Haig, same question for PCS clients.

FYI Sarah has offered her services to assist with the nom template.

Kind regards,

Mathew Negus
Vice President | Key Client Partners - Americas

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From: Kristin Kulik-Peters
Sent: Tuesday, March 17, 2015 1:57 PM
To: Caroline Kitidis; Mathew Negus
Cc: Michaela Luhmann; Sarah Rafferty
Subject: Quintessentially Nominations [I]

Classification: **For internal use only**

Caroline and Matt,

Once you have identified all the nominations that meet the US criteria, the attached spreadsheet will need to filled out for tax purposes.

There are 3 steps to the tax process:

1. **Collect information about the participants**
Starting with the list of US participants, we will first need to determine their state of domicile (probably the state of their primary residence) which we would use to select a state income tax rate.

2. **Calculate income and populate file for reporting**
Second, we must calculate the amount of taxable income, and Federal and state income tax to report on the clients' 1099-MISC forms. Group Tax will use the attached Excel file as a model for making the calculations. (I would hope that someone in your area would be able to populate this file.)
This same file will be used as the basis for preparation and filing of the 1099-MISC forms to be sent to the clients and to the IRS. (Shortly after year end, each of the business areas with low volumes of information reporting compliance send similar Excel files to Carianne Quirk in Group Tax, and she sends them on to Thomson Reuters to produce and mail the 1099 and similar forms.)

3. **Pay tax for clients** to IRS, and states, if possible
Third, we will have to pay in Federal and state income tax withholding to the IRS and to the affected states.