
Interoffice Memorandum

DATE: January 6, 2009
TO: All Employees
FROM: Larry Officer
RE: **W-2 Forms, 1099R and 1099G**

W-2 Forms due to employee by January 31st per IRS Requirement

W-2 Forms will be distributed by January 31st. W-2's show gross earnings and federal income tax withheld for filing income taxes. Crane Interiors distributes the W-2 Form early. For former employees, the W-2 Form is mailed.

1099R Forms due to Participant by February 28th per IRS Requirement

1099R's are mailed to employees' making withdrawals from their 401-(k) plan. This notice will come from John Hancock USA. There have been several hardship withdrawals and other distributions during 2008.

1099G Forms due to employee by February 28th per IRS Requirement

1099G's are for employees that had unemployment compensation. The State of Tennessee will mail the 1099G.

If you withdrew from your 401-(k) or had unemployment compensation last year, you will need to wait on these to file your taxes.

HR Director

Date