



# HOLD Year-End Processing

**Please submit by 4PM December 27<sup>th</sup>.**

**e-mail: Info@Future-Systems.net**

**Fax: 319-294-9471**

W-2 / ACA Reporting Calendar Year: 2018

Company Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



Place year-end processing on **HOLD** for the 2018 reporting year. **\*\* This will delay W-2s.\*\***

Reason for hold:

Date information is expected to be complete:

W-2s processed after January 20<sup>th</sup> will incur an additional charge.