

Norwich Selectboard

Special Meeting – November 29, 2022 – 6:30 p.m.

Participation: Remote Meeting Only

ZOOM access information: <https://us02web.zoom.us/j/82926615358>

Meeting ID: 829 2661 5358

US Toll-free: 877 853 5257 (Press \*9 to raise hand; Press \*6 to unmute after recognized by Chair)

1. Welcome.
  2. Agenda Review ..... Motion required.
  3. Public Participation/Comments
  4. Executive Session – The Selectboard will invite candidate or candidates to interview for the position of Interim Town Manager under 1 V.S.A. § 313(a)(3) .....Motion possible.
  5. NEMRC Services for year-end tax forms.....Motion possible.
  6. Adjourn.
- 1.

**From:** [Miranda Bergmeier](#)  
**To:** [Miranda Bergmeier](#)  
**Subject:** FW: W-2 and 1099 Processing  
**Date:** Monday, November 28, 2022 3:49:12 PM  
**Attachments:** [image001.png](#)

---

On Mon, Nov 28, 2022 at 2:27 PM Joyce Hasbrouck <[jhasbrouck@norwich.vt.us](mailto:jhasbrouck@norwich.vt.us)> wrote:

Hi Marcia,

I hope you had a nice holiday.

I'm in the office today and was handed the letter/order form from NEMRC for the year-end tax forms. I have completed the order for the forms needed for CY2022 with the total being \$209.00. I also see they offer reconciliation services for the forms. Given the change over with people in this office and the time crunch in this office, I believe it would be wise to use the NEMRC services offered to complete the reconciliations. Currently we estimate by year end we will have 100 W-2 and 60-60 1099s that will need to be completed. The total services would be \$1,650 – \$1,760. I recommend this be coded as part of the Audit expenses.

The order needs to be processed to NEMRC by Dec 1, 2022 so I'm hoping you are able to add this to the discussion tomorrow.

Below is the expense summary. Attached are all the docs. Please let me know if you have questions or need more information. If there are no other questions, then please forward to the other selectboard members.

Thanks

<b>NEMRC Forms</b>			
	W-2	\$	132.00
	1099 Misc	\$	8.80
	1099-NEC	\$	66.00
	W3	\$	1.10
	Form 1096	\$	1.10
	<b>Forms TTL</b>	<b>\$</b>	<b>209.00</b>
<b>NEMR Services</b>			
		<b>#\$11/employee/vendor</b>	
	#EE=100	\$	1,100.00
	#vend=50	\$	550.00
	<b>Service TTL</b>	<b>\$</b>	<b>1,650.00</b>
			660
			<b>\$1,760.00</b>

Joyce Hasbrouck  
Interim Finance Director  
Town of Norwich  
P.O. Box 376  
Norwich, VT 05055  
802-649-1419

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.



November 9, 2022

**TOWN OF NORWICH  
ATTN PAYROLL/ACCOUNTS PAYABLE  
PO BOX 376  
NORWICH VT 05055**

**VTNWCH**

Dear NEMRC Payroll/Accounts Payable Software User:

Tax time is coming once again and 2022 IRS approved W-2 and 1099 tax forms are available through our office.

The new (2 years ago) 1099-NEC forms now come three to a page (and the envelopes for this form have changed from three years ago). Two years ago, the new form 1099-NEC replaced form 1099-MISC for all Box 7 entries. When ordering 1099-NEC forms this year please be sure your order is divisible by three (**ORDER BY NUMBER OF FORMS NOT NUMBER OF SHEETS**). You may also need a small number of form 1099-MISC for items such as rent paid or attorney litigation fees. Enclosed is this year's order form. If you ordered from NEMRC last year, that information is included on this order form. Please review it, and then indicate your 2022 needs. Envelopes are included in the pricing of each W2 and 1099; the envelopes are security protected and indicate that tax forms are enclosed. Shipping will be free (if order placed by December 1<sup>st</sup>) except for reorders so please order carefully. Please be sure to order enough forms, last year there were many clients that fell short and had to reorder on short notice.

Please note that if you order your forms from another source, those forms may require custom programming for alignment purposes. We offer these particular forms because we know they are compatible with the NEMRC software. Any custom programming would be billed to you at our standard hourly rate of \$145.00 per hour.

Due to the number of clients ordering tax forms, we **WILL NOT** accept orders over the telephone. Please mail order form along with your check made payable to: NEMRC

PO BOX 360

FAIRFAX VT 05454-0360

**Or fax your form to 802-419-3087 and we will bill you. Or email to [esaunders@nemrc.com](mailto:esaunders@nemrc.com)**

**IT IS IMPORTANT THAT WE RECEIVE YOUR ORDER BY DECEMBER 1st, 2022.** These tax forms will be mailed to you from NEMRC via the U S Postal Service.

If you have any questions or concerns, please call our office at 800-387-1110 or e-mail us at [esaunders@nemrc.com](mailto:esaunders@nemrc.com).

Thank you,

NEMRC Support Team

Enclosure



**ORDER FORM for 2022 TAX FORMS**

SITE NAME: TOWN OF NORWICH

DESCRIPTION	Last Year	This Year	UNIT COST	EXTENDED PRICE
	2021 ORDER	2022 ORDER		
Laser W2's	120	120	\$1.10 each	132.00
Laser 1099 MISC Forms	8	8	\$1.10 each	8.80
Laser 1099 NEC Forms	60	60	\$1.10 each	66.00
Laser 1099 INT (Interest) Forms			\$1.10 each	
W3 Forms (Transmittal forms for the W2's)	2	2	.55 each	1.10
1096 Forms (Transmittal forms for all 1099's)	2	2	.55 each	1.10
<b>Note: Security envelopes are included in above prices!</b>				
<b>TOTAL AMOUNT DUE:</b>				209.00

*Note: NEMRC will be happy to balance and print your W2's (and 1099's) for you at a rate of \$11.00 per employee (or vendor) or \$11.60 stamped and mailed (please call us if you are interested in this service.)*

Orders will not be accepted over the telephone. Please mail, e-mail (esaunders@nemrc.com) or fax your orders.

**Prices include shipping if ordered by December 1st** (except on reorders, so order carefully!)

Please make checks payable to: **NEMRC  
PO BOX 360  
FAIRFAX VT 05454-0360**

**Phone: 800-387-1110 Email (esaunders@nemrc.com) FAX 802-419-3087**  
**DEADLINE FOR ORDERING ~ December 1st, 2022**

NEMRC Forms

W-2	\$	132.00
1099 Misc	\$	8.80
1099-NEC	\$	66.00
W3	\$	1.10
Form 1096	\$	1.10
<b>Forms TTL</b>	<b>\$</b>	<b>209.00</b>

NEMR Services                   #\$11/employee/vendor

#EE=100	\$	1,100.00	
#vend=50	\$	550.00	660
<b>Service TTL</b>	<b>\$</b>	<b>1,650.00</b>	<b>\$ 1,760.00</b>