



YEAR END TAX PROCESSING HOLD FORM.

Circumstances may require that some employee and payroll information be adjusted after your last scheduled payroll in December. If you anticipate the need to add additional off-cycle payrolls to process bonus payrolls, fringe benefits, non-cash W2 items, or make payroll corrections please submit a hold form to SDP by *December 16, 2022*.

Company Code:	
Company Name:	

Please hold the processing of our quarterly/annual tax returns and/or W-2s. We will submit the following adjustment(s):

<input type="checkbox"/> Bonus/Additional Payroll	<input type="checkbox"/> Total Cost of Health Care W-2 reporting
<input type="checkbox"/> Third-Party Sick Pay	<input type="checkbox"/> Payroll Corrections/Adjustments
<input type="checkbox"/> Taxable Fringe Benefits	<input type="checkbox"/> Allocated Tips
<input type="checkbox"/> Other (explain)	

Absolution Agreement: Acknowledgement of Responsibility for Penalty and Interest. Client will provide Southland Data Processing with per employee amounts needed to perform any adjustments by *Friday, January 6, 2023, otherwise holds will be released and payroll data will be processed and filed as is.*

Due to the timing of my adjustments, I understand that any adjustments processed after *Wednesday, December 28* that increase earnings will result in taxes being deposited after the due date and may incur penalties and interest. These penalties and interest, if any, are the responsibility of my company. Additionally, I understand that we may be charged a fee because of delaying the processing of our tax processing and filing, which can include W-2s.

Signature:			
Print Name:			
Title:		Date:	