

In this Issue:

- Davis Bacon Act Issue
- Two Great RLSS Features
- Join Us In Charleston, SC—June, 2010

a publication for GMS clients



News From GMS

G M S , I N C .

Change in GMS Service and Support Policy

GMS has had the policy of requiring a 60 day written notification from clients if they wanted to switch their service/support contract from unlimited to limited support and vice versa. Unlimited support contracts are currently billed at our prevailing rate of \$210.00 per month (\$65.00 per month for RLSS) and allow for unlimited service calls. Limited support contracts are billed on a per call basis of \$100.00 per hour in increments of ¼ hour. The new GMS policy still requires a 60 day written notification from clients if they want to switch their service/support contract from unlimited to limited support. However, if an agency that is currently on limited support wants to switch to unlimited support, it will go into affect immediately upon receiving written notification, but will remain in affect for a minimum of 1 year.

The reason for this change is when GMS clients who are currently on limited support have staff turnover; it is normally during the first year that the new employees need to make additional service calls. Therefore, this change will allow them to immediately go on unlimited support and a new contract will be issued to them.

The GMS offices will be closed Monday September 7, 2009 in honor of Labor Day. We will reopen with normal business hours Tuesday September 8.



Time to Order W2, 1099 and 1098 Forms and Services

Can you believe summer is over and it's time to order W2's, 1099's and 1098's again? As in the past, GMS will do its best to ease the strain that this time of year can cause in your fiscal department.

In order to assist our clients, GMS will offer the following three services we hope your agency will take advantage of.

- ◆ W2, 1099 and 1098 forms will be offered to clients for prices lower than if purchased directly from distributors. GMS orders the forms in bulk so we can offer

our clients forms that assure compatibility with our software and at lower prices.

Reminder: When comparing prices with other vendors, factor in the cost for envelopes and W3 and/or 1096 transmittals as GMS prices include these items at no additional cost to you.

- ◆ GMS will print laser W2, 1099 and 1098 forms for agencies who feel uncomfortable doing this on their own or who do not have adequate printers. However with the types of

forms offered again this year, it allows more agencies to print their own tax forms.

- ◆ Agencies that would like to submit W2, 1099 and/or 1098 information to the IRS/SSA, certain states or need to meet specific city requirements using magnetic media may arrange for GMS to prepare electronic files in the required format. Or if you prefer, you can prepare your own files by using Supplement #400 - W2 Magnetic Media Reporting, Supplement #330 -

Davis Bacon Act Reporting Issue

Join us in Charleston

Plan now to attend the 25th Annual GMS Financial Management Conference in Charleston, SC. It will be held June 21 through 25, 2010 at the Francis Marion Hotel, Charleston's grand hotel located in the heart of historic Charleston. Come and experience southern hospitality at its finest in a truly remarkable setting. For more information about the hotel and Charleston, SC, visit their website at <http://www.francismarionhotel.com>

The ARRA money that is becoming available to a lot of our clients is creating the opportunity to greatly expand the types and amount of services your organization is able to provide. However in some cases these additional funds are creating the need for additional reporting tools. One example is weatherization money that falls under the guidelines of the Davis Bacon Act. In addition to the weekly pay cycle requirement the employer is responsible for disclosing, to the employee, the detail of how much of the salary was paid by these funds. You already have a tool at your disposal that can supply this information! Under Payroll/PR Supplements you will see a selection called TI Charges by Employee. *(This is not a supplement you*

need to purchase, it is part of the basic package.) After your payroll is complete go to this menu item and select Timesheet Charges by Employee in the top combo box, and select the appropriate pay period. Also check the box near the bottom of the form that says Page break between employees. This will generate a report for you with one employee per page providing detail by element code and leave type. You can then print this report and attach the employee's sheet to their check stubs or export the report and distribute via your desired method.

Time to Order W2's, 1099 and 1098 Forms and Services—continued from page 1

Complete 1099s and/or Supplement #804 RLSS 1098s which includes creating the electronic files as a feature of these supplements.

If you are requesting that GMS either print or create the magnetic media file for 1099's or 1098's, you must have purchased Supplement #330 - Complete 1099's or Supplement #804 - RLSS 1098's.

Please note that as in the past, all forms offered come with the appropriate window envelopes. We have found that it is worth the extra time to stuff the envelopes compared to the problems associated with self mailers. Many clients who have run self-mailer forms in the past had numerous complaints from employees that the copies were smeared and unreadable.

Following is information about W2, 1099 and 1098 forms that we will offer this year:

W2 Forms

Dot Matrix W2 Forms

The "twin sets" style will have two carbonless 4 part sets collated so the employer's and employee's forms are separated. An employer set and a separate employee set are run through the printer in two passes. This design enables the form to run on printers with limited carriage width, and when legibility through 5 or more plies is a problem. The non-mailer employee set is easily inserted into a double window W-2 envelope and mailed to the employee.

The single-wide, carbonless employee set includes Copy B to be filed with employee's federal tax return, Copy C for employee's file, and

Copy 2 to be filed with employee's state, city or local income tax return.

The single-wide, carbonless employer set includes Copy A for Social Security Administration, Copy 1 for state, city or local tax department, and Copy D for employer.

This will accommodate cities in states that require 8 part W2s. These will include an additional Copy 1 for state, city or local tax department and Copy 2 for employee's state, city or local income tax.

Laser W2 2-Up Forms

We offer two options for Laser W2 forms. The standard option is a 6-part form for those agencies with 250 or less employees who must

Continued on page 4

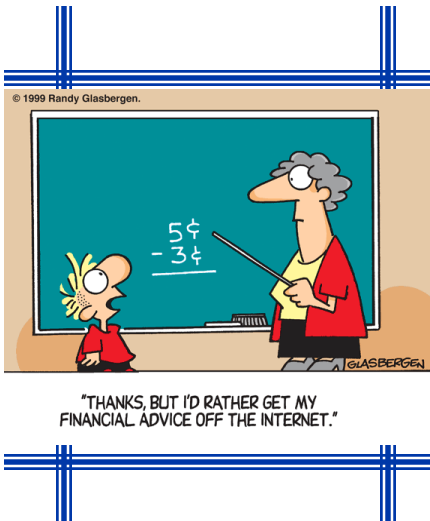
GMS, Inc.

10559 Metropolitan Avenue
Kensington, MD 20895

Phone: 800-933-3501

Fax: 301-933-3502

E-mail: service4gms@gmsactg.com

**GMS Off-Site Services Available**

GMS has many off-site services that are available to all accounting and RLSS clients. Year End closing assistance has been a highly requested service for many years and is utilized by many clients each year. Other services we provide are assistance with bank reconciliations, reconciliation of Balance Sheet accounts and step-by-step training on accounts payable, payroll and month end processing. Any function of the accounting system can be covered over the phone, including books of entry, budget maintenance or supplement training. RLSS clients may benefit from our assistance in resolving or correcting entry errors from previous periods, help in cleaning up the history of a particular loan client, or reconciliation of the RLSS reports to the organizations Balance Sheet.

These services are billed at our prevailing off-site rate, which is currently \$100.00 per hour. Normally, one to three hours are scheduled, however the initial estimate might be higher based on the task at hand. Follow-up time may be scheduled on demand. Off-site training can't replace on-site training that is concentrated one-on-one time spent for 8 or more hours a day for 4 days in a row, but can be a good option when cost or timing play an important factor. To schedule training please place a service call via our website or call 800/933-3501, ext 1.

Two Great RLSS Features

Quick Date Listings and Conversations are two handy items you may not be using to your advantage. Currently located on your Supplements menu, they will be moved to a new Features menu when the vb.net version is released later this fall.

Quick Date Listings is designed to provide "tickler" files. The four date fields found in the Loan Master files (approval date, closing date, first payment due date, and maturity date) are always available as search criteria in Quick Date Listings. Additionally, any optional field established as type "date" is also available. A date range is selected, the field to be searched is identified, and the resulting report reflects pertinent information related to the loans found through the search. This information identifies the borrower, includes contact information, and the criteria specified in the search process.

Quick Date Listings can save a lot of staff time. If, for example, your borrowers are required to provide you with proof of insurance on a regular basis, an optional field may be established as a date field. Data

within that field is entered and updated through Loan Master files. Quick Date Listings could then be used to pull a report reflecting which loans are to provide insurance verification within a specified time, ex: 09/01/09-09/30/09. The report automatically includes contact information for the identified loans, allowing staff to start making follow-up phone calls, etc.

Conversations were originally designed to document phone conversations between the lender and the borrower. Entry includes an automatic date (which you can override if desired) and entry of pertinent data. Any information that is entered is then easily accessible on all workstations running GMS-RLSS software. Conversations are also a great way to save staff time. It offers a speedy way to share information among staff without making phone calls, sending emails, or putting "little yellow stickies" in the loan folder. If desired, conversations may be printed in total or by date range, or deleted entirely when no longer pertinent to the loan.

Time to Order W2's, 1099 and 1098 Forms and Services—continued from page 2

submit the Federal IRS Copy A to the Social Security Administration. This 2 up laser W2 contains filing information for two employees. (1 sheet = 2 forms). These forms are run through the printer one part at a time.

Laser W2 4-Up Horizontal forms

The second option of Laser W2 form is a 4-up horizontal version for clients **who are filing with the SSA electronically**. Each 8 1/2" X 11" sheet contains four copies for one employee printed 8 lines per inch. The employee's copies and employer's copies are each run through one time. These forms are compatible for those agencies who submit the Federal IRS Copy A to the Social Security Administration electronically since there is no Copy A on the employer's page.

1099 Forms

Dot matrix 1099 forms

The dot matrix version is a single-wide 4-part carbonless form which comes with window envelopes. The 1099 includes 4 forms - Copy A for IRS, Copy 1 for state tax department, Copy C for payer, and Copy B for recipient in the mailer. Since they are carbonless and do not include a self-mailer, this version should eliminate the smearing problem encountered in previous years.

Laser 1099 forms

The laser form that we offer includes 4 forms just like the dot matrix version, including window envelopes with each order. These forms are also compatible with standard laser print programs.

1098 Mortgage Interest Statement Forms

Laser 1098 forms

We also offer a laser 1098 form which includes 3 forms just like the dot matrix version, including window envelopes with each order.

Arranging for GMS to Print W2s, 1099s, and 1098s

A number of agencies have experienced printer problems when printing W2, 1099 and 1098 forms because of printer alignment.

However, with the style of forms being offered again this year, many agencies will be able to print their own forms that haven't been able to in the past. GMS will still make this service available to all clients. Turn around time will be approximately one week from the time the files are received.

Printed forms will be shipped via the service specified on the transmittal form. Please follow the step-by-step instructions in the Help manual for the files to be prepared and how to transmit these files to GMS.

W2, 1099 and 1098 Electronic Files

Magnetic media submission is required for organizations submitting 250 or more information returns and is encouraged for other organizations. GMS provides this service for a fee for any client requesting it. It does not matter whether we print your forms. Supplements #400, #330 and #804 are available for you to prepare your own

W2, 1099 and 1098 electronic files also.

Placing your Order

Orders may be placed using the order form included with this newsletter or order online at www.gmsactg.com. All orders must be placed by October 31st to avoid an additional price increase of 10%. Please note: If GMS is printing your forms or preparing an electronic file, your order must still be placed by October 31st to guarantee form availability.

You may want to order more than the number of required forms in the event of printer malfunctions or data errors. GMS orders the forms in bulk based on the number of orders received by clients. If you need to reprint your forms for any reason, GMS may not be able to receive more forms at the bulk price we originally received them.

Should you have any questions or need further assistance, please do not hesitate to contact the GMS office via email to service4gms@gmsactg.com or call (800) 933-3501 ext. 1.



Present versions of Software are:

Accounting	1.2.263
RLSS	1.0.308

