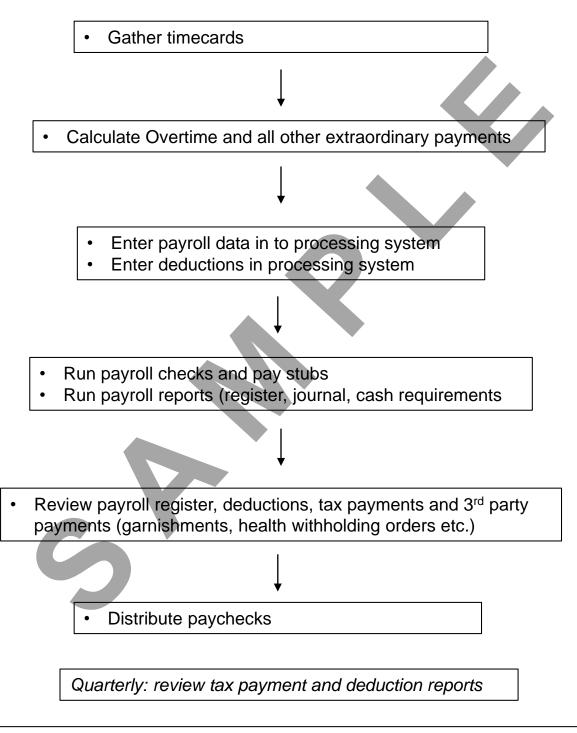
SOP PAYROLL PROCESSING



Annually

- Review address for W2, compare Year End totals with W2
- Distribute Earned Income Tax Notice

Note: emps claiming exempt on W4 must complete new W4 each year