Welcome to the
QSS/OASIS W2 for Tax Year 2013 Webinar

The **QSS/OASIS W2 for Tax Year 2013** webinar will present the information required for tax year 2013 W2 reporting.

When is it?

Tuesday, **December 3, 2013**, 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 2013** webinar covers:

- A review of tax year 2013 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 26, 2013</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 2013 Webinar
Tuesday, December 3, 2013 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 2013** webinar on **Tuesday, December 3, 2013** 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 **November 26, 2013**, or your registration is subject to cancellation. **No refunds** will be made for cancellations received **after November 26, 2013** unless authorized by *QSS*.
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 Wednesday, November 27, 2013.
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 2013** webinar, please email them to your presenter, Lois Milstead, at lois@qss.com before Tuesday, November 26, 2013.

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

Quintessential School Systems
867 American Street, 2nd Floor
San Carlos, CA 94070