



Year-End Notice 2020

If you have any year-end adjustments, please let your Payroll Specialist know before the deadline.

If you need to have your tax forms put on “HOLD” please request this on or before December 24th.

We will begin printing W2s on December 28th.

- We will be glad to send you a pdf copy of your W-2 forms upon request. However, if you need a W-2 form reprinted (with no changes) the fee is \$6.00.
- If you need changes made after your W-2s have printed (before 1/30) the fee is \$10.00 + \$6.00 per form. This covers the cost of recalculating all of your W2s (\$10) and reprinting the form (\$6).
- This year the W-2s must be filed with the IRS/SSA on or before 2/1, therefore, any changes reported after 1/29 will require a W-2c and the fee will be \$35.00.

You should be receiving a **W2 Edit Report** from your Payroll Specialist within the next week, if you have not received this, please contact them. This will be sent via our Secure Document Delivery (FileGuardian <https://www.myfileguardian.com>). We need to know of any of the below changes before December 24th.

- Verify employee names.** Employee names must match the name that is on file with the SSA. You will want to double check employees that may have had name changes and ensure they have provided you with updated required I-9 documentation.
- Verify each employee’s mailing address.** Often employees forget to tell you they have moved, especially terminated employees, this is a good time to double check you have the correct address for all employees.
- Review employee’s Social Security Numbers.** This is the most common reason for a W-2c to be filed, please double check employee SSNs are correct.

If you have any of the items below, please report them to your Payroll Specialist **before your last payroll** in 2020. If you need more time, please be sure to contact them prior to your last payroll and request your company to be put on “**W-2 HOLD**”. This will let us know that you will have additional changes and we will postpone printing your W-2s (1099s or 1095s).

- Group Term Life Insurance (over \$50,000)
- Tip Allocation
- Dependent Care Benefits
- Personal Use of Auto
- Health Insurance Paid for 2% Shareholders of a S Corporation
- Moving Expenses
- Employer Sponsored Health Care Cost Reporting
- Checks written in-house not recorded in payroll
- Third Party Sick Pay (LTD/STD)
- 1099s
- Other