

# **Hirth Norris & Garrison, LLP**

CERTIFIED PUBLIC ACCOUNTANTS

## **Partners**

Jodi L. Garrison, CPA | Timothy R. Harris, CPA

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Dear Client;

As the year comes to a close, we are preparing to finalize the payroll calculations for your company.

In order for us to complete the W-2's for each of your employees, it is very important that we have the proper spelling of each employee's name, correct social security number and current address. Missing or wrong social security numbers, addresses and misspelled names could cause you to be penalized by the IRS.

We can provide a list of your current employees if you need this information. Please make any necessary changes and return this information to us as soon as possible.

Please contact us with questions via email, phone, or fax.

HIRTH, NORRIS & GARRISON, LLP