

# Complete Payroll Solutions

# 2010

## JANUARY

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

## FEBRUARY

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## MARCH

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## APRIL

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## MAY

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## JUNE

S	M	T	W	TH	F	S
						1
	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## JULY

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## AUGUST

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## SEPTEMBER

S	M	T	W	TH	F	S
				1	2	3
			4			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## OCTOBER

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

## NOVEMBER

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## DECEMBER

S	M	T	W	TH	F	S
				1	2	3
			4			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Denotes National/Bank Holiday.  
Allow an extra day for Direct Deposit & Tax Filing.

## PENSION PLAN LIMITATIONS

Internal Revenue Service	2009	2010	IRC ref.
<b>Salary Deferral (pretax) Limits</b>			
• §401(k)/§403(b)/SEP/§501(c)(18)(D)	\$16,500	\$16,500	§402(g)(1)
• SIMPLE Plans	\$11,500	\$11,500	§408 (p)(g)(E)
• state/local gov't; tax exempts	\$16,500	\$16,500	§457 (e)(15)
§401 (k) catch-up contributions	\$5,500	\$5,500	§414(v)(2)(B)(i)
Other catch-up contributions	\$2,500	\$2,500	§414(v)(2)(B)(ii)
<b>Section 415 Annual Benefits Limits</b>			
• defined benefit plans	\$195,000	\$195,000	§415(b)(1)(A)
• defined contribution plans	\$49,000	\$49,000	§415(c)(1)(A)
<b>Compensation Limits</b>			
• qualified plans	\$245,000	\$245,000	§401 (a) (17)
• collectively bargained	\$245,000	\$245,000	§401 (a) (17)
• governmental plans	\$360,000	\$360,000	§401 (a) (17)
<b>Highly Compensated Levels</b>			
• at any time 5 % owner	no limit	no limit	§414(q)(1)(A)
• any employee	\$110,000	\$110,000	§414(q)(1)(B)
• one of top-paid employees	optional	optional	§414(q)(1)(B)
<b>Key Employee Levels</b>			
• highly compensated employee/officer	\$160,000	\$160,000	§416(i)(1) (A) (i)
• 10 highest paid employees with largest interest	N/A	N/A	§416(i)(1)(A)(ii)
• 5% owner	no limit	no limit	§416(i)(1) (A) (iii)
• 1 % owner			§416(i)(1) (A) (iv)
<b>SEP Plans</b>			
• mandatory plan participation	\$550	\$550	§408(k)(2)(C)
• compensation amount	\$245,000	\$245,000	§408 (k) (3) (C)
— collectively bargained	\$245,000	\$245,000	§408(k)(3)(C)
<b>ESOP</b>			
• threshold for exception to 5-yr. distribution requirement	\$985,000	\$985,000	§409(o)(1)(C)(ii)
• incremental amt. for distribution	\$195,000	\$195,000	§409(o)(1)(C)(ii)
<b>Control Employees</b>			
• private sector			
— board or shareholder-appointed or elected official	\$95,000	\$95,000	Reg. §1.61-21 (f)
— any employee	\$195,000	\$195,000	Reg. §1.61-21 (f)
• governmental employee			Reg. §1.61-21 (f)

## SOC. SEC. (OASDI) & MEDICARE (HI) TAX

Year	Fund	Wage Limit	Rate	Max Tax
2009	OASDI	\$106,800	6.20%	\$6,621.60
	HI	All Wages	1.45%	No Limit
2010	OASDI	\$106,800	6.20%	\$6,621.60
	HI	All Wages	1.45%	No Limit

## FEDERAL UNEMPLOYMENT TAX

Wage Limit	Rate	Maximum Credit	Deposit Rate
\$7,000.00	6.20%	5.40%	0.80%

## TAX-FREE COMMUTING BENEFITS

Employee Parking	\$230 per month
Transit Passes	\$230 per month
Van Pools	\$230 per month

## FEDERAL MILEAGE RATES

	2009	2010
Business Mileage	\$0.55	\$0.55
Relocation	\$0.24	\$0.24
Charitable	\$0.14	\$0.14
Medical	\$0.24	\$0.24

## FEDERAL MINIMUM WAGE

\$7.25 per hour (as of 7/24/09)

## LUXURY CAR - Vehicles not eligible for Cents-Per-Mile rule\*

If car placed in service in...	Value cannot exceed...
<b>2009</b>	\$15,000.00
<b>2010</b>	\$15,000.00

\* If the cents-per-mile method cannot be used, the employer must use the annual lease-value method or a general valuation standard to determine the value of an employee's personal use of a company-provided vehicle.

## DISABILITY WAGE BASES

	2009	2010
California	\$90,669	\$93,316
Hawaii	Employee's weekly wage	Employee's weekly wage
New Jersey	\$28,900	\$29,700
New York	Employee's weekly wage	Employee's weekly wage
Rhode Island	\$56,000	TBD

\*\*Information not available at time of publication.

## EMPLOYEE BENEFIT LIMITS

### Flexible Spending Account for Dependent Care:

Maximum Election: \$ 5,000 Family  
\$ 2,500 Single

### Flexible Spending Account for Medical Reimbursement:

Maximum Limit is the lowest paid eligible employee's total compensation.

### Health Savings Account (HSA) Contributions:

The maximum annual HSA contribution is the lesser of 100% of the annual deductible under the high deductible health plan (HDHP) or \$3,050 for self-only coverage and \$6,050 for family coverage.

### Health Savings Account (HSA) catch up contributions:

Individuals who have attained age 55 by the end of the taxable year are eligible for a \$1000 catch up contribution.

### Do you know your potential Cobra liability?

- IRS penalty: \$100 per day violation, \$200 per day per family
- ERISA penalty: \$ 110 per day, per violation
- Claims penalty: Employer must pay claims to "make the person whole"
- Damages: levied by a judge in litigation
- Attorney fees: awarded by the judge
- The average cost to defend in COBRA litigation is \$ 45,000.

## INFORMATION AIDS

### Internal Revenue Service

General Info	1-800-829-1040
Forms	1-800-829-3676
Information Reporting Hotline	1-866-455-7438
EFTPS Customer Service	1-800-555-4477
Batch Provider Cust. Serv.	1-800-945-0966
Internet HomePage	www.eftps.gov
Internet HomePage	www.irs.gov

### Social Security Administration

General Info	1-800-772-1213
Employer Reporting Serv. Cntr.	1-800-772-6270
Internet HomePage	www.ssa.gov

### US Citizenship & Immigration Services

Internet HomePage	uscis.gov
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### US Department of Labor

Internet HomePage	www.dol.gov/
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### American Payroll Association

Internet HomePage	www.americanpayroll.org
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## COMPLETE PAYROLL SOLUTIONS

**OFFICE HOURS:** Monday through Friday 8:00AM – 5:00PM

**PAYROLL PROCESSING:**

**PHONE:** 1-866-658-8800 • **FAX:** 1-866-705-3300 • [www.completepayrollsolutions.com](http://www.completepayrollsolutions.com)

**PHONE:** Monday through Thursday 8:00AM – 3:00PM • Friday 8:00AM – 1:00PM

**FAX OR WEB:** Monday through Thursday 8:00AM – 1:30PM • Friday 8:00AM – Noon