



## What we do ...

### PAYROLL TAX ADMINISTRATION

Pinnacle PEO Corporation is responsible for collecting and remitting all appropriate payroll taxes to the taxing agencies. These payroll taxes include taxes decreed by the Federal, State, and Local government taxing authorities.

**Federal taxes** include 1) employee monies withheld for federal income taxes; 2) employee withheld taxes for FICA [Social Security and Medicare]; and 3) employer paid taxes for FICA [Pinnacle matches the FICA amount withheld from employees' paychecks]. The combined amount of payroll taxes for items 1), 2) and 3) above are defined as "941" taxes. The 941 taxes are deposited in Federal Depositories in accordance with Federal Deposit guidelines.

**State taxes** include 1) employee monies withheld for State income taxes; 2) employer and employee paid taxes for State Unemployment Insurance; and 3) other employer paid miscellaneous taxes at the state level. The monies withheld for State income taxes and employee-paid unemployment insurance are sent to the appropriate State taxing agencies in accordance with their guidelines. The monies owed by Pinnacle for State Unemployment and/or other taxes are also sent to the appropriate State taxing/collection agency in accordance with their guidelines.

**Local taxes** are employee monies withheld for Local income taxes. These monies are remitted to the appropriate local taxing/collection agency in accordance with their guidelines.

You may have already applied for a Federal Identification number along with State Unemployment and State Withholding numbers. Please provide these account registration numbers to Pinnacle. When you signed a contract with Pinnacle, effectively your employees became Pinnacle's employees. For this reason, you may receive a notice(s) from any of these agencies stating that there are taxes or reports due under **your** company account(s) number. Please forward any "Tax" notices that you may receive to Pinnacle for handling.

Please feel free to contact Pinnacle PEO if you have any questions.