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## 2019 YEAR END GUIDE

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Please return the Year End Master Checklist by:

**December 4, 2020**

### **Want to submit your forms online?**

A link to a fillable PDF copy of the 2020 Year End Master Checklist will be emailed to the email address of record. In addition, all year end forms can be found on the Resources page of our website.

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### **SSA W-2 Filing Deadline**

The due date for electronically filing W-2s with the Social Security Administration is **January 31, 2021**. Any W-2 information processed after the deadline will require a W2-C and new W-3 to be filed. There will be a \$25 flat fee and \$3.00 charge per W-2 for these amended filings.

### **Year-End Bonus and Adjustment Checks:**

Bonus and/or adjustment payrolls should be put on your payroll schedule by December 1<sup>st</sup>. We can run bonus and/or adjustment checks with any regularly scheduled payroll which will prevent additional payroll run charges. Bonuses and/or adjustments paid on a non-scheduled payroll date will incur additional payroll run charges. All bonuses and or adjustments to be included on 2020 W-2s will have to be processed by **December 31, 2020** to ensure timely tax deposits.

### **Auto Use:**

The IRS requires that any personal use of company automobiles be reported on W-2s. If you have auto use, please work with your accountant to complete the 2020 Auto Use table.

### Self-Employed Health Insurance:

Employers who have a 2% or greater ownership of a Sub-Chapter S Corporation, and were provided health insurance by that corporation during 2020, are required to report that health insurance on their W-2s. If this applies to your company, please complete the 2020 Sub S Health table.

### Employer-Sponsored Health Coverage:

As a provision of the Affordable Care Act, the value of employer-sponsored health benefits must be reported on employee's W-2s. This amount is not taxable and will be designated in Box 12 of the W-2 with code DD. If you paid part or all of an employee's health premiums in 2020, please complete the Employer-Sponsored Health Coverage section of the 2020 Year End Master Checklist.

### Affordable Care Act Reporting

In addition to the W-2 requirement, applicable large employers are required to furnish 1095 forms to all employees, regardless of whether or not you offered health insurance. 1095 Forms must be supplied to employees by March 2, 2021. Please review the Master Checklist to determine if you are a subject employer.

### Employee Data Verification:

Employee Data Verification Reports have been enclosed in this year-end packet. Please review these reports and make adjustments for missing or incorrect information. Please return your adjusted reports to us prior to year-end. Internet clients may adjust for errors by entering the changes with your online payroll prior to year-end. Failure to report a social security number on a W-2 may result in fines imposed by the Social Security Administration.

W-2s will be sent separately from your regularly scheduled payroll. There is a flat year-end fee of \$70.00 and a \$4.95 charge per W-2. Any changes that need to be made to W-2s after they are printed are subject to additional charges.

### Rate Verification:

It will be your responsibility to ensure that any changes in state unemployment rates are given to us prior to your first payroll of 2021. Failure to update your unemployment rates could result in incorrect wage and contribution reporting.

### 2021 Scheduling:

Please note that your 2021 payroll schedule will roll over from 2020. If you wish to adjust your schedule, please contact us so that we may make the adjustments prior to your first payroll of 2021. Please also see the enclosed payroll submission and funding guide to ensure timely delivery and payroll deposits.