Benefits Services Through AAP Partners

Contact Donna Bond at 843-851-2289 or your Sales Representative for more partner details & services.

Allstate Work Force Division

Offer your employees supplemental benefit options, such as Dental, Cancer, Accident, Life, and Disability. AAP clients are already enjoying Benefits which are employee deducted through their pay stubs. Allstate can work with any size group, and they are currently offering lower or more competitive rates than other carriers. See how they can tailor a package for your company and increase your value to your employees!

Horne Guest Insurance Services

From full benefit administration to consulting services and from individual to company needs, Horne Guest can build a coverage plan to fit your business. Locally owned and operated in Mt. Pleasant, Horne Guest has one of the highest reputations for customer service and benefit solutions in the Carolinas. We are proud to partner with Horne Guest as our Major Medical Provider.!

AAP Contacts

Payroll Manager
Ashley Bond, FPC

Production
Rosanna Farrell
Donna Canady
Lou Davis

Customer Service
Theresa Barnes
Rosanna Bustamante
Shelley Ward
Katie Hassell
Payroll Supervisors
Sommer Judy, FPC
Jennifer Smart

Tech Support
Steven Fish
Gina DeGeorge
Nydia Shelton
Karen Hughes
Customer Care Manager
Donna Bond

Business Development
Robert Hull
Kelly LeCouter
Roger Martinez

Accounting
Lisa Burnett
Tax Pay & File
Tracy Fish, CPP
Traci Cutler