QSS Customer Education

Welcome to the
QSS/OASIS W2 for Tax Year 2012 Webinar

The **QSS/OASIS W2 for Tax Year 2012** webinar will present the information required for tax year 2012 W2 reporting.

When is it?

Wednesday, **December 5, 2012**, from **10:00 am** to **12:00 pm** (Pacific)

Who might be interested?

Payroll staff, Chief Business officials, and Technical Support staff

Why attend?

The **QSS/OASIS W2 for Tax Year 2012** webinar covers:

- A review of tax year 2012 changes in W2 reporting requirements
- Maintaining program options and control files for W2 processing
- Preparing employee pay history records for W2 reporting
- Updating employee W2 data from APY payment transactions
- Extracting and merging all employee W2-related information
- Managing manual updates to employee W2 data
- Producing W2 forms and electronic submission files

What does it cost to attend?

- **$250** for each participant logging into the webinar.

How to register?

- Complete the registration form included with this flyer and return it to **QSS** <u>no later than November 28, 2012</u>.
- Include with the registration form a PO or check for **$250** for each participant logging into the webinar.

How to attend online?

- Please refer to the registration form included with this flyer.

Registration Form — QSS/OASIS W2 for Tax Year 2012 Webinar
Wednesday, December 5, 2012 from 10:00 am to 12 noon (Pacific)

Please complete the **registration form for each participant logging in** to the webinar. You do not need to register if you are simply viewing the webinar with the person logging in.

Register the following participant who is logging in to the **QSS/OASIS W2 for Tax Year 2012** webinar on **Wednesday, December 5, 2012** from **10:00 am** to **12 noon** (Pacific):

Participant's Name: _____**Title**:_____

Participant's Email Address: _____

The above email address is <u>required</u> to confirm registration. *QSS* **will send email confirmation once we receive this form.** If you haven't received confirmation from *QSS* after three business days, please contact **Yolanda** at **650.598.9500, ext. 600**.

Organization Name: _____

PO Number: _____

If *QSS* has questions, who does *QSS* contact if it's someone other than the above participant?

Contact's name: _____

Contact's phone: _____

Contact's email address: _____

1. Multiple staff from your organization may view this webinar, however you must **complete a separate registration for each participant logging in**.
2. Cost is **$250** for **each participant logging in**. A **<u>PO number or check</u>** must accompany this registration to guarantee your reservation. The **<u>issued PO or check</u>** must be received at *QSS* by **<u>Wednesday, November 28, 2012</u>**, or your registration is subject to cancellation.
3. You'll need a PC with Microsoft Internet Explorer or other compatible browser for logging into a Citrix GoToWebinar session. Also, you'll need a high-speed Internet connection to view the webinar and a phone connection to listen to the presentation.
4. If this webinar is cancelled due to low registration, *QSS* will notify participants on Thursday, November 29, 2012.
5. For any questions about registration, contact **Yolanda De La Paz** at **650.598.9500, ext. 600**.
6. If you have particular topics or questions you want addressed at the **W2 for Tax Year 2012** webinar, please email them to your presenter, Lois Milstead, at lois@qss.com before Wednesday, November 28, 2012.

Please **<u>fax</u>** your **completed registration form** to *QSS* at **888.601.3786**,
or
<u>Mail</u> your **completed registration and PO** or **check** to the following address:

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