

# Chicago Chapter - APA

December 2009  
Volume 3, Issue 12

Newsletter of the Chicago Chapter of the American Payroll Association

## 2009 Calendar

January  
No Meeting

February  
7- CPP Review Class  
19-Chapter Meeting  
A Strong Career  
21- CPP Review Class

March  
7- CPP & FPC  
Review Class  
21- CPP & FPC  
Review Class

April  
4- CPP & FPC  
Review Class  
11- CPP Review Class  
22- Payroll Frequency  
Changes & direct Deposit

May  
19-23 - 27<sup>th</sup> Annual  
Congress,  
Long Beach, CA

June  
12 - Chapter Meeting  
Garnishments  
27-28-Relay for Life  
Westchester

July  
16 - OTSC Camp evening  
18- Volunteer Meeting

August  
20 - Chapter Meeting  
Tax Day All Day  
Meeting  
Officer Elections

September  
6-11 National Payroll  
Week Celebration  
10- NPW Legoland

October  
8-9- 16<sup>th</sup> Annual  
Illinois Statewide  
29-Chapter Meeting  
Preparing For Year End

31 -Greater Food Depository

November  
7- Holiday Party

Official newsletter of  
the Chicago Chapter

## Building on a Solid Foundation



Welcome!

Thank you for a magical and amazing 2009! As we gather this month to complete plans for 2010, we pause to reflect on the past year.

When reflecting back it is apparent that the success is due to your continued support and involvement. Your commitment and dedication inspire and energize. Chapter meetings, conferences and review courses remain successful due to your insatiable desire to grow professionally through these opportunities.

Chapter outreach programs have made a difference in many unknown recipients thanks to your generous caring and giving spirit.

Members have helped members through invaluable networking to strengthen and support each other and our profession. New and renewed friendships have emerged as your concern for each other is exemplified.

Our professional community continues to expand as members are engaging in multi-function roles incorporating Human Resources and Accounts Payable. The heightened awareness provided from these insights has broadened our professional networks in very rewarding new relationships.

The Chapter celebrated the honor of attaining the Chapter of the Year. It is due to you, the members that this prestigious and humbling award was bestowed upon our chapter.

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Thank you for the rewarding experience of serving such an amazing community of professionals.

You are the reason we look with great anticipation and excitement into 2010.

May the challenges of year end be minimal and the joys of the holiday season are in abundance.

Looking forward to sharing a healthy, happy and prosperous new year!

Sincerely,

Mary Kazmierczak, CPP  
Chapter President,  
On behalf of the Chapter Board



## 2009 Chapter Officers

President  
Mary Kazmierczak, CPP

Vice President  
Paula Black, CPP

Recording Secretary  
Kathy Mizejewski, CPP

Treasurer  
Hank Mazik, CPP

Gov. Liaison  
Open Position

Correspondence Secretary  
Mary Weiner, CPP

Education Director  
Katie Staffeldt, CPP

## CAPA COG

### Off the Street Club - Education Assistance Award



At the October our chapter members supported the Educational Assistance Award Program through participation in a 50/50 Raffle for the Off the Street Club. To date the fund has \$329.00 The EAA will be presented at our Holiday event on November 7, 2009. The Chicago Chapter will be matching the proceeds from the raffle and donations. Thank you to all that participated in the success of this initiative. Through your support a brighter future is on the horizon for the recipient of the award.

**We cannot live only for ourselves. A thousand fibers connect us with our fellow men.**  
**~Herman Melville**

### Supporting our Troops , Veterans and Fallen Soldiers

The Chapter has been communicating with the local USO office and reviewing different outreach opportunities. We are currently looking into ways to support the troops through the USO "United through Reading" program. This program collects children's books for the soldiers to read while being recorded and have that recording sent to the children at home to view via DVD. Books and magazines are also collected for the soldiers.

The other opportunity is to share our time and create care packages that are provided to deployed soldiers. "Enduring Care Packages" program provides a variety of kits for the soldiers. The program also provides kits for soldiers on R & R, and special children's kits for families that lose their loved ones. We will be volunteering in December. Watch for details in a separate email.



## Holiday Recognition Event

During our recognition event on November 7, 2009 we surprised Past- President Christine O'Hara, CPP with an engraved plaque in recognition of her collaborative effort and leadership in attaining the first COTY award for Chicago.

A few other surprises were bestowed upon chapter members:

Linda Lowe, CPP - Special Friend Award  
Karen Keiper, CPP—Special Friend Award  
Kathy Mizejewski, CPP - STAR Award

(Superior Teamwork Achieves Results)

The Chapter recognized the ongoing support and commitment of three past presidents to the payroll profession and professionals through Lifetime Chapter Membership Awards.

Emily Rook, CPP and Jenny Provenzano, CPP were given Marble clocks and Certificates in honor of their accomplishments and continual "Pay it Forward" support. Sue Darring, CPP was also re-affirmed as a Lifetime Member and provided a Marble Clock and Certificate.

The Chapter celebrated our honor of the COTY throughout the year. Through a unanimous consensus the COTY cup was presented to the Chapter co-founder and first President, Sue Darring, CPP. The Chapter continues to thrive as we build on her original passion for payroll and through her service, understanding and compassion for the professionals that dedicate themselves to this industry.

Attendees participated in the annual raffle for a variety of raffle prizes ranging in Jewelry, small electronics and gift cards. The Chapter also raffled complimentary 2010 membership dues, APA Year end materials and an APA Webinar registration. The Chapter also provided a complimentary enrolment for either the CPP or FPC Spring 2010 Course.

In celebration of the COTY, the grand prize for the Raffle was a registration to Congress in 2010. Sue Mik, CPP was the lucky member whom will be attending this upcoming May!

### Ongoing Outreach Opportunity

The Chapter continues to collect pop tabs for the Ronald McDonald House. Tabs can be brought to any Chapter meeting or event or mailed to us at:

Chicago Chapter  
4740 N. Cumberland Ave #355  
Chicago Illinois 60656

Do you have an organization held dear in your heart that you would like the chapter to support? E-mail us at [chicago\\_chapter\\_apa@hotmail.com](mailto:chicago_chapter_apa@hotmail.com)

## Upcoming Chapter Meetings

### June 12

#### Garnishments

One O'Hare Center  
6250 N. River Road  
Rosemont IL 60018  
8:30 a.m. – Noon

Continental Breakfast  
8:30 am

### June 27-28

6:00 pm-6:00 am

#### Relay for Life

American Cancer  
Society  
Westchester

### July

#### Volunteer Meeting TBD

### August 20

9:00 am-4:00 pm

#### Tax Day

Officer Elections  
Continental Breakfast  
8:30 am  
White Eagle Banquet

### NPW Celebration September 9

Lego Land  
Schaumburg

### October 29

9:00-12:30 pm

#### Preparing For Year End

Kronos Corp

### November 7

Holiday Party  
**Manzo's Banquets**  
1571 S. Elmhurst Rd  
Des Plaines IL 60018

## GOVERNMENT CORNER

### IRS Releases 2010 Federal Percentage Method Income Tax Withholding Tables

Advance copies of the 2010 federal percentage method withholding tables have been released by the IRS. The tables are effective for wages paid in 2010. The withholding allowance amounts by payroll period have not changed for 2010 because the value of the personal exemption for 2010 remains at \$3,650.

The IRS has also issued the percentage method tables for determining advance earned income credit (EIC) amounts. These tables are based on gross wages and do not require the deduction for withholding allowances. Advance EIC payments apply only to employees eligible for advance payments of the credit who have a current Form W-5 on file with their employer.

Two extra tables are included in this year's Notice on

- One is extra optional withholding on pension payments - to offset withholding reductions included in the withholding tables for the credit. Pension payments are not earned income and do not qualify for the credit.

- The other is part of the new withholding procedure for nonresident aliens. This procedure requires use of a new chart and new tables - to offset withholding reductions included in the withholding tables for the credit for which nonresident alien employees are not eligible. account of the Making Work Pay tax credit:

To download the income tax withholding and AEIC tables [Notice 1036], as well as a table of withholding allowances for each payroll period prepared by the APA [Allowance Table], go to [www.americanpayroll.org/members/Forms-Pubs/#annual](http://www.americanpayroll.org/members/Forms-Pubs/#annual).

Changing payroll laws, rules, rates, and filing and reporting procedures. Where do you go when you have payroll questions? To your compliance lifeline: [The Payroll Source®](http://www.thepayrollsource.com). Order yours by January 31 and save up to \$45!



## CALENDAR UPDATES

Look for an update of the calendar with meeting dates and CPP/FPC class dates posted on our website on December 14<sup>th</sup>.

## Kudos Korner

To each member we extend our deepest appreciation for your support and commitment to the Chapter through your participation, suggestions and support.

Our vendor support has been outstanding this year and we thank you for the valued relationships we have generated and to those that have and continue to support our Chapter. We look forward to strengthening these relationships. To the family and friends that constantly provide the compassion and understanding for our careers.

Special thanks to the 2009 Chapter Officers. Through their time, teamwork and dedication have enhanced Chapter activities, meetings and outreaches.



## 2010 Relay for Life

Save the date: June 26<sup>th</sup> to June 27<sup>th</sup>  
Mayfair Park  
Westchester, IL

[www.relayforlifewestchester.com](http://www.relayforlifewestchester.com)

We have a team in place for 2010 already. The website is open, ready and waiting for you to join.

The American Cancer Society is a proud sponsor of Birthday's. That's right, I said Birthday's. Today 11 million American's are celebrating their birthdays thanks to your help with Relay for Life. Because of your hard work and dedication to the cause, cures are being discovered; our loved ones are being treated and are surviving.

Looking forward to seeing you at Relay for Life 2010

Any questions, feel free to contact me.

Katie Staffeldt  
630-742-7747

**Mailing Address:**

Chicago Chapter  
APA  
4740 N Cumberland  
#355  
Chicago, IL 60656

**Phone:**

(773) 631-8480  
{24-hr. Recording}

**E-mail :**

[Chicago\\_Chapter\\_ap  
a@hotmail.com](mailto:Chicago_Chapter_ap<br/>a@hotmail.com)

**Come Join in the  
Building of our Chapter!**

**“Teamwork divides the task and multiplies  
the success.” ~Author Unknown**

If you would like to join our extended board family, as a committee member, we welcome your energy and vision! Committees are being formed in the following areas:

**COG- Chapter Outreach Group** - members will work on community and charitable outreach events

**Educational Committee**- Arrange and/or present at schools, youth and adult organizations on the importance of education and providing knowledge and clear expectations about their paycheck. As well as seeking and recommending creditable speakers for meetings.

**Hospitality Committee**- handling registration at meetings, responsible for gathering and distributing communications provided from members at meetings to the board for follow up, Welcoming members at Chapter events.

**Membership Committee**—Making wellness calls to our members, working to increase membership and communications to our members

**National Payroll Week**- Assist in mailing requests for proclamations, planning of Chapter contest and celebration for membership

**Nomination Committee**- Verify officer nominations for valid APA membership, and act as election officials for Chapter Officer Elections

**Statewide Committee**- Assist with the planning and preparations for the annual Illinois Statewide Conference.

**Vendor Support Committee**- Contact vendors and prospective vendors for support of our organization.

**“Coming together is a beginning. Keeping  
tog-ether is progress. Working together is  
success.”  
~Henry Ford**



The Chicago Chapter values each and every one of our members. Our sincerest appreciation for your ongoing support and dedication to our organization and profession.

THE UN-COMFORT ZONE with Robert Wilson

*The Examined Life*

“Hola!”  
“Hola. ¿Qué tal?”  
“Bien. ¿y tu?”  
“Bien.”

Paul and I were sixteen years old and had taken high school Spanish for a year. We called each other every night on the phone and spoke to each other in our new language. More than anything we wanted to test our skill with a real Spanish speaking person, but we did not know any. Then we got the idea to have dinner at a Mexican restaurant. For two boys who had never dined out without their parents, this was a big adventure. We were so motivated that when we made reservations, we asked to be seated with a waiter who could not speak English.

What motivated us? Knowledge. We made the same discovery that led Sir Francis Bacon to make his famous quote in 1597, “Knowledge is power.” We were empowered by what we had learned, and it gave us the confidence to take a risk we would never have taken before.

By the end of dinner we found out we didn’t know nearly as much as we thought we did, but the important thing was that our knowledge, albeit meager, moved us to action.

For the full article please click on the link below:

[http://www.jumpstartyourmeeting.com/articles/TUZ/the\\_examined\\_life.shtml](http://www.jumpstartyourmeeting.com/articles/TUZ/the_examined_life.shtml)

**APA Access Corner**

**IN-HOUSE TRAINING**

APA can bring any of our courses to your site, or we can customize a course for your staff’s specific needs. Contact us at [inhouse@americanpayroll.org](mailto:inhouse@americanpayroll.org).

**It is never too early to start planning attendance  
to the greatest event of the Payroll Year!  
2010 Congress**

APA’s 28th Annual Congress features workshops, payroll and finance exhibit hall, networking and much more.

May 25-29, 2010 in National Harbor, MD

## Chicago APA Chapter Membership 2010

### Interested in Joining the Chicago Chapter APA?

Annual Chapter Dues for 2010 are \$50.00. Join today and begin receiving chapter benefits immediately! If you join the Chicago Chapter from September 1, 2009 through December 31, 2009, you can take advantage of Chapter benefits from the time you join through December 31, 2010. A great deal! So join today!

### Current Members - It's time to renew your Chicago Chapter Membership for 2010!

To maintain benefits, members are required to renew their membership each year. Annual Chapter Dues for 2010 are \$50.00. Take advantage of the Early Renewal Special and renew at a discount by December 31, 2009!

#### *Early Renewal Special!*

If you renew your membership between September 1, 2009 and December 31, 2009, you can do so at the Early Renewal rate of \$40.00. (Only available to 2009 members; New members are not eligible for this promotion.)

#### Pay for your Chicago Chapter Membership - Join/Renew

- Online with a Credit Card using PayPal at [www.chicagopayroll.com](http://www.chicagopayroll.com) or
- Send a check payable to Chicago Chapter APA to Chicago Chapter APA, 4740 N. Cumberland Ave #355, Chicago, IL 60656. Be sure to include your name, company name, address, email and phone number and APA National Membership Number.

#### Chapter Benefits include:

- Organization website [www.chicagopayroll.com](http://www.chicagopayroll.com) - featuring chapter educational events, compliance updates, job opportunities, networking events and vendors; links to National APA site and other key payroll websites
- Monthly Newsletter - keeps members up to date with the latest and upcoming events
- Hotline Service - assistance with payroll topics provided by member volunteers
- Education and training - members receive admission discounts and recertification credits for attending quarterly educational sessions, FPC & CPP review and study groups and the IL Statewide conference
- Access to 200 local Members - networking with professionals in your same industry, size, software services and expertise on various payroll topics
- Participation in award-winning Chapter that is acknowledged at APA National level for their achievements; past presidents who have also become presidents at the national level
- Promote community service through payroll education for various groups and charity events
- National Payroll Week - chapter participates in special events and community education events that recognize payroll professionals and their support of the payroll withholding system.
- Annual Recognition & Holiday Party - celebrate/award member and chapter achievements; members receive discounted admission

## National APA Membership 2010 Current Members - It's time to Renew your National APA Membership!

Don't forget to renew your National APA membership for 2010! Membership renewal for One Year is \$195; Two Years \$390. Don't let your membership lapse! Go to [www.americanpayroll.org](http://www.americanpayroll.org) and renew today! Send us an email at [Chicago\\_chapter\\_apa@hotmail.com](mailto:Chicago_chapter_apa@hotmail.com) and let us know when you enrolled and your National Number so that we can update our database

#### Not a Member? Let Your Membership Lapse?

If you have not joined the National APA Membership or you were a member and let your membership lapse (90 days or more), now is the time! You can join or rejoin, and APA will waive your \$35 enrollment fee! (Note: this option is not available for current members.)

Now through December 7th, 2009 APA is waiving the new member \$35.00 enrollment fee! This means instead of enrolling for \$230, you can enroll for just the One Year Membership fee \$195.

- Payment by Credit Card can be processed online at [www.americanpayroll.org/promo](http://www.americanpayroll.org/promo) and enter the Promo Code: MEMBRMGM or
- Fill out the new member application form and send check in by mail. The application can be found at [www.americanpayroll.org/pdfs/chapters/09\\_member\\_application\\_final.pdf](http://www.americanpayroll.org/pdfs/chapters/09_member_application_final.pdf)

By December 7<sup>th</sup>, send us an email at [Chicago\\_chapter\\_apa@hotmail.com](mailto:Chicago_chapter_apa@hotmail.com) and let us know when you enrolled and your National Number (if you have it) so that we can update our database!

#### *One More Great Deal . . .*

Want to be able to attend an educational session and earn recertification credits for free?

Beginning September 1, 2009, any Chicago Chapter Member who joins or renews their Chapter Membership by December 7th, 2009 AND who joins or renews their APA National Membership by December 7th, 2009 can receive [one coupon for free admission to one of our chapter payroll educational sessions held in 2010](#) (excludes review classes, NPW Celebration, Statewide Meeting and Annual Recognition & Holiday Party).

To receive your coupon, you must provide us with proof of membership join/renewal to Chicago Chapter and APA National. Two Proof documents are required:

1. Chicago Chapter Dues Payment Confirmation or Acknowledgement Email and
2. A copy of your National APA Dues Order Confirmation

Membership payments to both organizations must have been made by or on the December 7th, 2009 deadline - no exceptions!

All proof records must be submitted by December 11, 2009 to be considered using one of the following methods:

- Email proof documents at [www.chicago\\_chapter\\_apa@hotmail.com](mailto:www.chicago_chapter_apa@hotmail.com) (proof documents must be attached; scanned documents accepted)
- Send proof document copies to Chicago Chapter APA at Chicago Chapter APA, 4740 N. Cumberland Ave #355, Chicago, IL 60656.

Once the documents are verified, a *free admission coupon will be sent* to you by January 8, 2010. You must bring the coupon to the session of your choice, in order to receive free admission that session.

## 2010 Fast Wage Facts...

### FEDERAL

Agency internet web sites:

--Internal Revenue Service: [www.irs.gov](http://www.irs.gov)

--Social Security Administration: [www.ssa.gov](http://www.ssa.gov)

--U.S. Dept. of Labor: [www.dol.gov](http://www.dol.gov)

Minimum Wage: \$7.25

Minimum Cash Wage: \$2.13

(Tipped Employee)

Maximum Tip Credit: \$4.42

Youth Sub-Minimum Wage: \$4.25

### FICA (Medicare)

Maximum Taxable Earnings: No Limit

EE / ER Deduction: 1.45%

Maximum Deduction: No Limit

Self-Employment Tax: 2.9%

### Supplemental Wage/Bonus Rate

Flat rate withholding method 25%

Pay is over \$1 Million 35%

### ILLINOIS

Agency internet web sites:

--Dept. of Revenue: [www.revenue.state.il.us](http://www.revenue.state.il.us)

--Dept. of Employment Security:

[www.ides.state.il.us](http://www.ides.state.il.us)

--Dept. of Labor: [www.state.il.us/agency/idol/](http://www.state.il.us/agency/idol/)

The web address is: [www.taxtalktoday.tv](http://www.taxtalktoday.tv)

### FICA (Social Security)

Maximum Taxable Earnings: \$106,800

(No Change from 2009)

EE / ER Deduction: 6.2%

Self-Employment Tax: 12.4%

Maximum Deduction: \$6621.60

(No Change from 2009)

### FUTA (Employer-Paid)

Maximum Taxable Earnings: \$7,000

Percent of Taxable Wages: 6.2%

Maximum Credit: 5.4%

Normal Net Tax: 0.8%

### State Income Tax - Illinois

Wage Withholding: Wage %

Supplemental Wage/Bonus Rate: 3%

Minimum Wage \$8.00 - increases 7-1-09 to \$8.25

Minimum Cash Wage- \$4.65

Maximum Tip Credit \$3.10 increases 7-1-09 to \$3.20

### Unemployment Insurance

Max. 2010 Taxable Earnings: \$12,520

(Increased from \$12,300 in 2009)

## AAPA Corner

What a great meeting!

### First Official

The Chicago Chapter AAPA would like to extend a HUGE thank you to everyone who helped to facilitate this meeting!

### Our sponsors:

KForce, Staples, and Enterprise Rent a Car

### Our Esteemed Speaker:

Emily Rook, CPP

and

the members of the chapter who gave their time and energy to allow our chapter the honor to host the

**FIRST EVER!**

**CHAPTER MEETING OF THE AMERICAN  
ACCOUNTS PAYABLE ASSOCIATION**

Check out our website for pictures.

[www.chicagoap.org](http://www.chicagoap.org)



### ?? Ask a Member ??

Are you curious about a specific best practice? Interested in how other payroll professionals handle a specific task? Here is a new way to receive your answers and maybe make a networking connection.

Please share your experience. Send an email to the Chapter mailbox and we will forward the information on to the requesting party to create the new networking connection and post the answer to benefit the membership curiosity.

CHICAGO CHAPTER -APA  
4740 N CUMBERLAND #355  
CHICAGO, IL 60656