COLLABORATION SOFTWARE PARTNERS

General Information for Tax Only Clients

Setup Information Needed -

1. A full list of all tax agencies including account numbers, tax rates (state unemployment), and filing frequencies (state withholding).
2. Prior quarter returns from the most recent quarter. These will be used to cross check accounts numbers, frequencies, and rates.
3. A review will be conducted in order to gain access to the various filing agencies. Correspondence will be sent to the company with detailed information on how to provide CSP access to file and pay on behalf of each tax agency.
4. A power of attorney signature page will be provided. If signed, the POA signature page will grant CSP the ability to populate an owner/officer’s signature on a POA automatically. If not signed, an owner/officer will need to sign each POA page provided individually. The POA is required in order for CSP to communicate with the various tax agencies.

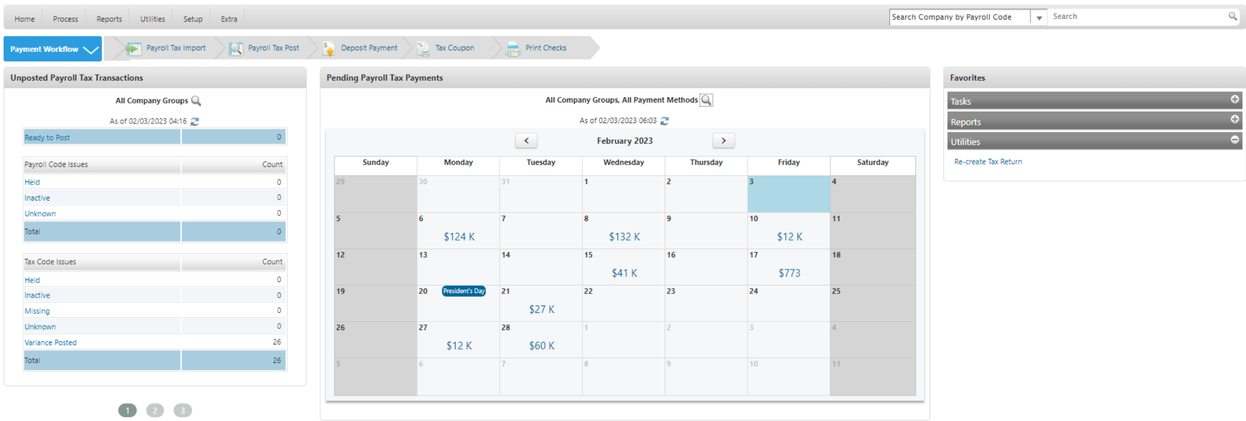
The Process -

**The client has the option to provide CSP with access to their system in order for us to pull each payroll file as a notification is received. Information below is assuming CSP does not have access to the client’s system.*

Daily Process -

1. Any time a payroll is run, we will need the client to produce a PTS text file out of their system and provide it to us by end of day.
2. A MasterTax import will be completed. This import will provide any errors between what is listed in the client's payroll software and the information in MasterTax. A review will be completed to identify any discrepancies and those will be communicated to the client.
3. We will post the PTS file and verify that the tax money has been collected prior to remitting taxes.
4. The deposit payment process is reviewed daily to ensure that no payments are missed.
5. EFT Credit, EFT Debit, and check payments will be remitted directly to the various tax agencies according to payment and filing frequencies.

*Home screen showing all future liabilities reviewed daily.

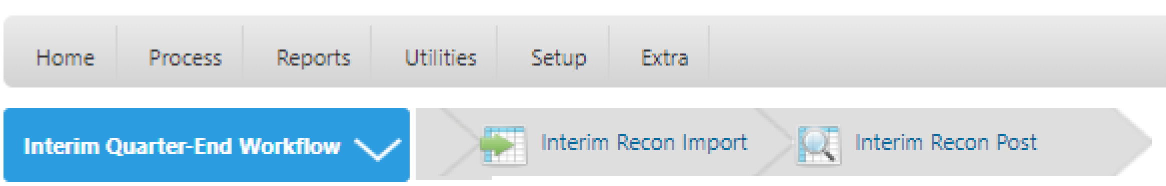


Monthly Process -

1. If the company is doing business with the Illinois Department of Employment Security a Monthly Wage File will need to be provided to CSP (Illinois is the only state that requires monthly wage filing).
2. We will import the monthly wage file into MasterTax which will produce a text file that is used to report respective wages for that month. Not required for all businesses.

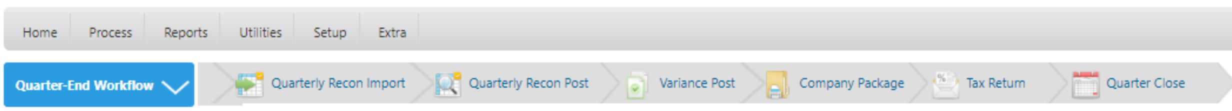
Interim Quarterly Reconciliation -

1. A month prior to the end of each quarter a RTS (quarterly reconciliation) file will need to be provided to CSP. This file will allow CSP the opportunity to identify any outstanding issues or missing information prior to the beginning of each quarter.
2. Any discrepancies will be resolved directly with the client.



Quarterly Reconciliation Process -

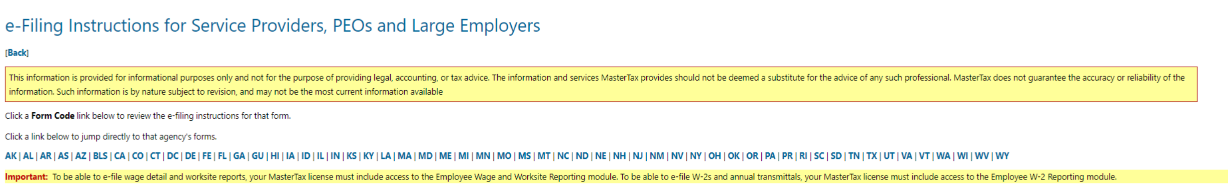
1. The client will be required to provide CSP with a quarterly RTS file out of their payroll software at the beginning of each filing month (April, July, October, January).
2. This file will be imported into MasterTax and all errors will be reviewed and resolved.
3. The reconciliation will identify any discrepancies in wages, amount owed, rates, missing filing information, and more. These issues will be communicated with the client and resolved prior to posting the reconciliation.
4. We will review any variances to collect or refund any out of balance issue.
5. A company package will be provided to the client including all federal, state, and local tax returns.
6. Returns will be filed with the respective agencies.



Year End Process -

1. The quarterly reconciliation process will be completed as in other quarters. MasterTax will produce annual reconciliations and quarterly returns to be filed.
2. MasterTax will produce W2 files for each state and federal agency which will be filed by CSP.
3. CSP will handle all state and local quarterly, annual, and W2 filing.
4. CSP will not have the ability to produce W2 copies for employees without access to the client's system.

*detailed instructions for filing with each state are provided in MasterTax to allow us to file each state accurately.



e-Filing Instructions for Service Providers, PEOs and Large Employers

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Click a **Form Code** link below to review the e-filing instructions for that form.

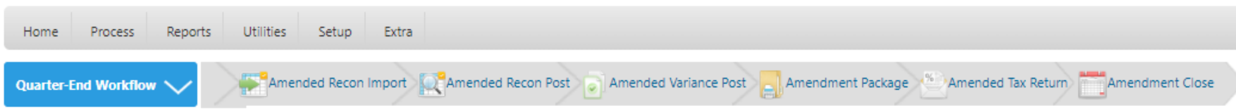
Click a link below to jump directly to that agency's forms.

AK | AL | AR | AS | AZ | BLS | CA | CO | CT | DC | DE | FE | FL | GA | GU | HI | IA | ID | IL | IN | KS | KY | LA | MA | MD | ME | MI | MN | MO | MS | MT | NC | ND | NE | NH | NJ | NM | NV | NY | OH | OK | OR | PA | PR | RI | SC | SD | TN | TX | UT | VA | VT | WA | WI | WV | WY

Important: To be able to e-file wage detail and worksite reports, your MasterTax license must include access to the Employee Wage and Worksite Reporting module. To be able to e-file W-2s and annual transmittals, your MasterTax license must include access to the Employee W-2 Reporting module.

Amended Returns

- After corrections are made after a quarter has been closed, we have the ability to export a new RTS file to create amended returns directly from MasterTax.
- CSP will need to be notified of any changes in the system prior to the export being completed.



Additional Information

1. The client will not have access to our MasterTax software. If any reports are needed from the system they can expect to be received within 6 hours of the requests.
2. Employee W2 statements are not produced out of MasterTax. The W2's will need to be produced out of the clients software to be provided to the company for distribution.