



Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

www.asbdc.org

MASTERING PAYROLL

June 27 - 28, 2011 * 8:00 am - 4:30 pm

Learn to do a payroll, starting at square one. This course includes: who gets overtime pay and who does not, how to process a W-4 and complete the 941, 940, W-2 and W-3, and how and when to deposit withheld taxes using actual forms.

You can register online at www.una.edu/continuing-studies (select Accounting), or contact our office at 256-765-4862 to register by phone. We accept all major debit and credit cards. Please share this email with others who may be interested.

Fees include textbooks, a continental breakfast, refreshment breaks, and a certificate of attendance for each course. Lunch is on your own. Supplies Needed: Calculator

Course Number: 11-A0627

Price: \$299 (includes textbook)

Approved for 16 CPE Hours

Location: UNA East Campus, 1640 Tune Ave., Florence, AL 35630

"The SBDC at University of North Alabama is a part of the Alabama SBDC Network. Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Phillip Marks, UNA-SBDC, 143 Keller Hall on the UNA Campus, UNA Box 5248, Florence, AL 35632, Phone: 256-765-4668."