



2021 YEAR END GUIDE

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Please return the Year End Master Checklist by:

December 17, 2021

SSA W-2 Filing Deadline

The due date for electronically filing W-2s with the Social Security Administration is **January 31, 2022**. 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:

We can run bonus and/or adjustment checks with any regularly scheduled payroll. 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 2021 W-2s will have to be processed by **December 31, 2021** 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 2021 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 2021, are required to report that health insurance on their W-2s. If this applies to your company, please complete the 2021 Sub S Health table.

Employer-Sponsored Health Coverage:

As a provision of the Affordable Care Act, the value of employer-sponsored health benefits should be reported on employee's W-2s. For employers who filed fewer than 250 W-2s in the preceding calendar year, this reporting is optional. If you paid part or all of an employee's health premiums in 2021, please complete the Employer-Sponsored Health Coverage section of the 2021 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 February 28, 2022. Please review the Master Checklist to determine if you are a subject employer.

Employee Data Verification:

Employee Data Verification Reports have been sent out for review. Please check these reports and make adjustments for missing or incorrect information. 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 \$75.00 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 2022. Failure to update your unemployment rates could result in incorrect wage and contribution reporting.

2022 Scheduling:

Please note that your 2022 payroll schedule will roll over from 2021. If you wish to adjust your schedule, please contact us so that we may make the adjustments prior to your first payroll of 2022. Please also see the enclosed payroll submission and funding guide to ensure timely delivery and payroll deposits.