



# MasterNews Second Quarter, 2007

## Important Dates:

- June 19, 2007  
Second Quarter Release
- June 28, 2007  
Quarter-End Web Seminar
- June 28, 2007  
Enhancements Web Seminar
- July 4, 2007  
Office Closed:  
Independence Day

## Inside this issue:

Power of Attorney Forms	1
UI Filing Updates	1
User Spotlight: Christine Byrns	2
Corporate, Software & Online Updates	3
Online and Mag Media Filing Updates	3
Employment Opportunities	4, 5

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## Power of Attorney Forms Are Almost Here

SCOTTSDALE, Ariz.—The second-quarter release for 2007 contains prefilled power of attorney forms for beta testing, which are expected to be ready for public release in the third quarter of 2007. The POAs, accessible from Company View or the Features drop-down menu, will generate forms and mailing labels for notification to the various U.S. taxing agencies.

“A number of our Service Provider customers have requested these forms,” stated Richard Warneka, President of MasterTax, LLC, and MasterTax Service, LLC. “Our goal is to make payroll tax processing as easy as possible for our customers in order to save them time and allow them to focus on their core business needs.”

For more information regarding the Power of Attorney forms, please look for details in future newsletters and release notes.

## 2007 Quarterly Unemployment Filing Updates by State

### Massachusetts

- Beginning with Q4 2007, businesses reporting a quarterly payroll of \$50,000 or more will be required to file electronically. Until then, employers must file online only if their employee count is 50 or more. Employers are encouraged to use *WebFile for Business* for their e-filing. Service Providers must file online beginning with the fourth quarter. Service Providers are currently required to e-file only if they file on behalf of 500 or more employers in a calendar year.

### North Dakota

- After December 31, 2007, quarterly contributions and wage reports must be filed online when filing on behalf of 100 or more employees. Service Providers filing for more than one employer must make all payments electronically.

### Texas

- Beginning July 1, 2007, employers with 10 or more employees in a given quarter must file by mag media or online. Currently, employers do not have to file by mag media or online unless the filing is for 250 or more employees. All Service Providers must file via mag media or online if they have a cumulative total of 10 or more employees in a quarter.

### Utah

- As of April 30, 2007, employers filing quarterly for 250 or more employees must submit their UI reporting via magnetic media or online. Service Providers filing on behalf of 100 or more employers must also submit quarterly reports through magnetic media or online.

For more information regarding 2007 quarterly unemployment filing updates by state, please look for details in future newsletters and in the release notes.



### *Want to win a Bose radio?*

*Anyone referring a  
prospect resulting in a  
sale will receive one as  
our way of saying thanks.*

*For more information,  
[emailus@mastertax.net](mailto:emailus@mastertax.net)*

Q. How do I know that my current MasterTax business practices are the most efficient way of processing taxes?

Q. Where can I get a custom file interface to optimize my G/L and A/P reporting?

Q. How can I get a feature in MasterTax customized for my company's specific tax reporting purposes?

**A. The MasterTax Professional Services Group!**

For more information regarding these and other services provided by the MasterTax Professional Services Group, please contact us at 480-778-8734, or by email at [emailus@mastertax.net](mailto:emailus@mastertax.net)

## MasterNews User Spotlight: Christine Byrns

Christine Byrns is a Payroll Operations Analyst at Harley-Davidson, where she has been employed for seven years. The company has been using MasterTax software for its payroll tax processing for 16 months.

**MasterNews:** Since you implemented MasterTax, how have your daily tasks changed?

**Christine Byrns:** Our processes are significantly more well-organized and accurate. MasterTax allows us to quickly run reports, make changes, and set up new states. Our web-based version of the software maintains all tax updates, and we no longer have to install new upgrades to our system. Using MasterTax has saved us a considerable amount of time and manpower.

The quarterly closing process has become much more efficient as well. MasterTax assures us that our payroll system and tax payments are in balance for the quarter. It calculates and prints our tax reports, so we don't have to manually complete them. This also saves time and eliminates potential errors in calculating the returns.

**MN:** What MasterTax utilities do you use most often?

**CB:** We make the most use of transaction utilities, refund tracking, and reprinting tax coupons and tax returns.

**MN:** What reports do you find most valuable in MasterTax?

**CB:** The Liability Analysis report is probably the most helpful to us on a daily basis. We use this report to make sure our payroll system is in balance with MasterTax, which results in a more efficient quarterly close.

**MN:** What tasks do these reports assist you with outside of MasterTax?

**CB:** We use the Liability Analysis report to ensure our tax liabilities and tax payments are correct and everything is being paid accordingly.

**MN:** What files and/or reports do you generate to communicate with other departments in your company? For EFT and check payments? For G/L reporting?

**CB:** All G/L reporting and reconciling is handled within our department.

**MN:** How would you describe your experience with MasterTax Customer Support?

**CB:** The Customer Support team has been absolutely wonderful! They are always professional and thorough. If they don't have the answer to a question, they research the issue and get back to us in a timely fashion. They are always happy to help.

## Corporate News

We are pleased to introduce the newest members of the MasterTax team.

**Kareem McRoy** joined MasterTax in March 2007 as a Help Desk Representative, providing customer support for phone and e-mail inquiries. Kareem has a background as a tax preparer. He has lived in various parts of the country, relocating with his wife, who serves as a Lt. Commander with the U.S. Public Health Service. Kareem enjoys spending time with his six-year-old son and playing volleyball, which he played at the scholarship and professional levels while at Park University in Missouri and California State University, Sacramento.



Kareem McRoy

**Monique Lewis** recently moved to Arizona to join MasterTax Service, LLC, as an Account Manager. Monique was previously a MasterTax End User with a major food product company in Omaha. She enjoys singing and dancing and belongs to a swing dancing group that meets three nights a week. She also keeps busy with her little dog, Sassy Faye.



Monique Lewis

**Nick Stuart** graduated with honors and a degree in Management Studies from Waikato University in Hamilton, New Zealand, in September 2006. Nick was interested in working overseas in order to gain international business experience. He has an 18-month internship position with MasterTax, where he works on special management projects. Nick plays rugby and has joined the Tempe Old Devils in Tempe, Arizona.



Nick Stuart

Welcome Kareem, Monique and Nick!

## Software:

*The following is a preview of new software changes for the 2nd Quarter 2007. Please refer to the upcoming Release Notes for further clarification and other changes not mentioned here.*

- Custom local forms will now generate for City of Auburn, AL, and for the City of Paducah, KY.
- Huber Heights, OH, will now accept EFT credit payments. This method of payment is currently voluntary.
- **New locals:** Bainbridge-Solon JEDD (City) Withholding; Burgettstown, PA EMST; Kickman County, KY; VT Health Care; and Guam.

## Online and Mag Media Filing Updates:

The following list describes the online and mag reporting updates for select U.S. taxing agencies. For more information about these and other agency changes, please contact MasterTax Customer Support.

- The voluntary Online (e-File) method for Illinois SUI wage reports is now available.
- Kansas will no longer accept mag media after May 2007. All filing must be done electronically.
- The Miffco Tax Service of PA now requires employers with 25 or more employees to file EIT and EMST tax and wage detail via magnetic media.
- District of Columbia requires all companies remitting wage detail and contribution reporting via mag media to first send a test file and receive an approval letter back from the agency. This combined reporting is currently optional, but will soon become mandatory. Regardless of employer count, DC requests that only one check be sent for all named companies on the UI diskette.
- Online filing is being added for Form NV NUCS-4072, Employer's Quarterly Contribution and Wage Report. This program is completely voluntary.



**Stephanie Bowden**  
Compliance Manager

*“Great work environment, great people, a product we all believe in: MasterTax is a wonderful company to work for!”*

*—MasterTax employee*



**Eric Christianson**  
Director of IT

## Employment Opportunities

### Company Overview:

MasterTax is a nationwide payroll tax filing software provider. We have a reputation for providing cutting edge technology, and are the industry leader in payroll tax compliance. Many Fortune 1000 companies place their trust in MasterTax.

At MasterTax, we depend on our exceptional staff for our professional image and ability to deliver an unprecedented product. We are dedicated to our employees' personal growth and learning, and provide training and development programs to ensure that our employees are continuously improving.

We encourage a friendly and co-operative workplace culture in a small business environment. Our Corporate Office is conveniently located in a business and entertainment hub near Fashion Square Mall, in Scottsdale, Arizona.

MasterTax offers a wide variety of benefits including Medical/Dental, 401(k), Tuition Reimbursement, and Paid Time Off. We have a smoke-free environment, and we drug test.

### Position Available: Compliance Analyst

This position conducts Tax Research to support and assist our compliance and development staff, and designs related forms.

Tasks include Internet and phone based research of ever-changing tax rules, as well as the drawing and designing of tax forms using Jet Form software and/or Forms Bridge. Interaction between compliance staff is continuous.

We are looking for someone with excellent judgment as well as the ability to plan and accomplish goals. The applicant must have the ability to conduct detailed Internet and phone research and be proficient using Word/ Excel/ Outlook. Familiarity within the field is preferred but not essential.

Please submit resume and questions to Phyllis, [hr@mastertax.net](mailto:hr@mastertax.net)

### Position Available: IT Associate (entry-level)

This is a full-time, 8 a.m. to 5 p.m., position assisting the IT director by providing internal technical and desktop support.

Tasks include installing and maintaining PCs and other internal company resources, providing employees with technical support relating to system/network on a Windows based LAN, and other computer-related troubleshooting as required.

We are looking for applicants who have some form of computer-related education and who have basic knowledge of how to maintain, analyze, and troubleshoot computer systems and hardware. The applicant must also have a good understanding of Microsoft Office.

Please submit resume and questions to Phyllis, [hr@mastertax.net](mailto:hr@mastertax.net)



**Amanda Hart**  
Support Representative

## Employment Opportunities, cont'd.

### Position Available: Help Desk Associate

This position provides MasterTax customers with support services.

Tasks include providing telephone and e-mail support and solutions to customers experiencing installation and training questions and program error messages. This job involves researching tax rules and the MasterTax manuals, as well as testing program changes and enhancements. Teamwork is important.

The applicant must have exceptional problem solving skills, the ability to conduct Internet research, and be proficient using Excel, Word and Outlook. We are looking for an individual who is *articulate and has upbeat* communication skills. Payroll experience and college education is preferred but not essential.

Please submit resume and questions to Phyllis, [hr@mastertax.net](mailto:hr@mastertax.net)



**Raymond Ng**  
Director, Sales & Marketing

### Position Available: Telemarketer

This position generates qualified prospect leads and appointments to initiate the sales process.

This is a work-from-home position eligible for the telemarketing bonus program, based preferably in Arizona or central U.S.A.

Tasks involve telephone calls to prospective customers to discuss MasterTax products and services. A minimum of four qualified leads should be generated per week. Other duties include prospect research via the Internet, on-going development of product knowledge, internal communication and documentation, and participation in the weekly sales information exchange meeting.

We are searching for a person who has the ability to sell, with two years of payroll or payroll tax experience and two years of sales experience. This individual must be energetic and patient, possess excellent communication skills, and be proficient in Microsoft Office.

Please submit resume and questions to Phyllis, [hr@mastertax.net](mailto:hr@mastertax.net)



(Above and Below) Scenes captured from Synergy 2006!

## Synergy 2008: A Payroll Tax Fiesta!

SCOTTSDALE, Ariz.: Synergy 2008 is less than a year away! Be on the lookout for updated information via e-mail and on our web page at [www.mastertax.net](http://www.mastertax.net).

Check the webpage for the announcement of our Synergy 2008 Contest! Here's your chance to win a \$500 Southwest Airlines gift certificate.

### ***What is the MasterTax Help Desk's most frequently asked question?***

Answer correctly and you could win!

Contest Rules: You must be registered for the user conference and you must be present at the Synergy 2008 Welcome Address on Monday, March 3, 2008, at which time the winner will be announced. Only one entry per conference attendee is permitted. The deadline to enter is 11:59 p.m., MST, February 28, 2008. In the event of a tie, the earliest e-mail response will be declared the winner.

