

**Social Security
Administration**

**Internal
Revenue Service**

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Internal Revenue Service

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Reporter

Summer 2008

A Newsletter
for Employers

IRS Launches Campaign to Help New Small Businesses

The Internal Revenue Service is launching a campaign to educate new self-employed small business owners about their federal tax responsibilities.

The initiative's objective is to help new sole proprietors better understand the process for filing Schedule C, *Profit or Loss from Business*, and encourage them to start off on the right foot. After all, learning about and staying on top of your tax obligations may be just as critical to the success of a new venture as the service or product that is being offered. Filing your taxes should be no harder than starting your business.

The campaign will provide new Schedule C filers with

improved and updated outreach materials through a variety of channels, including *IRS.gov*, small business workshops, and other outreach events.

Schedule C is filed by sole proprietors (one-owner businesses) as an attachment to their Form 1040 individual income tax return. Self-employed individuals with less complex situations—including business expenses of less than \$5,000, no net losses and no employees—may be able to file Schedule C-EZ, *Net Profit for Business*.

About one in seven federal income tax returns includes a

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Next Phased Federal Minimum Wage Increase Comes in July

Effective July 24, 2008, the federal minimum wage for covered non-exempt employees will rise from \$5.85 to \$6.55 per hour. The Fair Minimum Wage Act of 2007, which amended the Fair Labor Standards Act (FLSA), provides for another phased increase to \$7.25 per hour effective July 24, 2009. A separate provision of the bill brings about phased increases to the minimum wage in American Samoa and the Commonwealth of the Northern Mariana Islands, with the goal of bringing the minimum wage in those locations up to the general federal minimum wage over a number of years.

Many states also have minimum wage laws. Covered employers must comply with both.

Other Provisions

The tip credit provisions of the FLSA remain the same. An employer is still only required to pay \$2.13 an hour in direct wages if that amount plus the tips received equals at least the Federal minimum wage, provided the employer has informed the employee of the tip credit being taken, the employee retains all tips except to the extent they participate in a valid tip pooling arrangement, and the employee customarily and regularly receives more than \$30 a month in tips.

The youth minimum wage also remains the same. Employees under 20 years of age may be paid \$4.25 per hour

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New Forms Will Make Correcting Employment Tax Returns Easier

Correcting a previously filed employment tax return will soon be easier, when the IRS releases the new 94X series of forms in January 2009.

Each form now under development will correspond to, and relate line-by-line with, the employment tax return it is correcting. For example, an employer who discovers an underpayment or overpayment error on a previously filed Form 941, *Employer's QUARTERLY Federal Tax Return*, will use Form 941X, *Adjusted Employer's QUARTERLY Federal Tax Return or Claim for Refund*, to make a correction.

Unlike the Form 941c, *Supporting Statement to Correct Information*, that is currently used, each new dual-purpose form will stand alone and will not need to be attached to an employment tax return. Employers and payers can file the "X" form as soon as they discover an error, rather than having to wait to file it with the next employment tax return that is due. Form 941c will be obsolete when the entire 94X series is implemented for use in making corrections to Forms 941, 943, 944 and 945.

The new forms will be available on IRS.gov in January for use in correcting errors discovered after Dec. 31, 2008.

■ Resources: Office of Taxpayer Burden Reduction (TBR) at <http://www.irs.gov/businesses/small/content/0%2C%2Cid=146284%2C00.html>

■ TBR Projects and Status at <http://www.irs.gov/businesses/small/article/0%2C%2Cid=146223%2C00.html> (94X is at the top) **IRS**

IRS Helps New Small Businesses continued from page 1

Schedule C or Schedule C-EZ. Taxpayers filed over 21 million Schedules C for tax-year 2006 reporting overall net profits from sole proprietorships totaling more than \$269 billion.

The IRS consulted with stakeholders to solicit input for the initiative. Key industry associations and organizations shared concerns, ideas, and suggestions. Learning about accounting methods, payroll, retirement incentives, business deductions, and tax benefits emerged as some of the most prominent issues for Schedule C filers.

"One of the biggest challenges faced by people starting out in business is understanding and meeting their tax filing requirements," says Kathy Petronchak, commissioner of the IRS's Small Business/Self-Employed operating division. "It's a new, different and potentially overwhelming experience for them. We want new small business owners to know that the IRS has resources to help them learn about their federal tax responsibilities and avoid common pitfalls."

In this introductory phase of the campaign, IRS is offering some basic tips to avoid potential problems:

1. Classify workers properly as employees or independent contractors as determined by law, not the choice of the worker or business owner;

2. Deposit federal employment taxes, called trust fund taxes, according to the appropriate schedule;

3. Start making quarterly estimated-tax payments to cover your own income tax and social security self-employment tax liability;

4. Keep good records to protect your personal and financial investment and to make tax filing easier;

5. Consider a tax professional to help you with Schedule C;

6. File and pay your taxes electronically; it's fast, easy, and secure;

7. Protect financial and tax records to ensure business continuity in the event of a disaster at <http://www.irs.gov/businesses/small/article/0%2C%2Cid=156138%2C00.html>; and

8. Avoid abusive tax avoidance schemes such as the IRS's 2008 "Dirty Dozen."

Related Items:

■ Small Business and Self-Employed One-Stop Resource at <http://www.irs.gov/businesses/small/index.html>

■ Publication 334, *Tax Guide for Small Business* at <http://www.irs.gov/pub/irs-pdf/p334.pdf>

■ Outsourcing Payroll Duties at <http://www.irs.gov/businesses/small/article/0%2C%2Cid=176943%2C00.html>

■ Recordkeeping at <http://www.irs.gov/businesses/small/article/0%2C%2Cid=98575%2C00.html>

■ Worker Classification/Independent Contractors vs. Employees at <http://www.irs.gov/businesses/small/article/0%2C%2Cid=99921%2C00.html>

■ Use EFTPS to Pay Your Taxes Electronically at <http://www.irs.gov/efile/article/0%2C%2Cid=98005%2C00.html>

■ Employment Taxes at <http://www.irs.gov/businesses/small/article/0%2C%2Cid=98858%2C00.html>

■ Disaster Assistance and Emergency Relief for Individuals and Businesses at <http://www.irs.gov/businesses/small/article/0%2C%2Cid=156138%2C00.html>

■ Phishing Scams, Frivolous Arguments Top the 2008 "Dirty Dozen" Tax Scams at <http://www.irs.gov/newsroom/article/0%2C%2Cid=180075%2C00.html>

■ Online learning and Educational Products at <http://www.irs.gov/businesses/small/content/0%2C%2Cid=146331%2C00.html>

■ Schedule C at <http://www.irs.gov/pub/irs-pdf/f1040sc.pdf> **IRS**

Next Phased Federal Minimum Wage Increase continued from page 1

during their first 90 consecutive calendar days of employment with an employer.

Every employer of employees subject to the FLSA's minimum wage provisions must post, and keep posted, a notice explaining the Act in a conspicuous

place in all of their establishments so as to permit employees to readily read it.

Required posters and other compliance assistance materials concerning the minimum wage increase are available from the Department of Labor's Wage

and Hour Division Web site at <http://www.wagehour.dol.gov>. Information is also available by calling the U.S. Department of Labor's toll-free help line at 1-866-4US-WAGE (487-9243). **DOL**

Tips for Successfully e-Filing the e-Postcard for Small Exempt Organizations

Beginning January 2008, small tax-exempt organizations are required to electronically file Form 990-N (e-Postcard) for tax years ending on or after December 31, 2007. The new electronic filing requirement, a provision of the Pension Protection Act (PPA) of 2006, applies to organizations not required to file Forms 990 or 990-EZ because their gross receipts are normally \$25,000 or less. More information about the e-Postcard is available on the IRS website at <http://www.irs.gov/eo>.

The e-Postcard is due annually by the 15th day of the fifth month after the close of your tax year (usually the same as your accounting period). If you are unsure about your tax year (or accounting period), it can usually be found in the following documents:

- Your organization's by-laws;
- Your application for Federal tax-exempt status (Form 1023 or Form 1024) or the determination letter you received approving your tax-exempt status;

■ The application, Form SS-4, your organization filed to get its employer identification number (EIN);

■ A copy of a prior year return, Form 990 or 990-EZ, that you filed with the IRS.

You will need your organization's EIN to file the e-Postcard. Please be sure to enter the EIN correctly. If you get an error message upon entering the EIN, the IRS may not have you listed in its records as a tax-exempt organization. You should contact Customer Account Services at (877) 829-5500 to have this resolved.

If your organization is a subordinate of a parent organization and your organization is included on the parent's group return, you do not need to file the e-Postcard. However, if your organization is not part of a group return and is a separate legal entity that meets the e-Postcard filing criteria, then you must file the e-Postcard. Subsidiary organizations should be careful to use their own EIN and mailing address when filing the e-Postcard.

Churches, their integrated auxiliaries, and conventions or associations of churches are not required to file the e-Postcard. Please note that the following organizations do not meet the criteria to file an e-Postcard:

- Tax-exempt organizations with annual gross receipts that are normally greater than \$25,000 must file Form 990 or Form 990-EZ;
- Private foundations must file Form 990-PF;
- Section 527 political organizations;
- Section 509(a)(3) supporting organizations that are required to file Form 990 or Form 990-EZ.

More information and tips are available in the e-Postcard Frequently Asked Questions at <http://www.irs.gov/charities/article/0%2C%2Cid=177782%2C00.html>.

Sign up for Exempt Organization's *EO Update*, a regular e-mail newsletter that highlights new information posted on the charities pages of the website. To subscribe go to <http://www.irs.gov/eo> and click on "EO Newsletter." 

Quick Reminders for Extension Filers

Even though April 15th has passed, the tax filing season isn't over for approximately 9 million taxpayers. That's how many requested a filing extension last year.

Here are some quick reminders to help employees who requested the extra time to file their federal tax return:

- First, make sure they know the extended filing deadline of October 15, 2008. Returns received after that date are subject to late fees and additional penalties.
- Second, remind them that they can still e-file their returns, even when extension filing. More people are e-filing than ever before. In fact, about 60 percent of all tax returns were e-filed in 2007, making it the most popular way to file. And for good reason. It's quicker and more accurate than paper filing. This means e-filers are less likely to have follow-up correspondence from the IRS. And for peace of mind, e-filing provides confirmation that the return was received by the IRS.

■ Third, for those who use them, suggest that employees ask their professional tax preparers to e-file their returns on their behalf. They'll get the same benefits as mentioned above. Those preparers who have been approved by the IRS carry an "Authorized IRS e-file Provider" designation.

■ Fourth, encourage employees to use Free File to electronically prepare and file their tax returns. The free program is still available after April 15th to those who had an adjusted gross income of \$54,000 or less in 2007. It is accessible anytime by going to <http://www.irs.gov/efile/article/0%2C%2Cid=118986%2C00.html>. They will then select a tax preparation company from a list and be redirected to that website to begin using Free File. Although the program itself is easy to use, each software company has its own user criteria, so employees will need to carefully read the eligibility descriptions. For example, some have age requirements or restrictions. Others may charge for the preparation of some forms or state returns.

■ Fifth, have employees request any refunds via Direct Deposit. Monies will go directly to their checking, savings or retirement accounts—or any combination of three accounts. Plus, there's no concern about lost or misdirected checks. And they'll get their refund in as little as 10 days when combined with e-file.

In summary, remember these tips to help employees who are extension filing get their tax returns DONE:

D = Ask for **Direct Deposit**.

O = File before the **October 15th** extension filing deadline.

N = **Notify** preparers about the desire to e-file.

E = Use **e-file** or Free File to prepare and send the extended return. 

To learn more about all these services, visit <http://www.irs.gov>.



FREE Timely Tax News—

**Comes
Every Other
Wednesday**

Subscribe to e-News for Small Businesses

The IRS's *e-News for Small Businesses* is distributed every other Wednesday. *e-News* brings timely, useful tax information right to your computer. To review a representative sample and to start your **FREE** subscription to *e-News*, just go to *IRS.gov* at <http://www.irs.gov/businesses/small/content/0%2C%2Cid=154826%2C00.html>, type in your e-mail address and "submit."

Social Security Web Services are Useful Tools for Employers and Employees

Social Security Online Answers Retirement Benefits Questions

Your employees and clients will find a wealth of information on Social Security's Web site, Social Security Online at <http://www.socialsecurity.gov> where they can:

- Find their full retirement age at <http://www.socialsecurity.gov/pubs/ageincrease.htm>
- Plan their retirement at <http://www.socialsecurity.gov/retire2>
- Calculate their retirement benefits at <http://www.socialsecurity.gov/planners/calculators.htm>
- Determine whether they qualify for retirement benefits at <http://www.socialsecurity.gov/r&m2.htm>
- File for retirement benefits online at <http://www.socialsecurity.gov/applyforbenefits>

If your employees or clients have additional questions about Social Security, they can visit <http://www.socialsecurity.gov> and look in the top right box for Social Security "Frequently Asked Questions."

For additional Social Security information, ask them to visit Social Security Online, or call us at 1-800-772-1213. The hearing impaired can call TTY 1-800-325-0778. Social Security publications are also available in English and Spanish.

Business Services Online (BSO) Enhances Registration in June

Enhancements have been made to Social Security's BSO portal for employers and third parties for electronic wage reporting and verifying Social Security numbers for wage reporting purposes. Beginning June 28, 2008, BSO users will not have their User IDs deactivated because their password has expired even if they only access BSO once a year.

Before, users had to change their password once every 365 days. With this upgrade, they now have to change it once every 90 days. Also, if they forget to change the password in the 90 days and remember the old password, they can still log in, but will be instructed to change it at that time.

Another plus is if the user forgets the password, it will be easy to reset it because during registration, current users will provide answers to five familiar questions the first time they log in after implementation. New users will be instructed to answer five questions chosen from a list. Also, after successfully answering the questions, both current and new users will be able to self-select a new password and gain access to registered services immediately.

Learn about BSO at <http://www.socialsecurity.gov/employer>.

Social Security Number Verification Service Saves Time

Use the free Social Security Number Verification Service (SSNVS), which allows registered employers to quickly verify whether a person's name and SSN match Social Security's records. It saves you and the employee time.

Since 1936, Social Security has issued over 30 different versions of the Social Security number (SSN) card which makes it difficult to recognize a valid card. Sometimes when you ask an employee to show you their card they can't find it. In either case, you don't have to send them to a local Social Security office.

For more information about SSNVS visit, <http://www.socialsecurity.gov/employer>.

Business Services Online Recommends Early Registration

Social Security encourages you to register to use Business Services Online early to avoid the rush during its peak season which is December through March. Register now to avoid any delays in receiving your User ID and activation codes, if required. To register, visit <http://www.socialsecurity.gov/employer> and select Business Services Online.

Social Security Statement Provides Earnings Information

Every year Social Security sends a *Social Security Statement* to workers age 25 or older. The *Statement* provides a year-by-year display of earnings that have been reported to an individual's Social Security record. If employees think the statement contains any errors, they should immediately contact Social Security since it is much easier to secure proof of wages the closer to the tax year that the error occurred. To find out how to contact Social Security, visit <http://www.socialsecurity.gov/reach.htm>.

Employees can always request a copy of their *Social Security Statement* online by visiting <http://www.socialsecurity.gov/mystatement>, and selecting "Need to request a Statement." The *Statement* will be mailed within 2-4 weeks.

Employees may also download the *Social Security Statement Request Form SSA-7004* and mail it to the address indicated—see <http://www.socialsecurity.gov/online/ssa-7004.html>.

Note: An employee automatically receives a *Social Security Statement* about 3 months before his or her birthday—a manual request will stop their next scheduled mailing. This means they will not receive another automatic *Statement* until the following year.

If you have questions about the *Social Security Statement* or Form SSA-2007, visit <http://www.socialsecurity.gov> or call 1-800-772-1213 (TTY 1-800-325-0778).

Social Security Tutorial Introduces Business Services Online

Social Security encourages you to take advantage of its Business Services online tutorial. Social Security's tutorial is updated annually and provides the latest instructions and screen shots of the various programs. In addition, the tutorial serves as a great resource for you and your employees as they learn how to report W-2s/W-3s electronically to Social Security.

The tutorial is located at <http://www.socialsecurity.gov/employer/bsotut.htm> and offers step-by-step instructions for 10 Business Services Online (BSO) services, including:

- Business Services Online Registration
- Submit a Wage File
- W-2 and W-2c Online
- Access to Social Security Numbers Verification Service for wage reporting purposes.

Social Security Customer Service Phone Numbers

Call us toll free at:

Employer Reporting Assistance

1-800-772-6270

Monday–Friday: 7 a.m. to 7 p.m. Eastern Time

Email: ssa.comments@ssa.gov

Business Services Online Technical Assistance

1-888-772-2970

Monday–Friday: 8:30 a.m. to 4:00 p.m. Eastern Time

Email: bsu.support@ssa.gov

General Information

1-800-772-1213

(Social Security Information)

Monday–Friday: 7 a.m. to 7 p.m. (all time zones)

For TDD/TTY call 1-800-325-0778

Tips on Getting New Hire Paperwork Done Right the First Time



It's exciting to have a new employee join your business. Here are some tips from the American Payroll Association on getting the paperwork done right the first time, and avoiding potential problems in the future.

Work Eligibility

Verify that the employee is legally eligible to work in the United States. The employee and employer must each complete their parts of Form I-9, *Employment Eligibility Verification*, and the employee must show original documents that prove identity and work authorization. Go to <http://www.uscis.gov/i-9> for the latest versions of the form, the list of acceptable documents, and the *Handbook for Employers*.

Over 90,000 employers use the E-Verify system at <http://www.dhs.gov/E-Verify>, which electronically verifies the employment eligibility of a newly hired employee and whether the employee's name and social security number (SSN) match the government's records. E-Verify is operated by U.S. Citizenship and Immigration Services and the Social Security Administration (SSA). Its use is required for certain new hires under the state laws of Arizona, Minnesota, Mississippi, and Oklahoma.

Withholding Allowance Certificates

The employee should complete a federal Form W-4, *Employee's Withholding Allowance Certificate* (<http://www.irs.gov/pub/irs-pdf/fw4.pdf>) and any applicable state withholding form so that you know how much income tax to withhold. If the employee does not complete a Form W-4, withhold federal income tax based on a marital status of "single" and zero withholding allowances.

You may ask the employee to show you the Social Security card (and you may photocopy it) to increase the likelihood that the name and SSN that you enter in your payroll records and provide in federal and state payroll reporting (such as Form W-2) are correct. Accuracy ensures that the employee can get all the benefits to which he or she is entitled, such as unemployment insurance and eventual federal retirement payments, and it ensures that you won't receive notices of errors and potential penalties.

National Payroll Week Web Site Shows How to Go Green with Your Green

National Payroll Week (NPW), September 1-5, 2008, celebrates the hard work of America's 156 million wage earners, the payroll professionals who pay them, and the organizations for which we all work. Together, through the payroll withholding system, employees and employers contribute, collect, deposit, and report over \$1.7 trillion, or 64.2%, of the annual revenue of the U.S. Treasury (IRS 2007 Data Book, Table 1).

Sponsored by the American Payroll Association, the NPW Web site at <http://www.nationalpayrollweek.com> has information on:

- The environmentally friendly way to get your pay

Verify Employee's Name and Number

Even if you saw the employee's social security card, it's a good idea to verify the match of the name and SSN, in case of a name change or fraud. Plus, it's easy and free. You can do it online at <http://www.ssa.gov/employer/ssnv.htm>.

The registration process for online verification can take a few days, and, while you're waiting, you can use the telephone service at 1-800-772-6270 to verify the information of up to five employees at a time. Be prepared with the employer's name and federal ID number and the employee's name, SSN, sex, and date of birth.

More information, including how to correctly format complex names and what to do if the employee never gives you a SSN, is available at <http://www.socialsecurity.gov/employer/critical.htm>.

New Hire State Reporting

Each new hire must be reported to the state in which he or she works shortly after the date of hire. This information is matched against child support records at the state and national levels to locate parents who owe child support. In addition, many states are using the information to combat fraud in the areas of unemployment insurance, disability insurance, and workers' compensation benefits.

New hire reporting may be accomplished as easily as faxing a copy of the employee's W-4, but every state offers more methods as well, ranging from mailing a printed report to interactive telephone systems to Internet submission. In addition, multi-state employers may elect to send all their new hire reports to just one state. More information, including links to each state's requirement, is at <http://www.acf.hhs.gov/programs/cse/newhire/employer/private/newhire.htm>. 

Editor's Note: The American Payroll Association's strong partnership with the IRS and SSA allows it to prepare its classes and publications, such as *The Payroll Source*®, with the most accurate and up-to-date information to educate employers. More information about the APA is available at <http://www.americanpayroll.org>.

- Proposals by presidential candidates to bolster the economy
- Many valuable resources, including help on saving for retirement, reducing your tax bill, and helping employees understand their pay.

Get a free paycheck

Everyone who completes the short, online "Getting Paid In America" survey at <http://www.nationalpayrollweek.com> is entered into a drawing for a free paycheck (the average of all biweekly pay in the U.S., according to the Bureau of Labor Statistics) and a free trip for two to Las Vegas. 



SSA/IRS

Reporter

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Small Business/Self-Employed
Communications
Room 940, Fallon Building
31 Hopkins Plaza
Baltimore, MD 21201

e-mail (NOT for change of address):
SSA.IRS.REPORTER@irs.gov

Fax: 410-962-2572

CHANGE OF ADDRESS? OUT OF BUSINESS?

Notify the IRS. Submit Change of Address Form 8822 available at <http://www.irs.gov/pub/irs-pdf/f8822.pdf> to the IRS center to which you sent your business returns. Please include your Employer Identification Number (EIN).

Cincinnati IRS Center
Cincinnati, OH 45999

Ogden IRS Center
MS:6273

Ogden, UT 84207

Attn: BMF Entity Control Unit

Outside US:

Philadelphia IRS Center
Philadelphia, PA 19255

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IRS and SSA "Help" Phone Numbers, Web Addresses, and Additional Resources Now on IRS.gov

IRS and SSA "Help" telephone numbers, Web addresses, and additional resources are now posted on IRS.gov at <http://www.irs.gov/businesses/small/article/0%2C%2Cid=109886%2C00.html>.

News and Announcements

2008 Small Business Resource Guide

The *Small Business Resource Guide* 2008 is now available. The free CD is a one stop source for all the information a small business owner needs to comply with federal tax laws. Just go to <http://www.irs.gov> and type "SBRG" in the Search area. Or, you may call IRS at 1-800-829-3676 and ask for Publication 3207, revision March 2008.

If you don't want to wait, the entire CD is available online on IRS's partner Web site at www.missouribusiness.net/irs. **IRS**

SBA Web-based Course Helps Small Business Owners Win Federal Contracts

The U.S. Small Business Administration recently launched its latest free online course, Business Opportunities: A Guide to Winning Federal Contracts. Designed for small businesses, the instructional, self-directed guide is easy to follow and is available on SBA's Website at <http://www.sba.gov/training>. From the SBA's training site, click on the menu of free online courses, and then select the first course listed under Government Contracting.

The course module includes more than 40 links highlighting the best contracting resources and directly engages entrepreneurs in the contracting process. **SBA**

Department of Labor Assessment FLSA Tool

The U.S. Department of Labor's Wage and Hour Division has developed a new self assessment tool to allow employers in non-agricultural industries to assess its compliance with the youth employment provisions of the Fair Labor Standards Act. This tool is available at *YouthRules! Self Assessment Tools Web page* at http://www.youthrules.dol.gov/selfassess_tools.htm. **DOL**

Free Multi-Lingual Bank Secrecy Act Guides

Three, free Bank Secrecy Act (BSA) guides for money services businesses are now available in seven languages (English, Spanish, Arabic, Chinese, Vietnamese, Korean, Farsi, and Russian) from the Financial Crimes Enforcement Network, a division of the Department of Treasury:

- Bank Secrecy Act Requirements—A Quick Reference Guide for MSBs
- Reporting Suspicious Activity—A Quick Reference Guide for MSBs
- Money Laundering Prevention—An MSB Guide

View and order guides at the Money Services Business Web site at <http://www.msb.gov/materials/index.html>. **IRS**

EITC Web Site for Employers

Businesses can play a role in spreading the word about the Earned Income Tax Credit for low income working families. The EITC for Employers Web site at <http://www.irs.gov/individuals/article/0%2C%2Cid=118888%2C00.html> has forms and schedules, publications and posters, online tools, and related resources or call 1-800-829-3676 to order these informational products. **IRS**

2008 IRS Tax Calendar for Small Businesses and the Self-Employed

The 2008 *IRS Tax Calendar for Small Businesses and the Self-Employed* (Pub 1518 and Pub 1518SP, Catalog 12350Z) includes information on general business taxes, electronic filing and paying options, retirement plans, business publications and forms, common tax filing dates, and much more.

The online calendar can be downloaded and imported into Outlook and iCAL. <http://www.irs.gov/businesses/small/article/0%2C%2Cid=176080%2C00.html>.

Order the wall calendars online <http://www.irs.gov/businesses/small/article/0%2C%2Cid=101169%2C00.html> or call 1-800-829-3676). **IRS**

IRS's Retirement News for Employers

The *Retirement News for Employers* is designed for employers and business owners and provides practical retirement plan information. You can access our current edition at <http://www.irs.gov/retirement/article/0%2C%2Cid=122823%2C00.html>, browse the newsletter archive or subscribe at <http://www.irs.gov/retirement/content/0%2C%2Cid=154836%2C00.html>. **IRS**

Latest IRS Fact Sheet: Like-kind Exchanges Under IRC Section 1031

This fact sheet at <http://www.irs.gov/newsroom/article/0%2C%2Cid=179801%2C00.html>, the 21st in the Tax Gap series at <http://www.irs.gov/newsroom/article/0%2C%2Cid=158619%2C00.html>, provides additional guidance about like-kind exchanges. **IRS**

Blank Federal Tax Deposit Coupons?

Employers currently using paper tax deposit coupons usually receive new coupon booklets automatically. Under certain circumstances, blank Federal Tax Deposit Coupons, Form 8109-B are available. However, blank coupons should be used only when absolutely necessary and not on a continuing basis.

Small businesses are encouraged to take advantage of the Electronic Federal Tax Payment System at <http://www.irs.gov/businesses/small/article/0%2C%2Cid=167426%2C00.html> to avoid common errors and automate the payment process. **IRS**

Fewer Business Forms Hit Mailboxes in 2008

With more small businesses e-filing and downloading forms from the IRS Web site, the IRS is decreasing the number of tax packages mailed, including Forms 1120S, 1065, and 941. If you need a business tax form this year but didn't receive it in the mail, look to IRS.gov. at <http://www.irs.gov/formspubs/index.html?portlet=3> or call 800-829-3676. **IRS**