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— THE —
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Subject: IRS Form W-2 – 2018 Pre-Processing Review

Dear Restaurant Owner,

It is important for you to review all Employee census paperwork to ensure accuracy of W-2's being processed correctly to avoid penalties.

Please note that any missing information (for example: missing or incomplete social security numbers, missing addresses, etc.) should be researched, edited and brought to our attention for correction prior to printing the 2018 W-2s.

Please keep in mind that if these forms are filed with incorrect and/or missing information, penalties could be assessed at \$50.00/penalty by the taxing authorities and could result in the SSA rejecting your W-2 file. Our goal is to minimize any such occurrences on your behalf.

Information provided with Attachment

Yes, all information is correct and the W-2s can be processed with information TASGS has on file.

No, please find attached corrected employee information.

Thank you for your attention in this matter,