



Breeze Through Year-End

Tax Form Originals

Reissues and Corrections

Data Warehousing

www.ctpsolutions.com



CTP SOLUTIONS
YOUR TOTAL YEAR-END SOLUTION

TAX FORMS EXPERIENCE. YEAR-END EXCELLENCE.

Our system is simple to implement and immediately assists with your employee's needs throughout the year. This is why over 96% of our clients renew our services each year. We are committed to maintaining the highest level of customer satisfaction.

CTP Solutions can be your "Total Year-End Solution". We print, distribute and reissue annual employee tax forms, and ensure efficient responses to correction requests. We can also create the filing materials you need for Federal, State and Local annual tax requirements. Take advantage of our data warehousing solution to store and retrieve prior year tax forms.

CTP Solutions prides itself in being able to customize requirements for our clients. We are driven by our client's opinion, and our development is based directly on the suggestions we receive from them. If you are searching for a company that still remembers the importance of customer service, **CTP Solutions** is what you have been searching for.

OUR MISSION: ENHANCING YOUR FIRM WITH YEAR-END EXCELLENCE

You have until January 31st to send the previous year's tax forms to all current and former employees. **It's the law.** From January through April you've got normal business to take care of, plus the never-ending tax form hassle. Can't find a former employee? Don't worry, they'll find you and they'll want their tax form now.

Whether you're in payroll, human resources or finance, tax season is a nightmare.

Our industry experience, in-depth knowledge and focus allow us to present you with the solution that meets your specific needs and criteria.

So what do you do?

During the month of January you scramble. You dedicate precious resources of time, staff and equipment, stretching them all beyond capacity, just to get those tax forms out on time and accurate. **And payroll still has to get out!**

Your phones are jammed when all your current and former employees need copies of their tax forms. Regular business gets put on hold while your staff fields calls, updates addresses, and re-mails tax forms.

Did you know . . .

- ... as many as 80% of tax form copy requests are from **former employees?**
- ... each tax form request results in an average of **three phone calls?**
- ... as many as 17% of original tax forms are **returned to employers** due to incorrect address or expired mail forwarding?

You want to streamline your year-end process. You want to get rid of the information bottleneck. You want a solution that is simple and secure.

AREAS OF EXPERTISE

- Tax Form Originals
- Reissue and Corrections Process
- Data Warehousing
- Reporting

OUR PROCESS: THOROUGH, EXPERT, FOCUSED ON YOUR FIRM'S NEEDS

Tax Form Originals

Using your payroll data, **CTP Solutions** can print and mail or electronically present originals for W-2, 1099, 499R2/W-2PR, RL-1 and T4 forms to anywhere in the United States, Canada, and Puerto Rico. Our comprehensive quality assurance procedure verifies your data at each stage of the process, from the initial file receipt to the final printing.

Our state-of-the-art printing process is fully customizable to handle unique client requirements. We are capable of producing over 3,000,000 forms every day, so no job is too big. Also, we CASS certify to ensure the lowest possible cost for first class mailings.

Why CTP Solutions Originals?

- Get rid of the in-house printing hassle
- Enable employees to receive electronic W-2s
- Radically cut down your mailing costs

We ensure your employees receive the correct tax form with the correct information, on time and accurate.

Reissues and Corrections Service

Every tax season you are swamped with requests from employees for reissues or corrections of their tax forms. Understandably, they want their tax refunds. Research shows that because of this urgency, employees will call at least three times for each correction or reissue request. This means for a full quarter of the year, your staff is spending valuable time serving employees (mostly former employees) instead of serving your customers.

Our experience shows that, during tax season, a single reissue can cost you anywhere from \$7.80 to \$75.00. Stop wasting valuable time and resources. Focus on your mission critical tasks. **CTP Solutions** will field never-ending telephone requests from employees.

Why CTP Solutions Reissues and Corrections?

- Our Customer Service Representatives field calls in both English and Spanish
- Our website is simple and secure, delivering instant turnaround
- Employees can have their W-2 delivered by view/print, fax or US Postal Service
- Our system automatically gathers employee address updates

Our goal is to provide a solution that will have an immediate and long lasting impact on your organization, and that the working relationship will be a mutually rewarding one.

OUR EXPERIENCE ENSURES OPTIMAL RESULTS

Data Warehousing

The IRS requires access to the past four years of your company's payroll history. As an employer, you often have to produce prior year documents quickly. This creates a tremendous paper-processing bottleneck as receiving, sorting, categorizing and storing returned tax forms is both labor-intensive and costly.

CTP Solutions allows instant access to all prior year tax forms. You never need to sort through stacks of old forms again; we will store them for you in our system.

Why CTP Solutions Data Warehousing?

- Access prior year tax forms anytime
- The data storage system is flexible and can accommodate any payroll system
- Overcome payroll software upgrade and migration issues

Reporting

Does your payroll system prohibit you from accessing updated employee data? **CTP Solutions** allows you access to all the information collected on your behalf, from address updates to wage data. Update your payroll, tax, and human resource systems with the click of a mouse.

Our system has a full range of standard reports that can be printed in seconds and delivered to management. Plus, all reports can be downloaded into an Excel spreadsheet. **Instantly synchronize all your systems.**

Why CTP Solutions Reporting?

- Update your records with the most current employee addresses
- Monitor system activity from the individual employee on up
- Simplify your tax filing with our sophisticated W-3c process

Privacy and Security

At **CTP Solutions**, we understand that confidentiality is a major concern. Your privacy is our priority. Access is permitted only to users who produce a valid Social Security and PIN combination. All Customer Service Representatives are required to sign a confidentiality agreement. We will prosecute anyone who violates this agreement.

The information available to our Customer Service Representatives is limited. They see only employer and employee name, address, social security number, and PIN. The only change they can make is the mailing address to facilitate reissues. No wage data is revealed on our website. **Rest assured, your data is safe with CTP Solutions.**

Our goal throughout is to strategically work towards making year-end hassle free and less stressful for our clients.

FOR MORE INFORMATION OR TO SCHEDULE A SYSTEM DEMO

Jim Romano
Executive Vice
President

(888) 624-5786
jromano@

ctpsolutions.com

<http://www.ctpsolutions.com>