



**HOLD AUTHORIZATION FOR 2008 W-2s**

Company Number \_\_\_\_\_ Company Name \_\_\_\_\_

By signing below, we understand all adjusting payrolls (payrolls processed after December 31, 2008) will be charged an additional \$25 processing fee, and all tax liabilities incurred due to adjustment runs for 2008, processed after December 31, 2008, will be subject to penalties and interest assessed by the taxing authority. Payday USA assumes no responsibility for any interest or penalties for payrolls processed after December 30, 2008.

Please select one of the following options:

Do not process our W-2s and year-end returns until **January 9, 2009**. There is no fee for this option; however, all payrolls processed after January 9, 2009 will be subject to an additional \$150 backdated processing fee and may require amended returns.

Do not process our W-2s and year-end returns until **January 16, 2009**. You will be billed a one-time fee of \$50 for this option. All payrolls processed after January 16, 2009 will be subject to an additional \$150 backdated processing fee and may require amended returns.

Reason for Holding W-2 Processing:

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Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: The above payroll will not be processed until PayDay receives the completed and signed form.**

**Please return this form to us via fax at (770) 395-6617**