



ATTENTION ALL USERS!

It is time again to

Register for the Year-End Seminar.

Configuration, Processing, Filing & e-Filing of 1099 forms for 2008
2009 Payroll Client, Codes & Tables Initialization
W-2 and W-3 Processing, Filing & e-Filing for 2008

Event: Year-End 1099, W-2 and Payroll Initialization Seminar
Date: Wednesday, December 10, 2008
Time: 9 a.m. – 12 noon **OR** 1:00 p.m. – 4:00 p.m.
Location: The Luxe Hotel – 11461 Sunset Blvd. – Los Angeles, CA 90049

Five great reasons to attend this informative seminar:

- 1) An excellent refresher for the functions you perform only once a year.
 - 2) 1099 preparers: Learn to configure the various 1099 forms and codes for inclusion or exclusion of checks/invoices on a 1099. Manually type one or a few 1099s without processing. Full e-filing instructions.
 - 3) Every year *you must initialize* the payroll system prior to processing any 2009 payroll including updating the *tax tables and codes!* A step-by-step “how to” is covered in detail, explaining what is needed to prepare for 2009 while still processing checks in 2008.
 - 4) W-2 preparers: Learn all aspects of W-2 preparation from configuring boxes through printing the form or e-filing. Also instructions on using groups to minimize repetitive year-end procedures will save you time in your busy season.
 - 5) Valuable networking opportunity and a chance to see some old friends and acquaintances!
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Register now for ...

The Year-End 1099, W2 and Payroll Initialization Seminar

Date/time Wednesday, December 10, 2008, 9 a.m. – 12 noon OR 1:00 p.m. – 4:00 p.m.

Location **The Luxe Hotel – 11461 Sunset Blvd. – Los Angeles, CA 90049**

The hotel is located approximately 1 block west of the 405 Freeway with the entrance on the north side of Sunset. All parking is valet, \$8.00 paid to the hotel.

Registration Fax the attached registration form to 323-291-3111 or scan and e-mail dfsupport@df.com (Feel free to make copies of this form.)

Fee \$175.00 per person. Any firm with three registered attendees may send a fourth at **no charge!** Notice of cancellation must be written on your firm's letterhead with attendee name(s) and faxed to Datafaction or scanned/e-mailed to dfsupport@df.com before the close of business on Monday, December 8, 2008.

Education Credits Datafaction will issue a certificate of attendance confirming three hours of training. This may be used to satisfy certain education requirements with various professional organizations.



Year-End 1099, W2 & Payroll Initialization Registration Form

You must complete this form (or similar) for each person registering; telephone registration is not available. Please feel free to make photo copies. Fax to Datafaction at 323-291-3111, or scan and e-mail to dfsupport@df.com

Name: _____

Firm Name: _____

Signature: _____

Wednesday, December 10, 2008, \$175.00 per person. Parking \$8.00 paid to hotel.

Check one:

- 9:00 a.m. – 12 noon
- 1:00 p.m. – 4:00 p.m.

NOTE THE LOCATION:

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