

VOLUME 17 • ISSUE 2  
Summer 2008

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## Federal Employment Tax Return E-Filing Service

**E**-Filing IRS Forms 941, 944, and 940 offers a number of advantages for busy companies. It is economical, easy to use, secure, and flexible. Returns are processed faster and more accurately, and an electronic acknowledgement of receipt is normally sent within 48 hours.

PenSoft E-filing Services will work in conjunction with the Internal Revenue Service's (IRS) Electronic Filing System and offers an easy to use and secure system for businesses and payroll service providers to satisfy their filing needs. To participate in the E-Filing Services:

- Go to [www.pensoft.com/pdf/webservice.pdf](http://www.pensoft.com/pdf/webservice.pdf) to download the contract.
- Fax completed contract to 757-873-1733.
- Register with the IRS as an Electronic Return Originator (ERO) or Reporting Agent (RA).

- Obtain IRS EFIN and PIN number.
- Have internet access (on the payroll computer) for submitting the employment tax returns.

Once you have completed the initial registration process with the IRS and PenSoft, you can E-File federal employment tax returns. This enhancement will be released in the second quarter payroll software update.

### Submitting Federal Employment Tax Returns

- Complete the contact and signatory information under Company Setup.
- Complete the 3rd-Party Designee and Paid Preparer under Company Setup, if appropriate. **NOTE:** 3rd-Party Designee and Paid Preparer available only in the Accounting Edition.
- Click OK.
- Click Reports on the toolbar.

*See E-File, page 4*

## 2009 PenSoft Payroll

**I**t's time to renew for 2009! Renew now and have the peace of mind your payroll software will ship automatically to you when it is released. No last minute rushing around or accidentally forgetting about it until the day before your first payroll!

### We make renewing simple for you!

Your 2009 PenSoft Payroll renewal notice is enclosed with your Summer newsletter. Please review your customer information at the top and make any necessary changes. The next section offers your current software and shipping method for renewal. If you would like to change your Edition, employee level, or shipping method please call our Sales Department. For a further indepth explanation on our shipping options see Shipping Options on page 3. In the next section complete your payment information. Simply fax your renewal with credit card payment to 757-873-1733 or mail your check payment to:

11790 Jefferson Ave., Ste 100  
Newport News, VA 23606

Do you need to change the employee level or Edition for 2009? Simply call one of our friendly sales representatives at 888-PENSOFT (888-736-7638) to receive a quote on the new Edition. Prepaid 2009 renewals will ship UPS Next Day Air Saver on December 15th.

### Lite Edition

In 2008 we released three new employee levels in the Lite Edition not available on any other Edition. New employee levels available are 1-10, 11-25, and 26-50.

The Lite Edition is for companies processing payroll for themselves and have minimal payroll requirements. Companies with no need to export/import information or to use report stacks can take advantage of the lower employee levels on the Lite Edition. For more information on the Lite Edition visit [www.pensoft.com/lite.asp](http://www.pensoft.com/lite.asp) or compare it to all our Editions at [www.pensoft.com/features.asp](http://www.pensoft.com/features.asp).

*See 2009, page 4*

In observance of  
Independence Day,  
PenSoft will be closed  
Friday, July 4th.

In observance of Labor  
Day, PenSoft will  
be closed Monday,  
September 1st.



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Leroy Newman  
President & CEO

## President's Corner

### Announcement

PenSoft is launching a new look for its company and products. With the help of a professional graphics

artist we redesigned our logo, website, newsletter and brochures. You may have already noticed the new logo, color and layout of this newsletter. These changes reflect our continued growth and keeping up with the times.

### New Building

As we continue to grow, we are constructing a brand new building for our company and expect to move into it in July. Our next newsletter (September) will include pictures and the new address. Our telephone numbers will NOT change. When we move we will mail out notices of the new address.

### E-filing Forms 941, 940, 944

We are working with the IRS to transmit Forms 941, 940 and 944 electronically as a service for our customers. We have completed the programming and testing with the IRS and transmitted our first live Form 941 file – our own 1st quarter 2008 Form 941. It was a total success. Now we are ready to begin the process of signing up our customers, both end users and processors with multiple company files. The lead article in this newsletter has information on this project including IRS requirements and procedures.

### PenSoft Payroll Shipping

Another year has come and gone. As we prepare for 2009 PenSoft Payroll it continues to amaze me how fast time flies. Shipping the initial 2008 PenSoft Payroll software CD via UPS Next Day Air Saver dramatically reduced customer download, installation and setup problems resulting in timely program support for all customers. Therefore we will use the same procedure for the 2009 initial program release.

### APA Recognition

The America Payroll Association presented Stephanie Salavejus, our Vice President and COO, and Melineé Cody, our Director of Support and Training, each with a Citation of Merit during the Annual Congress Awards Ceremony May 16, 2008 for their contributions as volunteers to the Association. We are very proud of their involvement in the APA and congratulate them on their recognition.

### Employees

Lolita Wolstenholm, joined our Information Services Department as a Network Administrator. A recent graduate of ECPI she is excited to be part of the PenSoft family and is working hard to get up to speed. Welcome Lolita.

Congratulations Melineé on completing 10 years of outstanding service with PenSoft.

## New Check Styles & Quantities!

### 3-Up Checks

Specifically designed for disbursement checks, NOT for use in PenSoft Payroll, the 3-Up laser checks with three checks per page eliminate waste when a check-stub is not necessary. Compatible with QuickBooks® (not compatible with QuickBooks Online Edition) and Quicken®. Add a logo for a more personalized look and envelopes. Blank 3-Up checks are also offered by customer request.

### Deposit Tickets

Deposit tickets are compatible with all supported versions of QuickBooks® for Windows®. Place your deposit ticket order with the same company you trust with your payroll checks!

### Check Quantities

Need a small quantity of checks? You can now purchase checks in quantities of 100 or 250! Purchase either a small or large quantity. Or any quantity in between!

### Shipping & Handling

When completing your check order form please note the new shipping & handling structure on the back. Shipping & handling cost is determined by the type and quantity of checks you are ordering. To calculate your shipping cost for two or more products simply add the shipping charges together.

### New Orders

New check orders must include either a voided check or a new MICR specification sheet filled out by the bank. If the information on the voided check is the same information you would like printed on your check simply check the box next to "See Voided Check Attached." There is no need to complete the information box below, we will use your voided check as a sample!

## Customer Security

PenSoft is always concerned about the security of our customers and we enable multiple security measures to keep your personal information private. We will never sell or share your information with anyone.

One way we are dedicated to the security of our customers is to not save your credit card information in our system. When placing an order you will need to provide us with the payment information each time. Simply completing this on the order form by writing or typing will be sufficient. If placing your order over the phone please have your credit card handy. We do require the security code for payments made by credit card. This number is only found on the card. This ensures you have the card in hand when placing the order and someone has not acquired your number online or off a credit card statement. To assist us with keeping your information secure please do not fax or mail copies of your credit card or drivers license.

### Tips

#### Seasonal Employer

PenSoft supports employers required to identify the company on Form 941 as Seasonal. To properly identify the seasonal status on Form 941:

- Click Reports on toolbar.
- Click Tax Reports.
- Click Form 941.
- Select the appropriate quarter.
- Click OK.
- Click Setup.
- In the Options tab check Seasonal employer.
- Click OK to save.

#### Tax Deposits

All tax deposits must be posted into the program even if the tax payment checks are not printed through PenSoft. This information is required to correctly reflect the deposits on various federal and state forms in PenSoft. It is also used as a tracking tool to maintain tax deposit status.

## DO YOU PROCESS PAYROLL FOR MULTIPLE COMPANIES?

Payment must be in your name for check orders. We are no longer accepting check or credit card payments with your customer's company name on it for checks. We apologize for any inconvenience this may cause you.

The federal minimum wage will increase to a rate of \$6.55 on July 24, 2008. To stay in compliance PenSoft will release the default minimum wage rate for **NEW** companies in the 2nd quarter update. For step by step instructions on how to update your current companies please visit the Support Knowledge Database at [www.pensoft.com/support.asp](http://www.pensoft.com/support.asp).

## 2009 Shipping & Handling

Your 2009 renewal notice reflects your current software and shipping mode for renewal.

What does your shipping and handling fee cover? Locate your shipping & handling cost on your renewal, this is the option you currently have for 2008. Below you will find a detailed explanation of your current option. All 2009 customers will receive their initial shipment sent UPS Next Day Air Saver. Prepaid 2009 orders will ship December 15, 2008.

Would you like to change your shipping option for 2009? Call our Sales Department at 888-PENSOFT (888-736-7638) and one of our friendly Sales Associates will assist you.

**NOTE:** All customers will receive the initial shipment of 2009 software via UPS Next Day Air Saver.

**\$69** You will receive your quarterly updates on CD shipped to you UPS Second Day Air.

**\$29** You will download all mandatory updates from our website. Program Support will send you an e-mail to the address in your customer record notifying you of a mandatory update. To ensure you do not miss any e-mail notifications please update your e-mail address if it changes. **NOTE:** You will not receive updates on CD if you select this shipping option.

**Q.** Is there a limit to the number of employees a company can have?

**A.** PenSoft is sold by function and employee level. The employee level is based on the number of active and inactive employees or 1099 recipients in a single company. If processing payroll for multiple companies, PenSoft recommends using the company with the largest number of employee W-2's or 1099 recipients, when deciding the software level required for the company needs. This is especially helpful for a company with high turnover.

**Q.** Is there an option to create an unbalanced ACH direct deposit file?

**A.** Yes, PenSoft allows for three balance options when creating a direct deposit file:

- Create a balanced file.
- Include company records but with zero amounts.
- Omit company records.

The option selected largely depends on the financial institution's requirements. Contact Program Support for further information when setting up new direct deposit accounts.

**Q.** Can PenSoft interface with QuickBooks®?

**A.** The ability to interface with QuickBooks depends on a variety of factors. All versions of QuickBooks containing the ability to import an .iif file should work.

**Q.** Does PenSoft have automated client billing with the regular payroll?

**A.** The PenSoft Payroll.net Accounting Edition includes an invoicing feature for billing capabilities. This allows users to create invoices and include pre-defined and manual billing items. Master list items can be created to use as a template for all companies.

**Watch Your E-Mail!**  
New webinars to be announced this summer!

Do you have a suggestion for a webinar? E-mail [info@pensoft.com](mailto:info@pensoft.com)

Quarterly training dates still available!

June 9-10  
September 8-9  
December 8-9

## E-File, continued from page 1

- Select Tax Reports.
- Click Form 941.
- Select the filing period.
- Click Setup. Verify options, adjustments, and settings are correct.
- Click E-File.
- Complete the E-File Originator Registration.
- Select the Originator Type: ERO/RA.
- Enter your EFIN.
- Enter your PIN (electronic signature).
- Click Submit.
- Print the E-File submission log.

It is EASY! PenSoft will send an e-mail notification, to the e-mail address listed in the customer record, when the return has been submitted to the IRS. The notice provides the company name, e-file reference number, return type, quarter, and year. Once the IRS acknowledges receipt of the return, PenSoft will send an e-mail notification to the e-mail address listed in the customer record.

According to the Internal Revenue Service (IRS) error rates are less than one percent for returns filed electronically and there is less risk of transcription errors by the IRS. PenSoft E-File Service makes federal employment tax return preparation and filing simple.

## 2009, continued from page 1

### 2008 Tax Forms

Be Prepared! Follow the popular Boy Scout motto and preorder your 2008 tax forms. Our tax forms are approved by the IRS and come in complete packages! Everything you need to print your W-2s and 1099s. We now offer smaller quantities to accommodate our smaller customers. Packages start at \$29 for 10 employees. Purchase by the number of employees or recipients you need. Prepaid 2008 tax form orders will ship on or before November 17th.

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