



W2 Hold Request

***** Please return via fax to 866-333-0537 or email to payroll@alliancepayroll.com *****

Date: _____
Company ID: _____
Company Name: _____
Contact: _____

Our company will have additional 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 ___/___/____.

Note: New employer deadlines require W2/1099 data to be submitted to IRS/SSA by January 31 (formerly March 31). In order to meet all annual and quarterly deadlines, we will not be able to hold processing beyond January 6. Please see full "Important Year-End Information for 2016" document on your AllPay home page.

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.
- Healthcare Premium Information Box 12DD
- Other: _____

Please read and sign below:

I understand that adjustments processed after December 31 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.

Signature

___/___/___
Date

Printed Name / Title