

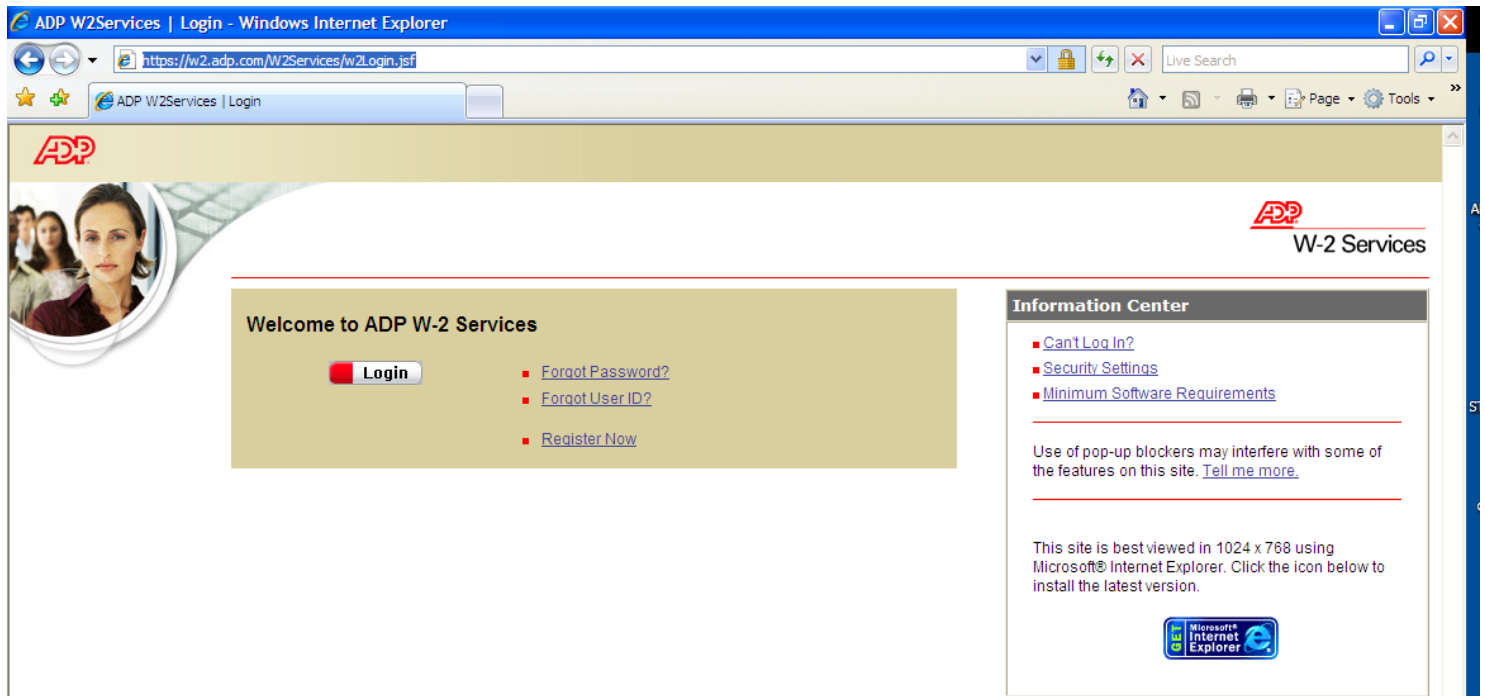
Alutiiq, LLC and subsidiaries
November 2009
NOTICE TO ALL EMPLOYEES

DISTRIBUTION OF 2009 W-2's

The payroll department is beginning the review period in the production of 2009 W-2 Wage and Tax Statements. The Form W-2 is an annual form that reports your Federal and State wages and other tax information required by Federal and State agencies. It is also used by Social Security Administration as a verification document to ensure individuals are properly credited for future Social Security and Medicare benefits. The link to the W2 site is below – it requires a log on ID based on your current information. The company access code is **Afognak-seemyw2(and is case sensitive)** – below is what the sign up page should look like when you register. If you have already registered in prior years with ADP you're saved log on and passwords should be used to access 2009 data. Use **company code VWM** during registration.

**** Your 2009 W-2 will be available no later than January 31, 2010 ****

<https://w2.adp.com/W2Services/w2Login.jsf>



If you moved this year, please verify that the address on your check is correct, as this is where your W-2 will be mailed. To prevent potential loss of confidential information, it is imperative that you update your address before December 18th of this year.

If your name changed, Alutiiq will continue to use your old name until you have obtained and provided Human Resources with a copy of your new social security card. Using a new name without updating Social Security Administration's records may prevent the correct posting of your Social Security/Medicare earnings.

As soon as you receive your 2009 W-2, you should verify that your name and social security number match the name and social security number on your issued social security card. Social Security Administration regards names and social security numbers as "critical links" connecting your W-2 data to your lifetime earnings record. Your name and social security number **must** match Social Security's records.

Call Social Security Administration at (800) 772-1213 for Form SS-5, Application for a Social Security Card

PLEASE DO NOT MISPLACE YOUR 2009 FORM W-2

Replacement copies of your 2009 Form W-2 will be available to you for download from the ADP Employee website on January 31, 2010. Please contact the Payroll Department if you require assistance accessing the ADP W-2 Website

<https://w2.adp.com/W2Services/w2Login.jsf>

Alutiiq, LLC and subsidiaries
November 2009
NOTICE TO ALL EMPLOYEES

FORM W-4 and/or MISC Individual STATE WITHHOLDING ALLOWANCE CERTIFICATE

Now is the time to verify withholding allowances on Forms W-4 and/or state specific forms. Did you marry or divorce, gain or lose a dependent, or had major changes in your family income? If you answered “yes”, you may need to file a new 2010 Form W-4.

If you are claiming “exempt” from tax withholding, you **must** submit a new completed Form W-4 to the Payroll Department by February 15, 2010 to retain your exempt status. If a new form is not received, your withholding allowances **must** be changed to the default filing status “Single” and “Zero” dependents.

FORM W-5 EARNED INCOME CREDIT ADVANCE (AEIC) PAYMENT CERTIFICATE

The AEIC is a tax credit for certain workers. It reduces the Federal taxes you owe. You may be eligible to receive AEIC payments if you meet the IRS criteria. Please read the information about AEIC on the back of your Form W-2.

BENEFICIARY DESIGNATION INFORMATION

If you have had any changes in your status, it is important that you update your beneficiary forms. Please contact Human Resources to update your **Designation of Beneficiary Form** for release of your final paycheck and **Beneficiary Designation Form** for survivor benefits from your retirement system.

2010 Social Security Wage Base	\$106,800
2010 Social Security Rate	6.2%
2010 Medicare Rate	1.45%
2010 401K Contribution Limit	\$ 16,500
2010 401k Age 50 Catch up	\$ 5,500