

## Ceridian Tax Service

**Compliance. Accuracy. Greatly reduced exposure to penalties and interest. Freedom to focus on your business. Peace of mind. It's yours with Ceridian Tax Service.**

The efforts your Human Resources and Payroll staff must undertake to keep up with payroll taxes and regulations, along with the resulting cost in man-hours and monetary resources, can be overwhelming. While you're trying to increase revenue, reduce expenses and grow your business, your company has to deal with:

- Keeping up with the thousands of federal, state and local tax jurisdictions that continually change.
- Depositing tax funds on time, using the proper deposit method.
- Compiling and filing monthly, quarterly and annual tax returns.
- Researching and responding to tax agency inquiries due to errors or omissions.
- Exposure to significant penalties, interest, and even tax liens due to noncompliance and late or inaccurate tax filings.
- And much more!

Ceridian's Tax Service eliminates the pain of payroll tax filing and gives you freedom. You gain freedom from costly overtime and weekend hours. Freedom to focus on the important aspects of your core business, like employee performance and development. Freedom from costly penalties and interest. Best of all, the tax service is available for you whether you outsource your payroll or use an in-house application.

**What will you be free to focus on when you use Ceridian Tax Service? Don't just imagine the possibilities – realize the freedom, peace of mind, and resource recovery.**



### Keep compliant with thousands of tax regulations

More than 9,000 federal, state and local jurisdictions.

### Interactive relationship with tax agencies

Allows us to know and even influence how and when regulatory changes occur.

### Online tools

Visibility to your total relationship with Ceridian's Tax Service. Check data transmissions, review account history, check inquiry status and more.

### The most experienced tax filer

Over 25 years of experience, means you can be assured of expert service, unparalleled knowledge and efficient best-in-class processes.

*peace of mind*

Ceridian

## Tax Service

### Features

### Benefits

#### Depositing of All Federal, State and Local Taxes

Ceridian assumes responsibility for preparing and filing payroll tax deposits according to agency specifications. Deposits are made using a variety of methods in accordance with the various agency mandates, such as the IRS' Electronic Federal Tax Payment System (EFTPS) requirements and the states' Electronic Funds Transfer (EFT) requirements.

#### Filing of All Tax Returns

Throughout the year, Ceridian uses the customer's periodic and quarterly data to prepare required monthly and quarterly returns. We prepare and file all annual returns and agency transmittals and file W-2 forms on magnetic tape with the appropriate federal, state, and local agencies.

#### Research and Response to All Inquiries

Ceridian maintains a close relationship with the various tax agencies and works with these agencies to reach resolution on the customer's inquiries. Once an inquiry is received, Ceridian tracks the progress from receipt to resolution. The customer is always provided with a copy of any resolution letter sent to the various taxing agencies on their behalf. This provides the customer with visibility of the progress of their inquiry and the security of knowing when and how an inquiry is resolved.

#### Special Filing and Amendment Requirements

Ceridian will meet special filing requirements as needed on behalf of the customer. Special filing is required for third-party sick pay and 945 taxes, which are routinely handled. Customers who have an expansion or reorganization to their existing business, such as a merger, consolidation, or reincorporation, can rely on Ceridian to partner with them to meet these special requirements. Finally, Ceridian prepares and files all necessary amendments on behalf of customers for any tax periods originally processed by Ceridian.

#### Tax GeoLocator

Our Tax GeoLocator tool helps you and your tax accountant accurately identify the jurisdictions where you are required to file. GeoLocator gives you street address accuracy, resolving problems that can result from ambiguous city, county, state and ZIP combinations.

#### Maintenance and Monitoring Payroll Check Calendar

A system calendar is maintained for each of our customers. Prepared with the information supplied by the customer at startup, this calendar assists us in forecasting and tracking the receipt of our customers' payroll tax liabilities. This system helps ensure that liabilities are received on time so that all deposits can be prepared and filed in an accurate and timely manner. The calendar also allows us to identify and act upon missing and unscheduled payroll tax liability transmissions.

#### Collection of All Liability Data

Through our automated transmission methods, Ceridian receives payroll tax liability information for all of our customers. In order to accommodate the various payroll systems used by our customers, Ceridian offers a variety of data collection methods.

#### Consolidation of Data From Remote Locations

A significant time saver for our customers with decentralized payroll functions. For these customers, we can accept data from multiple sites and automatically consolidate the data on our system for depositing and reporting purposes.

#### Automatic Funds Transfer

Funds collection is accomplished quickly and efficiently by using the standard funding methods of Drawdown/Reverse Wire and ACH Debit.

#### Quarterly Tax Statements

Within 45 days of the close of quarter, Ceridian sends all customers a tax statement that includes a record of the quarter's activity. The statement includes a tax liability summary, tax account reconciliation, and summaries of deposits and filings for each tax type filed on the customer's behalf at quarter-end.

#### Online Web Tools

Internet browser-based tools provide you with a comprehensive view of your company's total relationship with Ceridian's tax service. This Web-based tool unifies your tax data and presents it to you through your Internet browser. Confirm the receipt of a transmission, monitor processing status, review account history, or check the status of an agency inquiry.

*focus on*