

QSS Customer Education



Welcome to the QSS/OASIS W2 for Tax Year 2015 Webinar

The **QSS/OASIS W2 for Tax Year 2015** webinar will present the information required for tax year 2015 W2 reporting.

When is it?

Tuesday, **December 1, 2015**, 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 2015** webinar covers:

- A review of tax year 2015 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 no later than November 24, 2015.**
- 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 2015 Webinar
Tuesday, December 1, 2015 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 2015** webinar on **Tuesday, December 1, 2015 from 10:00 am to 12 noon (Pacific)**:

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

Participant's Email Address: _____

The above email address is **required** 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 **PO number or check** must accompany this registration to guarantee your reservation. The **issued PO or check** must be received at **QSS** by **November 24, 2015**, or your registration is subject to cancellation. **No refunds** will be made for cancellations received **after November 24, 2015** 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 25, 2015.
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 2015** webinar, please email them to your presenter, Lois Milstead, at lois@gss.com before Tuesday, November 24, 2015.

Please **fax** your **completed registration form** to **QSS** at **888.601.3786**, or **mail** your **completed registration and PO or check.** Please indicate the **name and date of the webinar on your check,** payable to **Quintessential School Systems** at the following address:

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