

John R. Kamp, P.C.

Certified Public Accountants

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Client Memorandum

Dear Client:

Owning a business and employing people brings on many compliance responsibilities. You may or may not be aware of the federal and state laws that require you to report certain information regarding each new and re-hired employee. We want to remind you of your obligation as an employer to be in compliance with these rules. Failure to report this information could result in a fine of \$500.

Below is information pertaining to your state. The reporting is based on the employer's state, and not the employee's state of residency.

State	Reporting Time Frame	What to Report	Method of Transmission	Contact information
Illinois	20 days	Form W-4	Fax or website	Fax: 217-557-1947 Web: www.ides.state.il.us/employer/newhire/general.asp
Indiana	20 days	Form W-4 and date of hire	Fax or website	Fax: 800-408-1388 Web: www.in-newhire.com
Michigan	20 days	Form W-4	Fax or website	Fax: 877-318-1659 Web: www.newhire-usa.com/mi

Please be sure to call with any questions.

Sincerely,

John R. Kamp, P.C.

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