



All Support and Service Centers for CertiflexDimension Business Accounting Software remain open!

March 30, 2020

Dear CertiflexDimension Customer:

I hope this message finds you, your family and your company safe and well. The Coronavirus continues to widely affect the majority of businesses and their employees in unprecedented ways. We appreciate your loyalty over the years, and we recognize that accounting software is a mission critical part of your business operations.

Please rest assured that as publisher of your CertiflexDimension accounting software, we are dedicated to continuing to provide excellent products and services in these trying times. We have already moved most our operations to remote processing, and we will finalize this process in the next few days and weeks. This will allow us to continue to provide uninterrupted services to our customers going forward. We are also in the finishing stages of developing our online client portal that will greatly enhance and improve our communications and allow us to connect more closely with you, our valued customers.

Important Employer Information - See Reverse Side for FFCRA and CARES Acts Information Details

Our government is quickly mobilizing to distribute desperately needed economic assistance to individuals and businesses across this great nation in these novel times. Many of our customers are classified as 'essential businesses' and since most of you have less than 500 employees, we have enclosed complementary Labor Law Posters that our commercial printing company volunteered to donate. The 'Families First Coronavirus Response Act' (FFCRA) posters from the Department of Labor (DOL) as of April 1, 2020 will be **mandatory** for posting in most business' workplaces.

We understand that everyone has been impacted by what is happening in our economic and social environment. The majority of you have been our valued partners in business for over 20 years and Certiflex Software continues to stand ready to do our part in helping all our customers in these challenging times.

Sincerely,

John Stafford
President – Certiflex Software LLC.

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Important Employer Information Regarding FFCRA and CARES Acts

On March 18th, the 'Family First Coronavirus Response Act' (FFCRA) was signed into federal law and on March 27th, the 'Coronavirus Aid, Relief, and Economic Security Act' (CARES) was also passed and signed. Both of these bills will affect employers' human resource departments as soon as April 1, 2020.

Family First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA) generally requires employers with fewer than 500 employees to provide a certain amount of paid sick and paid leave (PSPL+) to employees affected by COVID-19 and provides affected employers with a corresponding employment tax credit. In addition, the FFCRA temporarily expands Family and Medical Leave Act (FMLA+) requirements to offer protected leave related to the coronavirus.

For authoritative specifics the on rules and regulations regarding FFCRA the IRS has a dedicated website available at <https://www.irs.gov/coronavirus> and then click > News Releases **IR-2020-57**. The Department of Labor (DOL) has a more specific page that includes a detailed Q & A section available at <https://www.dol.gov/agencies/whd/pandemic>.

CertiflexDimension Payroll Users: The IRS is still working out the exact specifics on how the employer tax credits are going to be reported. For now, if qualified employers using CertiflexDimension Payroll have a need to pay and track either (PSPL+) or (FMLA+) under the new FFCRA guidelines, there are multiple ways you can do this but by far the simplest manner is to setup new 'Payroll Codes' to track the special wages paid that will be available for an employer tax credit. For example you may want to setup using the standard custom template a 'Special Tax Code' called 'FFCRA-PSLP' and another code called 'FFCRA-FMLA' that will give you immediate tracking of all employee wages paid that will be available for employer tax credits. We expect the IRS to release more information soon on how they want employers to report FFCRA employer tax credits and once this happens you may wish to expand this tracking of payments into additional categories such as employee pay rates, additional hours tracking tables and departmentalized accruals.

Coronavirus Aid, Relief, and Economic Security Act (CARES)

The \$2.2 trillion dollar relief bill just passed includes wide economic relief and assistance for individuals and businesses alike. Employers should take extra note of sections regarding Business Tax Relief for 'Employee Retention Credit' and 'Payroll Tax Deferral'. We are expecting to see a considerable amount of additional information published by the IRS in the upcoming days regarding these subjects.

All Employers

It is important that all employers consult with their accountants to see how they recommend that you accrue and account for employer tax credits and deferrals that will result from the implementation of the FFCRA or CARES acts.

CertiflexDimension Payroll Users – Software Updates

We are expecting as the IRS releases information on employer tax credit reporting that there eventually need to be updates to your CertiflexDimension Payroll system. For example, we are expecting massive changes to the 2nd quarter Employer 941 reporting and probably a new set of liability schedules similar to the 941 – Schedule B. The more pressing issue will be if the IRS will be changing the employer tax depositing systems (Online, Electronic and Phone) to allow for employer tax credits or employer tax deferrals. Depending on how the IRS implements these deposit changes, we may need to change the CertiflexDimension deposit reporting system to match possible new formats.

Additional 'Families First Coronavirus Response Act' (FFCRA) Posters

If your company needs additional (DOL) posters for your workplace in other sizes, finishes or quantities then one of our sister corporations is a wholesale commercial printing company that now has poster kits available in their online store at <https://www.etsy.com/shop/Flexpress> at really great rates. The (DOL) posters are located in the 'Poster' category.