

WORK COMP NOTES

What do you do when an employee is injured and it is not a 9-1-1 emergency situation?

1. During normal business hours, immediately call Howard Leasing at 941-761-7704. Call 941-932-5740 for after hours and weekends.
2. Howard Leasing will arrange medical clinic evaluation
3. Fill out FROI (First Report of Injury form)
4. Fill out witness statement forms
5. Fill out employee verification form
6. Send all forms to Howard Leasing

INJURY REPORTING

Timely Injury Reporting Will Save You Headaches

One of the most important elements of a workers' compensation claim is reporting the injury in a timely manner. By reporting the injury immediately to Howard Leasing you can save your company valuable time and unnecessary problems.

Benefits of immediately reporting the injury:

- Immediate care arranged by Howard Leasing
- Post injury drug screen completed timely
- Medical facility will bill insurance carrier, not client
- Quicker follow up visit for return to work
- Experienced adjusters take control of claim
- No headaches dealing with medical facilities

Please take the time to explain to your employees the procedures of injury reporting. It is imperative that your employees know exactly how to report and injury and who to report it to. If you do not have updated injury forms, please contact your payroll specialist and they will provide you with the proper forms.

941-761-7704

ACCOUNTING TIPS

It's time to get ready for year-end

As the end of the year and holiday season approaches, it is easy to forget that tax time is right around the corner. To make life easier for yourself and/or your accountant, November and December is the time to check all of your tax items. Here are some common areas that need to be checked prior to year end:

- Check your social security number and addresses on all income items - this is very important in order to make sure you receive all the documentation timely and accurately for taxes.
- Double check all of your YTD totals for income and deduction items.
- Start gathering all of your items needed for tax preparation - For example, any deductions you plan to itemize or any receipts for energy efficient items, child care, health care, etc.
- Quick advice on deductions- any deduction made via check and mailed by 1/01/10 or paid via credit card is a 2009 deduction.

Please take a little time to do some double checking to make your tax time in 2010 go more smoothly. Please ask your accountant if you need any further tax advice.

Have a Happy and Safe Holiday

**Howard Leasing's
Accounting Department**

FLORIDA UNEMPLOYMENT—new legislation increases the taxable wage base from \$7,000 to \$8,500 in 2010 through 2014. The taxable wage base reverts back to \$7,000 in 2015. The legislation also modifies the criteria that the state uses to make adjustments to unemployment tax rates so that it is easier for the state to raise tax rates and more difficult for the state to lower tax rates [L. 2009, S810].