



W2 Hold Request

*** Please return via fax to 281-875-3838 ***

Date: ___/___/___

Comp ID: _____ Company Name: _____

Contact: _____

Our company will have additional 2011 payroll adjustments to be processed after our final regularly scheduled payroll of the year. We would like to request that Alliance Payroll hold the processing of our W2's/1099's until ___/___/____.

Information to be included in the additional payrolls to be processed (please check all that apply):

- Third Party Sick Pay
- Taxable Fringe Benefits
- Additional manual checks or wage adjustments
- Tip Allocation Information
- Review addresses, SSN's, etc.
- Other: _____

Please read and sign below:

I understand that 2011 adjustments processed after 12/30/2011 could cause late tax deposits. Although Alliance Payroll will make every effort to deposit these taxes timely, Alliance Payroll cannot be responsible should penalty or interest be incurred. In addition, in order to complete and deliver W2's in a timely manner, Alliance Payroll must have final adjustments processed on or before Friday, 1/13/2012.

Signature

___/___/___
Date

Printed Name / Title