

*Fourth Quarter*

*December 1, 2006*

# PMI Quarterly News

*PMI Payroll Management, Inc.*

## Year End Announcements

PMI will distribute W-2's to our clients no later than January 17, 2006. If you have third party sick pay statements, please forward those to PMI as soon as you receive them. Additionally, please note that billing for your W-2's and 1099's will take place the last two weeks in December.

Clients should receive their 2007 state unemployment rate changes in December. Please forward those to PMI when you receive them. Incorrect unemployment rates may cause penalty and interest assessments from the state unemployment agencies.

Additionally, please forward all garnishments, child support orders, etc. directly to PMI. PMI will input them into our system to ensure that you are compliant with all federal and state laws.

## PMI Report Writer Training

Do you have the need for custom reports?

Do you ever need to pull payroll or human resource data and are not sure where to go?

Whether it's as simple as a birthday list or as complex as a census report, PMI can help. Clients utilizing PMI's Payentry software have access to a report writer feature.

PMI will hold Payentry Report Writer training on **March 16, 2007 at 2:00 EST, via web meeting**. This class will cover all aspects of how to create a report in PMI's Payentry software. The cost of this class is \$95.00. There are limited spots available, so reserve yours today.

If you are interested in attending this class, please e-mail PMI. If you are currently faxing or emailing your payroll and would be interested in PMI's Payentry software, please contact your PMI sales executive for a demonstration.

## PMI and The Hartford Offer Exact Pay Workers Compensation



Why pay in advance for workers compensation insurance? PMI and The Hartford have united to seamlessly integrate workers' compensation and payroll using Exact Pay.

With Exact Pay, premiums for workers' compensation are based on your actual payroll and paid as you process payroll. With no up front deposits and audit adjustments minimized, you're in a much better position to manage your cash flow.

Exact Pay is seamlessly integrated with payroll services you already enjoy. Once you sign up, the guesswork of calculating workers' compensation costs and remitting payment is taken care of.

Since you pay premium only for actual payroll on a per pay-period basis, you're better positioned to meet your planning and management goals.

The benefits of Exact Pay are clear:

- No down payment.
- No checks to write.
- No monthly billing fees to pay.
- Accurate calculations based on your actual payroll.
- Better cash flow management
- Minimize the audit adjustment.
- Responsive service from knowledgeable workers' compensation experts.

## PMI Announces Conversion To Pressure Sealed Checks

Effective December 26, 2006, PMI will use pressure sealed checks for all checks processed for our clients. This change was due to our commitment to continually provide our clients with the highest quality products in our industry. The advantages are enhanced security features and a tamper proof envelope. Best of all, this upgrade is free of charge.

In order to take advantage of this enhancement, clients that are not already utilizing pre-signed checks will need to have the enclosed form signed by the approved signer on their payroll account and fax, email, or mail the form to PMI. Clients that have their checks written off of

PMI's account or currently utilize pre-signed checks will not be required to do anything to take advantage of this enhancement.

Please contact Customer Service at PMI Payroll Management with any questions.

**As a token of our appreciation, we have enclosed a PMI Payroll calendar for you. We sincerely appreciate your business and look forward to a great new year!**

**We are always honored to receive referrals. If you know of a business that may benefit from our services, please do not hesitate to contact us.**