



September 18, 2009

Dear Valued Client:

Advantage Payroll Services is committed to providing you with the highest level of customer service. Last month we sent a letter to employers to inform them of the **New York Metropolitan Commuter Transportation Mobility Tax (MCTMT)** enacted in May 2009 which is administered by the New York State Tax Department.

This new payroll tax is imposed on certain employers and self-employed individuals engaging in business within the Metropolitan Commuter Transportation District (MCTD). The MCTD areas include:

- New York (Manhattan)
- Bronx, Kings (Brooklyn)
- Queens
- Richmond (Staten Island)
- The counties of Rockland, Nassau, Suffolk, Orange, Putnam, Dutchess, and Westchester

Please be aware that the state has already sent you a letter that will help you determine if you and your employees are subject to this tax. Please contact us to inform us of any employees that do not **work** in one of the above counties; we will attach the MCTD tax to all other employees. If we do not hear from you by 9/30 we will assume all of your employees are working in one of the locations listed above. Please forward employee information to your Advantage office by e-mail, fax (516-931-8500), or by calling us at (516-931-8400 x 16) no later than September 30.

The MCTMT quarterly return must be filed for each calendar quarter by the last day of the month following the end of the quarter. The initial return for a non-Promptax filer is due on November 2, 2009 for the periods from March 1, 2009 through September 30, 2009. The initial return for a Promptax filer is due on February 1, 2010, for the periods from March 1, 2009, through December 31, 2009. However, the initial payment for both non-Promptax and Promptax filers is November 2, 2009.

As a Full Tax Filing client, **please be advised that Advantage will process a one-time billing adjustment in October which will collect any tax liability from March 1, 2009, through September 30, 2009, that has not already been collected.** This one-time special billing adjustment is being done to collect all catch up amounts and you will be notified in a separate mailing of what that amount will be.

For more information on the MCTMT, visit the following government Web sites:

<http://www.nystax.gov/sbc/mta.htm>

http://www.nystax.gov/pdf/memos/mta_mobility/m09_1mctmt.pdf

Sincerely,

The Specialists at Advantage