

Chicago Chapter - APA

January 2010
Volume 4, Issue 1

Newsletter of the Chicago Chapter of the American Payroll Association

2010 Calendar

January
No Meeting

February
6- CPP Review Class
20- CPP Review Class

March
6- CPP & FPC
Review Class
18--Chapter Meeting
Canadian Payroll
20--CPP & FPC
Review Class
27--CPP Review Class

April
10--CPP Review Class
23--VISA's & I9

May
25-29 - 28th Annual
Congress,
Washington, DC

June
TBD- Chapter Meeting
Garnishments
26-27-Relay for Life
Westchester

June/July
COG's Various Outreach

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

September
6-10 National Payroll
Week Celebration

October
10- NPW Legoland

October
7-8-- 16th Annual
Illinois Statewide

November
4--Preparing for Year-End
13-- Holiday Party

Official newsletter of
the Chicago Chapter

Building on a Solid Foundation



Welcome!

Happy 2010!

May this be a healthy, happy and prosperous year for you! The Chapters theme for 2010 is **Become The Wizard of Your Destiny!** A wizard you ask? Yes, everyone needs a little magic in their life and career! Wizards are those that have great skill in an activity. The chapter has planned a year of classes that will elevate your knowledge and motivate your magical abilities throughout 2010. We will be hosting the annual CPP and FPC review courses, five educational meetings, the 17th Annual Statewide, community outreaches, networking events and National Payroll Week and much more!. Let the gazing into your crystal ball begin and chart your journey to becoming the Payroll wizard you desire to be.

Remember to renew your membership or become a chapter member to continue to receive valuable communications and special offers.

We pause to thank each of you for your dedication and support through 2009 and look ahead into 2010 with great excitement and anticipation to serve you.



Review Courses!

Is Certification one of your New Year resolutions? Will you become the Payroll Wizard of 2010? If so, the chapter would welcome the opportunity to join you on your journey. Registrations for the CPP and FPC review courses is available, Thanks to the continued support of ADP, the chapter will host classes for the CPP starting on Saturday, February 6, 2010. The class fee is \$350.00 for chapter non members and \$300.00 for chapter members. The primary material utilized for the course will be the Payroll Source 2009. The book needs to be purchased from the APA or Amazon.

The FPC courses will begin on February 20, 2010 at ADP. The primary material utilized for this course is the Payroll Practice Fundamentals book, which needs to be purchased from APA or Amazon for the class. Fee for the course remains at \$275.00 for chapter non-members and \$225.00 for chapter members.

Don't delay—Register today! Let the magic of education and certifications take your career to new heights. Registration and payment can be made on the chapter website through PayPal and emailing us the registration form or print and mail the form with payment to our chapter mailbox at 4740 N Cumberland Ave. # 355 Chicago, IL 60656.

All additional course information can be found on the chapter website at www.chicagopayroll.com and at the link to the educational area. Either way, join us today!!



2009 Chapter Officers

President
Mary Kazmierczak, CPP

Vice President
Paula Black, CPP

Recording Secretary
Kathy Mizejewski, CPP

Treasurer
Katie Staffeldt, CPP

Gov. Liaison
Kim Childress, CPP

Correspondence Secretary
Mary Weiner, CPP

Education Director
Rachel Brooks, CPP

CAPA COG

*"Ain't about how fast
I get there, Ain't
about what's on the
other side. It's the Climb"*

-----Mylie Cyrus



Supporting our Troops , Veterans and Fallen Soldiers

The Chapter has joined the USO as volunteers. We attempted to reach out during the holiday season, but could not solidify a date to show our support. In 2010 we will be working with the USO center at the O'Hare Airport. We will be coordinating a goody drive to be sent to the troops for Independence Day as a show of support and gratitude for their sacrifices for our freedom. Additional information on making donations to this goody drive will be listed in the February Newsletter.



Ongoing Outreach Opportunity

Pop Tabs For Ronald McDonald House

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

Ronald McDonald House Event

We have collected a large tub of pop tops thanks to our members collecting them throughout 2009. The chapter is planning on delivering them to the Ronald McDonald house on Valentine's Day (February 14-Sunday). Join us as we take our donation to RMH on Tripp Avenue in Hines Illinois. We will be meeting at 9:30 a.m. in the parking lot at the entrance. To warm the hearts and hearth the Chapter will be baking cookies in the RMH kitchen for the guests at the house.

If you are interested in joining us for this outreach event, please email the chapter mailbox at Chicago_Chapter_apa@hotmail.com We will be visiting and baking until noon.

Charity Suggestions

Are there any foundations or local organizations you hold dear to your heart or would like the chapter to share in supporting? We are looking into the Make a Wish organization, American Diabetes organization and local shelters to provide support. We would like your input on these or the name of any organization you have knowledge of that the chapter could assist through outreaches.

E-mail us at chicago_chapter_apa@hotmail.com

Upcoming Chapter Meetings

March 18

Location TBD
Canadian Payroll
9:00 am-1:00 pm

April 23

Location TBD
VISA & I9
9:00 am-1:00 pm

June TBD

Garnishments
Art Institute
Chicago IL
9:00 a.m. – 1:00 pm

June 26-27

6:00 pm-6:00 am

Relay for Life

American Cancer Society
Westchester

July

Volunteer Meeting
TBD

August 26

9:00 am-4:00 pm

Tax Day

Officer Elections
Continental Breakfast
8:30 am
White Eagle Banquet

NPW Celebration

September 2

TBD

November 4

9:00-1:00 pm

Preparing For Year
End

November 13

Holiday Party
Location TBD

GOVERNMENT CORNER

New Hire Reporting

The Illinois Department of Healthcare and Family Services would like to offer the Chicago Chapter of the American Payroll Association an opportunity to partner in providing information regarding the Federal New Hire Reporting law to small business members.

New Hire Reporting is the most successful means for locating parents, establishing orders and collecting child support. With your assistance, we hope to inform your members about the new hire reporting process, and how to accurately and efficiently report their new hires. There have been many recent enhancements and improvements to the Illinois New Hire Reporting website. Your members will be interested in knowing about the new options to report their new hires (see "Illinois Child Support Enforcement - New Hire Reporting Home page" link below for more information).

We have many tools to provide information to your members. We can provide your organization with handbooks (see "Employer Handbook" link below for an online version), a script for an email blast or newsletter, webinars or in-person presentations.

Please feel free to contact us about how you would like us to present this information to your members. Thank you for your assistance in helping to provide child support to the children of Illinois.

Sincerely,

Nicole Ferguson
New Hire Outreach and Compliance Specialist
Illinois Department of Healthcare and Family Services
Phone: 800.525.8303
Fax: 866.291.2598

Illinois Child Support Enforcement – New Hire Reporting Home page:
<http://www.ilchildsupport-employer.com/>

Employer Handbooks:
<https://secure.myhfs.illinois.gov/NewHireWeb/Resources/IIEmployerHandbook.pdf>



Kudos Korner

It is with heartfelt appreciation that we share special thanks to our members for their ongoing support and participation to our organization. Our energy and enthusiasm is fueled by your dedication to our profession and one another. Thank you, for sharing in the greatest profession ever- Payroll!

A note of thanks to Ultimate Software for offering a new home to our Chapter officers to host their board meetings. We appreciate the professional and welcoming space to conduct our board meetings.

As we prepared our 2010 Calendar- special thanks to our Review course presenters who so selflessly have once again given of their time and expertise to present at our review courses starting in February. We will highlight the presenters in future editions as the courses are taking place.

An advance show of gratitude to our sponsors who have committed to meeting spaces, meals or materials for our educational meetings!

A personal note of appreciation to my fellow board officers and their families! Your time, assistance and participation could never be adequately expressed through mere words. The services you provide our membership and sense of community is amazing. Please extend the appreciation to your families for the support they provide to you and our chapter.

28th Annual Congress- Washington, DC

Registration for the Payroll Hero event of the Year is now open! Mark your calendar and make your plans to attend the premier payroll event of the year! Share your payroll wizardry with fellow Payroll Heroes at the 28th Annual Congress held May 25-29, 2010 at the Gaylord National Resort and Convention Center in National Harbor Maryland.

Make your reservations today by visiting www.americanpayroll.org

2010 Important Information

Please follow this link to a listing of Bank Holidays, a Calendar of Events, Fast Wage 2010, Local APA Courses, Soc-Med 2009 and The dates for Tax Deposits due for the 1st, 2nd, 3rd and 4th quarters of 2010.



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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
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.

“100 Years from now it will not matter what my bank account was, the type of house I lived in, or the kind of car I drove, but the world may be different because I was a Volunteer!”



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.



**2010 Relay for Life
You are invited!**

**Relay For Life of Westchester
Kick Off Party
January 12th 7:00pm - 8:30pm**

2 Westbrook Corporate Center-Tower 2

Help fight cancer with your community!

The festivities will kick off at 7:00 pm with music, food, and mingling. At 7:30 there will be a presentation on how to help fight back against cancer through Relay. Then guest will have an opportunity to socialize, sign up a team, and enjoy dessert.

Register today for TEAM CAPA at www.relayforlifewestchester.com.

Please feel free to bring guests.

Everyone that brings someone new to the kick off will be entered to win PRIZES. If your new guest registers a team you will receive a Relay reusable shopping bag and your team registration fee will be waived.

For more information or to ask questions please contact Katie Staffeldt at 630-742-7747 or coasterk8@yahoo.com

~~~Thank you and Happy New Year ~~~

**Many hands make light work.  
~John Heywood**

## Chicago APA Chapter Membership 2010

Time to Renew or Join Chicago Chapter of APA

- [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.

### *January - Reduced Renewal Rate Special Continues!*

If you renew your membership between *January 1 and January 31, 2010*, you can do so at the **Reduced Renewal rate of \$40.00**. (Only available to 2009 members; New members are not eligible for this promotion.)

- [Interested in Joining the Chicago Chapter APA?](#)

Annual Chapter Dues for 2010 are \$50.00.

Join today and begin receiving chapter benefits immediately!

- [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, if you have one.

### What are the Benefits of Belonging to the Chicago Chapter?

The Chicago Chapter exists to share and promote knowledge, professionalism, high standards of performance, networking and communication among payroll professionals in the Chicago area through offering educational events and community service activities.

### 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

## 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

### AMERICAN PAYROLL ASSOCIATION Compliance Update

#### Social Security Wage Base Remains at \$106,800 in 2010

The Social Security Administration (SSA) announced on Thursday, October 15, 2009, that the 2010 social security wage base will be \$106,800, unchanged from 2009. As in prior years, there is no limit to the wages subject to the Medicare tax; therefore all covered wages are still subject to the 1.45% tax.

The FICA tax rate, which is the combined social security tax rate of 6.2% and the Medicare tax rate of 1.45%, remains at 7.65% for 2010. The maximum social security tax employees and employers will each pay in 2010 is \$6,621.60. This is unchanged from the 2009 maximum.

The social security wage base for self-employed individuals in 2010 will also be \$106,800. There is no limit on covered self-employment income that will be subject to the Medicare tax. The self-employment tax rate remains 15.3% (combined social security tax rate of 12.4% and Medicare tax rate of 2.9%). In 2010, the maximum social security tax for a self-employed individual will be \$13,243.20. This is unchanged from the 2009 maximum.

#### FICA coverage threshold unchanged for domestic, election workers

The threshold for coverage under social security and Medicare for domestic employees will be \$1,700 in 2010, unchanged from 2009; the coverage threshold for election workers will be \$1,500 in 2010, also unchanged from 2009.



Apply for the APA, Global Cash Card, and Kronos 2010 Payroll Education grants  
[Download the application today.](#)

The American Payroll Association, Global Cash Card, and Kronos would like to honor payroll professionals for their commitment to education and professional growth. Ten deserving APA members will receive APA training and resources at absolutely no cost through the **Payroll Education Grants**.

**Don't delay — [apply today!](#)**  
**The application deadline is March 15, 2010.**

APA, Global Cash Card, and Kronos Payroll Education Grants will be presented at the 28th Annual Congress in Washington, D.C., May 25-29.

For more information, visit [www.americanpayroll.org/members/edgrant](http://www.americanpayroll.org/members/edgrant)

### Social Security's 75th Anniversary

As we ring in 2010, we also will be ringing in the 75th anniversary of Social Security. On August 14, 1935, Franklin D. Roosevelt signed the Social Security Act into law. Since then, for 75 years, Social Security has been a cornerstone of our nation, touching the lives of almost every American at one time or another. We're hoping that Congress will help us celebrate our anniversary by enacting legislation we proposed to name the Operations Building at our headquarters complex after former Commissioner Robert Ball. Social Security has a rich history. We encourage you to learn more about it. Take a look at our History Page at [www.socialsecurity.gov/history/](http://www.socialsecurity.gov/history/).

## NPW Corner :

Tell us what you are planning for NPW

## AAPA Corner

### Mileage Rate Drops to 50 Cents for 2010

The IRS has announced that the business standard mileage rate for 2010 will drop to 50 cents per mile. The rate for medical or moving expenses will drop to 16.5 cents. Download the [Revenue Procedure](#).



### ?? 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.

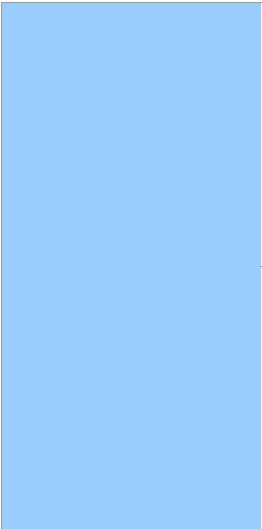
Please share your experience. Send an email to the Chapter mailbox and we will forward the information on to the requesting party to create the new networking connection and post the answer to benefit the membership curiosity.

## YEAR END — ARE YOU READY? 1099 COMPLIANCE AND REPORTING

Current tax law requires businesses to request a W-9 form bearing the payee's name, tax identification number (TIN) and entity type for all of its nonemployee vendors. AP is not required to withhold federal income taxes from payments to vendors, but AP must prepare forms 1099-MISC annually for vendors who receive payments over \$600. Each year, vendors must receive their forms by January 31 and the IRS must receive its copy of the forms by February 28. Any discrepancies between the information filed by the organization and IRS records are compiled on Form CP-2100 or CP-2100A (Notice of Possible Payee Name/TIN Discrepancy) also known as a B Notice. Failure by AP to follow up in accordance with IRS Publication 1281, "Backup Withholding on Missing and Incorrect Name/TINS" can result in fines of \$50 per occurrence up to \$250,000 per year plus any backup withholding due. An under-used but effective way to decrease TIN mismatches is the IRS's free TIN Matching Program. The TIN Matching Programs provides the filer the ability to submit payee data (Name and TIN) to the IRS. The IRS will run the payee data through its program to determine whether the information the filer submitted matches the information IRS has on file for the payee.

In order to use the program, filers must complete the eServices registration application. This application requires the registrant to submit personal individual information. While the IRS realizes that registrants are utilizing the TIN Matching Program on behalf of their employers, registrants must negotiate the eServices "gateway" prior to gaining access to the TIN Matching Program. Once registration is complete, the registrant's personal information is not retrievable by other users of the program.

Principals unwilling to complete the initial registration process may delegate the registration authority to another within the organization who is willing to do it. As an internal company governance matter, organizations are not required to obtain IRS approval for this delegation. A simple "memo to file" documenting the delegation is recommended. AP registrants can log on to the IRS Web site and submit up to 25 name/TIN pairs for validation. The results return instantly to the requestor's web browser. For more than 25 name/TIN pairs a .txt file can be sent to the IRS with a longer response time. As a best practice, save all information displayed for your records. More information is available at [www.irs.gov](http://www.irs.gov). Some additional information that is helpful is publication 1220—Specifications for filing forms and 1281—Backup Withholding.



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