FUTURE SYSTEMS INC.

YEAR-END TAX PROCESSING HOLD REQUEST

RETURN DEADLINE: DECEMBER 21st, 2026

On-line submission can be found here

Placing a hold on year-end processing will delay returns/W-2s. Due to Federal and State filing deadlines, 4th Quarter Returns and W-2s will be processed on January 8th, 2027. Any adjustments received after this date will require amended returns and will incur additional charges.

Company code: _____

Company name: _____

Please hold processing of our quarterly / annual tax returns and W-2 forms. We expect to submit the following adjustments ***(Check all that apply)***:

- ☐ Bonus / Additional Payroll
- ☐ Third-Party Sick Pay
- ☐ Taxable Fringe Benefits
- ☐ Taxable Auto Allowance
- ☐ Sub-S Health Insurance *(S-Corporation Only)*
- ☐ Group-Term Life
- ☐ Voided Checks
- ☐ Employer-Sponsored Health Insurance *(required if 250+ employees in previous calendar year)*
- ☐ Other: _____

Acknowledgement of the Responsibility for Penalty and Interest:

Client will provide Future Systems, Inc. with per employee amounts needed to perform any adjustments. I confirm that I have calculated and verified any adjustments, to ensure they meet all applicable eligibility and qualifications.

Due to the timing of my adjustments, I understand that any adjustments processed after the 28th of a quarter-ending month that increase earnings will result in taxes being deposited after the due date and may incur penalties and interest. These penalties and interest, if any, are the responsibility of my company. Additionally, I understand that we may be charged a fee as a result of the delayed processing of our tax payments and filings, which also include W-2s.

Authorized Signature _____ **Title** _____ **Date** _____

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