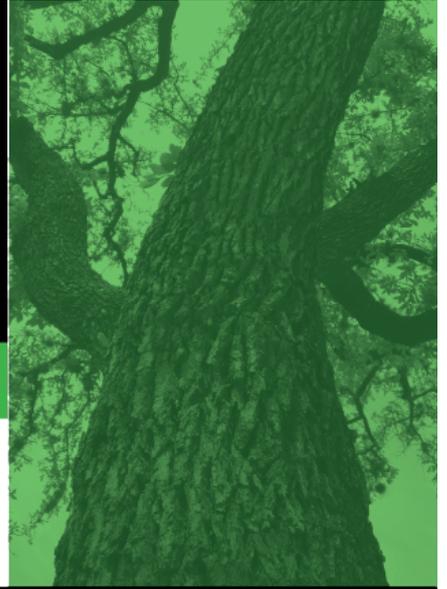




ASCENDER GUIDES



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November

The following business tasks have been identified for the month of November. Use the checklist to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance, Human Resources	
Human Resources	Order W-2 and 1099 tax forms, if needed.
Finance	