



Whelp, it's that time of year again! Time to pack-up and clean-up your prior year business documents and prepare for the New Year. We'll be sure to send you and email with instructions on that, but, in the meantime, because our goal is to help enable you to focus on your key strategies, we'd like to offer some options for helping you to deliver the IRS required documents to your employees, vendors and donors. Please take a minute to review the delivery methods below, select your options and fax this form back to us by **Friday, January 09, 2009**. You don't even need a cover sheet, just send it to 678.287.1091. It is very important that we receive this completed form ASAP as we will not be able to meet IRS deadlines if we receive this after **Friday, January 09, 2009**. Don't forget to check out [www.ps20.net](http://www.ps20.net) for more instructions on this fun stuff.

## Donor Giving Statements

### Self Mailing ::

- You provide Ps20 with the verbiage for the "Thank You" letter.
- Ps20 provides you electronic versions of the giving statement and Thank You letter.
- You print, match, fold, stuff, seal, stamp and mail to your donors.

**\$100**

### We Mail ::

- You provide Ps20 with the verbiage for the "Thank You" letter.
- Ps20 prints, matches, folds, stuffs, seals, stamps and mails to your donors.
- You focus on being a pastor!

**\$2 / Donor**

\*\* Limited to a 1 page letter and 1 page statement, per donor.

## W-2's

### We Mail

There isn't really much of an option here. If we do your payroll, we take care of your W-2's! We just wanted to let you know that they will be completed and sent within the necessary IRS timeframe. But, as always, if you have questions, please email [payroll@ps20.net](mailto:payroll@ps20.net).

## 1099's

### We Mail ::

- Ps20 Prints, folds, stuffs, seals, stamps and mails 1099's to your independent contractors.
- Ps20 Completes form 1096 and submits to you for signature and remittance to IRS.
- You focus on being a pastor!

**\$2 / 1099**

**\$85 / 1096**

We'll be sure to show each of these items individually on your invoice so you can keep track of things. If you want to attempt to complete your 1099's and 1096 yourself, you are more than welcome to, but just know that we cannot support you in this process. Please make your selections above, sign the line below and fax it to 678.287.1091 no later than **Friday, January 09, 2009**.

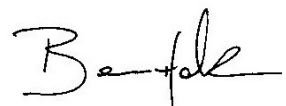
This Agreement is made in Georgia and shall be governed by the laws of the State of Georgia, without regard to its conflict of laws principles.

IN WITNESS WHEREOF, this Agreement is executed as of the \_\_\_\_\_ day of \_\_\_\_\_, 2008.

**Client:**

**PS20, Inc.:**

By: \_\_\_\_\_

By:  \_\_\_\_\_

Ben Habeck, President