

Year-End Survival Guide – 2020



Working Together for Success!

Avoid last minute stress – Start Preparing NOW!

Year-End can be a stressful and overwhelming time of year. PayData is dedicated to helping you navigate this process and has created the Year-End Survival Guide to help alleviate some of this stress. Please review this guide for important check lists and crucial year-end deadline dates.

Note: The information contained in this guide is as of October 22, 2020. Any state minimum wage and/or annual federal limits published after this date will be posted on our website. Please go to <https://www.paydata.com/resources/year-end/> to view the latest information.

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We have included a Year-End Calendar and a “My Year-End Checklist” to help you keep track of specific items related to your Year-End needs. Please post these in a visible spot and cross off items as you have completed them. These are found on pages 4 – 7 of the Guide.

ADDRESS CHANGES –

- Please make sure to let us know if your physical address changed during the year. This will help ensure that there are no delays in the delivery of your employees’ W2s. This is especially important if you are a VMR client, as you do not typically have physical deliveries.

DELIVERY–

- Packages shipped via US Mail CANNOT be tracked once they leave our office. Anyone using the US Mail as their normal delivery method should consider switching to an alternate method to ensure that your employees’ paychecks arrive timely.
- W2s and Q4 Quarterlies will be sent together via a trackable courier service unless you subscribe to our VMR (electronic reporting) service. In that case, the quarterlies will be sent electronically and the W2s will come separately by trackable courier. Tax Returns will begin shipping on January 15, 2021.

EMAIL–

- When emailing PayData, please include your account number, company name and a key word in the subject line such as ‘billing question’, ‘payroll submission’. Do not send sensitive information in emails, instead utilize our secure client portal. If you do not currently have a login to the portal, go to <https://www.paydata.com/client-support-portal/> and request one through the link available on that page. Note: One login and password per company.

HOLIDAYS –

- The Federal Reserve is closed 11/26/20, 12/25/20 and 01/01/21. Check your payroll schedule to determine if your normal submission dates and/or check dates will be impacted by the holiday. Call your Client Service Representative if you are unsure.
- 48 Hour Rule** - Keep in mind that all payrolls - including adjustment \ bonus payrolls - must be submitted by **1:00pm, two business days prior to your check date**. Holidays and weekends do not count as one of those days.

PERFORM A PAYROLL AUDIT –

- Found a payroll error? Notify us immediately so we can put your company on year-end hold while we work towards a quick resolution. Please understand that all holds will be released no later than 01/06/2021.
- Double check: Have you posted all Disability/3rd Party Sick payments? Have all direct deposited contributions to Health Saving Accounts (HSA) been transferred successfully? Do you need to post Group Term Life, Shareholder Insurance, Employer Health Insurance or Employer HSA amounts? When in doubt, please ask your CPA as they can be a valuable resource.

NOVEMBER 2020 EMPLOYER CHECK LIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 You will receive a W2 Edit List with your payroll closest to Nov 1 st .	3	4	5	6 Get new W4s from Employees claiming Exempt.	7
8	9 Watch mail for Disability Notices regarding printing Third Party Sick W2s. Tell administrators not to print the W2s.	10	11 Veteran's Day Holiday Federal Reserve is Closed PayData is Open	12	13	14
15	16	17 Verify your submission and/or check date for Thanksgiving.	18	19 Provide 2021 insurance rates to PayData if you are using PayData's benefit tables.	20 Notify us if your primary delivery address has changed during the year.	21
22	23 Contact your CPA – Do you need to post any 2% Shareholder Insurance or Taxable Auto?	24	25	26 Thanksgiving Day Holiday PayData Closed	27 PayData Closed	28
29	30					

DECEMBER 2020 EMPLOYER CHECK LIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Social Security Verification deadline and Record Retention Form Due.	2 Notify CSR to schedule any additional or bonus payrolls and to assist with bonus template creation.	3 Notify PayData if you need us to print 1099s. Specify if you want only those over \$600 to print or all regardless of amount.	4 W2 Edit List Due with changes. Go to www.paydata.com and click on Resources, Year End for more information.	5
6	7 Verify your submission and/or check date for the Christmas Holiday.	8	9 Notify CSR of 2021 company changes ex: Ins premiums, TOA, benefit changes, HSA/401k limits.	10	11 Notify CSR if you need to hold 2020 open for additional payroll postings. Remember 1/6/2021 is the cutoff date.	12
13	14 Verify your submission and/or check date for New Year's Day Holiday.	15	16	17 Verify that all voids and manual checks have been posted in 2020.	18 1095 Preview report changes are due for completion.	19
20	21	22	23 VT Healthcare Changes for Q4 due today.	24	25 Christmas Day Holiday PayData Closed	26
27	28	29	30	31 All 2020 payrolls processed after today will result in tax penalties.		

JANUARY 2021

EMPLOYER CHECK LIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day Holiday PayData Closed	2 PayData to begin processing 2020 W2s.
3	4 Verify your submission and/or check date for Martin Luther King Jr. holiday.	5	6 Last Day to get 2020 W2, 1099 and/or 1095 information to PayData or amended returns will apply.	7	8	9
10	11	12	13	14	15 PayData to begin shipping 2020 W2s and Quarterlies.	16 PayData to begin processing 2020 1095s.
17	18 MLK Day Holiday Federal Reserve is Closed PayData is Open	19	20	21	22	23
24	25	26	27	28	29	30/31 Due date for 941 returns, SSA W2s and providing W2s and 1095s to Employees.



MY YEAR-END CHECKLIST

Completed

To-Do

	Check with our CPA – do they need us to hold open the year until 01/06/21 pending additional postings such as Taxable Benefits, Employer HSA contributions, 2% Shareholder Insurance?
	Did our physical address change? Let PayData know what our new delivery address is so our W2s are delivered correctly.
	Notify Staff that are claiming Exempt that they need to complete a new W4 Form for 2021
	Federal Reserve and PayData are closed 11/26/20. Do I need to change my submission and/or check date for Thanksgiving Day? Do not forget, PayData is also closed 11/27/20.
	Review the W2 Edit List – Changes are due 12/04/20. For assistance go to W2 Edit List instructions https://www.paydata.com/resources/year-end/
	Did I have any subcontractors this year? Make sure to let PayData know by 12/03/20 if I need them to process any 1099s. Remember all wages including 1099 postings must be completed by 01/06/21.
	Review company changes for 2021. Make sure to give PayData ample time to make Department, General Ledger, Pension, Time Off Accrual etc. changes. Some changes may take longer to implement.
	Am I using PayData for benefit elections or benefit tables? Make sure to give them the new open enrollment information and/or insurance rates for 2021. Due by 12/09/20.
	Did I have any staff on disability this year? Verify that all 3PS payments have been posted. I can obtain a YTD statement from my administrator to confirm. If they have not, I must notify PayData. Go to www.paydata.com Click Sign-In, Go to Resources-Year-End – to complete the Disability/3rd Party Sick Pay form .
	Check my payroll packet closest to December 1st and look for the Q4 VT Healthcare Listing. I need to get changes to PayData by 12/23/20.
	The Federal Reserve and PayData are closed Friday 12/25/20. Do I need to change my submission and/or check date for Christmas Week?
	The total cost of employer sponsored health care coverage must be reported in Box 12DD of the W2. This includes both the Employee contributions as well as the Employer contributions. Am I doing this already? If not, I need to contact my Client Service Representative immediately.
	Do I still have any checks that need to be voided in the system? What about manual checks that AP may have issued?
	Do not forget Minimum Wage changes for 2021. Double check that all staff have been updated for the first 2021 payroll. PayData will not automatically change rates of pay.
	The Federal Reserve and PayData are closed 01/01/21. Do I need to change my submission and/or check date for New Year's Week?
	Federal Reserve is closed 01/18/21. Do I need to change my submission and/or check date for Martin Luther King Jr Day?

KEY ITEMS FOR YEAR-END PREPARATION

IMPORTANT TAX DATES –

December 31st, 2020 – This is the last day to process payrolls dated for 2020 and not incur penalties. January 6th, 2021 is the last deposit date for timely 2020 federal withholding. Any 2020 deposits made later than January 6th, 2021 **WILL** incur penalties.

All 2020 payroll postings (W2 and 1099) must be completed no later than 1:00pm, January 6th, 2021. Any wage information provided to PayData after this date will not be addressed until February, after the tax returns have been filed. This **WILL** result in amended returns and W2Cs for your employees and **WILL** result in additional processing fees for these amended returns. This may also result in delays in your employees filing their personal tax returns. We urge you to start your year-end payroll review NOW.

PAYROLL ADJUSTMENTS

- Confirm that all voided checks and/or in-house written manual checks have been posted to the system by December 17th. Notify your Client Service Representative if you need any assistance. These postings must be completed before your last payroll in December.

Confirm that all Disability payments have been posted in 2020. You cannot hold 2020 payments and post them in 2021. Go to our website at www.paydata.com. Click Sign-In, Go to Resources-Year-End to complete the [Disability/3rd Party Sick Pay form](#)

- Talk to your CPA \ Accountant \ Bookkeeper now – Do they have any Year-End adjustments that you need to post for 2020? Examples of Year-End adjustments are:

2% Shareholder Insurance	ER HSA contributions
ER Health Insurance	Group Term Life
Taxable Auto	Other Fringe Benefits

Notify your Client Service Representative immediately if you determine that you will need to post additional information. Remember, the last day we can post 2020 information is 01/06/21! After that date we will need to do amended tax returns.

SUPPLEMENTAL OR BONUS PAYROLL

If you plan to process any supplemental or bonus payrolls, please contact your Client Service Representative by December 2nd for scheduling and to set up a check template. Depending on the complexity of the supplemental payroll, they may need to be done separately from your normal payroll so that we can safeguard any tax overrides and payment instructions, and not impact or delay the payment of your employees' regular wages.

Why use a check template?

- dictates which scheduled earnings or deductions are being withheld from the checks.
- establishes how Federal, State and Local taxes are withheld or blocked.
- saves time and eliminates errors.

For more information go to www.paydata.com. Click Sign-In, Go to Resources, Payroll Forms Template Set Up <https://www.paydata.com/Resources/?search=template>. Bonus Payroll Request form <https://form.jotform.com/202754818924059>

TAXABLE BENEFITS

Taxable fringe benefits are benefits with a monetary value that have already been received by the employee. Examples of taxable fringe benefits are Group Term Life Insurance, Shareholder Insurance, Stock Options, Moving Expenses and Taxable Auto.

As the value of these benefits have already been received by the employee, they only need to be 'memo' posted to the employee. Memo posting adds the earnings to the employee's gross, calculates the taxes on that amount, and then deducts that amount from the employee's net pay. They must be included within a regular check that has other earnings included so that there are funds from which the taxes can be deducted.

Failure to post the benefit on a regular check will result in the employee's taxes being out of balance and a payroll correction having to be processed. This will result in additional processing fees and potential late penalty charges.

To eliminate the year-end rush to post these items, you can post your Taxable Benefits regularly throughout the year, but no later than your last scheduled payroll in December.

For more information on how to post Taxable Benefits, visit our website at www.paydata.com. Once you are there, click on Sign-In, Go to Resources, Year-End and under How-Tos, select the appropriate document.

USE THIS AREA TO MAKE NOTES ABOUT YOUR TAXABLE BENEFITS:

TO PREVENT ERRORS

REMOTE EVOLUTION USERS:

Please make sure that you are pre-processing your payroll and verifying your totals. After pre-processing look at your queue to make sure that there were NOT ANY errors. If there are errors, go back to the payroll to correct. Otherwise, go to the 'Earnings and Deductions' or 'Totals' tab in payroll entry to verify your totals before you click the Submit or Finish button. ALWAYS review and verify. In addition, make sure that the batch beginning, ending, and check dates are correct. Please call PayData if you find any discrepancies and are unsure of how to correct them.

BATCH USERS: (Payrolls submitted to PayData for entry):

Totaling and providing your hours to PayData is crucial to ensuring that payroll is entered accurately. Make sure that you are conveying to us what the period beginning, ending and check dates should be.

Please remember to provide the full employee name and refrain from using nicknames.

Never send sensitive data through email. Use our secure client portal instead. If you do not currently have a login to the portal go to <https://www.paydata.com/client-support-portal/> and request one.

If you have employees who are here on a VISA, verify that you have accurate Social Security Numbers. Double check the VISA expiration dates and types to ensure proper taxation.

ACA FORM 1095 & 1094 UPDATE INFO

ACA – Who is Required to Report?

Fully Insured or Self-Insured “applicable large employers” (ALE) as defined by the ACA will be required to comply with some portion of the reporting requirements.

In general, employers with 50 or more Full Time Employees, including Full Time Equivalent (FTE) Employees during the prior calendar year are considered Large Employers (ALEs) and are subject to the Employer Shared Responsibility provisions.

Small employers who are not considered ALEs, yet provide a self-insured plan, will also need to report for all individuals covered under the self-insured plan. Self-insured employers are those who pay the employees’ health care claims directly instead of through the insurance company. All Self-insured employers even those not considered to be an ALE are required to complete the forms. Both small and large self-insured employers must include coverage information for all individuals covered under the self-insured plan, including their dependents.

The forms to be completed are: 1094-C and 1095-C

PayData will process Forms 1095-C and 1094-C for those clients who have signed up for our 2020 ACA Reporting Service. If you are also utilizing our Tax Filing Service, PayData will file these returns on your behalf.

IRS Form 1095-C Health Offer Coverage Employee Statement – this form is required for each employee. The data included on this form can vary depending on the reporting method utilized. The two reporting methods are Qualifying Offer Method and 98% Offer Method.

IRS Form 1094C Transmittal Form – this form is like the Annual W3 Form. One form per employer is filed.

Just like W2s, copies of the Form 1095 must be provided to each employee by February 1st, 2021. The forms must be filed with the IRS by February 28th if filing on paper, or March 31st if filing electronically. Employers with 250 1095 forms are mandated to file electronically.

If you are enrolled in our ACA service for 2020, you will receive a 1095 Preview Report in your payroll packet closest to November 1st. Please review this report very carefully, as this is the information that will be sent to the IRS.

1095 PREVIEW REPORT CHANGES ARE DUE FOR COMPLETION BY 12/18/2020

If you are a remote user, please make all necessary changes using the appropriate effective dates and forward the signed last page to your Client Service Representative. Non-remote users should note all applicable changes on the preview report and send them to their Client Service Representative so that they can update our system.

PayData will begin processing the 1095 Forms on 01/16/2021. Any changes received after this date will result in additional service fees and delays in reprocessing the returns. These forms are due to your employees by 02/01/2021, so please plan accordingly and allow us ample time to prepare these returns.

Your 1095 Forms will be shipped separately from Quarterly/W2 and/or 1099 Returns and will be sent via a trackable courier.

To help you determine if you are subject to the Employer Shared Responsibility provisions, PayData has the following reports available that will assist you in determining your FTE counts: *ACA FTE Report (S2711)*, *ACA Eligibility Analysis Report (S2713)* and *ACA Rule of Parity (S2834)*. Please contact your Client Service Representative if you would like these reports added to your company or visit <https://www.paydata.com/resource-center/aca/> for more information.

The window to enroll in PayData’s ACA reporting for 2020 is currently closed. If you are interested in this service for 2021, please go to our website for more information on how to sign up <https://www.paydata.com/aca-affordable-care-act-resources/>

**** Note: ACA reporting is different than Vermont Healthcare assessment; some employers may be liable for reporting information for both.**

PAYROLL PREPARATION FOR 2021

2021 MINIMUM WAGE - Non-Remote Clients: please notify your Client Service Representative for all employee changes. We will not automatically change employee rates of pay. Remote clients: it is your responsibility to make all necessary employee changes. * Information as of October 22, 2020.

Watch for updates on PayData's website. Go to <https://www.paydata.com/resources/year-end/>

<u>Regular</u>	<u>2020</u>	<u>2021</u>	<u>Tipped</u>	<u>2020</u>	<u>2021</u>
Federal:	\$ 7.25	\$ 7.25	Federal:	\$2.13	\$2.13
Vermont:	\$10.96	\$11.75	Vermont:	\$5.48	\$5.88
New York:	\$11.80	\$12.50	New York:	\$7.85	\$8.35
New Hampshire:	\$ 7.25	\$ 7.25	New Hampshire:	\$3.26	\$3.26
Massachusetts:	\$12.75	\$13.50	Massachusetts:	\$4.95	\$5.55

Vermont Employers

****Important**** Vermont employers are still required to contribute to the Vermont Health Assessment fund even if they are using the Vermont Health Connect Exchange for their employees' insurance. If the employer offers insurance, all employees need to complete a new Health Declaration of Coverage Form for 2021. You can find this form on our website at www.paydata.com. Click Sign-In, Go to Resources – Forms – New Employee Form – VT Health Care Declaration at <https://www.paydata.com/resources/forms/>

If you have employer sponsored health care coverage, both the Employee and Employer contributions MUST be included on the Employees' W2s in box 12DD. For more information go to:

<https://www.irs.gov/affordable-care-act/form-w-2-reporting-of-employer-sponsored-health-coverage>

New York Employers

All employees need to be provided with an annual statement regarding the Wage Theft Prevention Act.

GLOBAL COMPANY CHANGES

If you need to make any global company changes for 2021, you must notify us by December 9th, so that we have sufficient time to make these updates for you. Failure to notify us by this date will result in delays in implementing these changes and additional fees will apply. Please let us know for which check date these changes are effective.

Examples of global company changes are:

Division, Branch, Department Structure Changes

General Ledger Restructure

Time Off Accrual Changes, including adding State Specific Paid Family Leave

Adding Benefit Tables or Updating Existing Benefit Rates

Employee Scheduled Deduction changes for Insurance Premiums, Pensions, HSAs, FSAs.

TIME CLOCK CALENDARS

Many of PayData's timekeeping solutions utilize calendars to track when a holiday is set to occur.

These holidays allow the user to apply different rules to hours that occur on those days. Please notify us if you are making changes to your holiday schedules for 2021, so we may assist you with these updates. Failure to do so may result in incorrect timecard calculations.

2020 & 2021 LIMITS * AS OF OCTOBER 22, 2020

The below information is as of October 22, 2020. For updates published after that date, please go to PayData's website <https://www.paydata.com/resources/year-end/>

MAXIMUM OASDI WAGE LIMIT – OASDI is 6.2%

2021 – The OASDI wage limit for 2021 is projected to increase from \$137,700 up to \$142,800. The Maximum OASDI tax paid by employees will increase to \$ 8,853.60 for 2021.

MEDICARE WAGE LIMIT – Medicare is 1.45%

There is no wage limit on Medicare Taxes. **Additional Medicare Tax of .9% on all employee wages over \$200,000 will continue for 2021.** The Additional Medicare Tax is not matched by the employer.

Employer Federal Unemployment Tax rate is 6.2% for 2021.

SIMPLE PLAN

2021 - Simple employee contribution plan limit is projected to remain unchanged at \$13,500. For employees age 50 and over, the Simple employee catch-up contribution limit will remain unchanged at \$3,000. **Catch-up contributions are not automatically matched by the employer.** Please check your plan documents for confirmation.

401K & 403B & 457

2021 - Employee contribution limits to 401K, 403B or 457 plans are projected to remain unchanged at \$19,500. For employees age 50 and over, the employee catch-up contribution limit is projected to remain at \$6,500. **Catch-up contributions are not automatically matched by the employer.** Please check your plan documents for confirmation.

Note – The Federal Maximum wage limit for ER Match is projected to increase to \$ 290,000 for 2021.

HSA PLANS

Employer contributions to HSAs **MUST** be posted in payroll. The IRS requires that both the employee and the employer contributions be reflected in box 12W of the W2. Total employee and employer combined contributions cannot exceed:

	<u>2020</u>	<u>2021</u>
Single -	\$3,550.00	\$3,600.00
Family -	\$7,100.00	\$7,200.00
Catch-up -	\$1,000.00	\$1,000.00

According to IRS Publication 15-B: A Health Savings Account (HSA) is an account owned by a qualified individual who is generally your employee or former employee. Catch-up contributions are limited to employees aged 55 and over.

FSA Limits – There is a **\$2,750** limit on employee contributions to a Flexible Spending Arrangement for 2021.
Dependent Care Limit - \$5,000.00 Employee and Employer combined

W2 EDIT LIST

THIS INFORMATION IS CRITICAL IN GENERATING ACCURATE W2 FORMS.

You will receive a W2 Edit List with your payroll **closest to November 1st**. Please verify the following information, **note any necessary changes**, and return the listing to your Client Service Representative **no later than December 4th**.

- The employee's name must match the name on their social security card, **DO NOT** use nicknames, and do not include periods or parenthesis in their name.
- Confirm that the company name and address shown is what should be printing on the W2s.
- All employees must have a **VALID** social security number. **All zeros or all 9s are not acceptable.**
- Note: If you hire an employee after your first payroll in November, they will **NOT** be included on the W2 Edit List; double check these employees for accuracy.
- Do not forget to review employee VISA information.

As the employer, it is your responsibility to confirm all data on your employees' W2s. If W2s need to be reprinted due to inaccurate information, additional **FEES WILL APPLY**.

To obtain a W2 Edit List Instruction sheet, go to our website at www.paydata.com. Click Sign-In, Go to Resources-Year-End – W-2 Edit Instructions. <https://www.paydata.com/resources/year-end/>

REMOTE USERS: Please make your own updates, sign the final page, and submit to PayData, confirming that all changes have been made. Be sure to notify us of any incorrect social security numbers. When changing SSN and employee names, evolution classic desktop users right click on the field, and Evo PR online users click on the underlined field name so that you can apply the correct effective date. **After December 31, 2020, if you make changes to employee addresses and social security numbers, the changes will not automatically be reflected on 2020 W2s unless you have used the proper effective date. If you need to make retroactive changes, please contact your Client Service Representative for assistance.**

RECORD RETENTION

Federal and state laws require that your business maintains complete payroll and employee information; regulations vary by state and agency. There are costly fines associated with the failure to retain these records. PayData will store your 2020 payroll history for \$75.00. The fee is automatically applied to your invoice closest to December 15th.

All Clients must complete the Record Retention form by December 1st. Go to our website at www.paydata.com. Click Sign-In, Go to Resources-Year-End – Record Retention <https://www.paydata.com/resources/year-end/>

If you have any questions regarding this service, please call Sherri at ext.123.

SOCIAL SECURITY VERIFICATION

PayData's SSN verification service is an easy and cost-effective way to ensure that your employees' names and social security numbers are accurate. Avoid costly reprocessing fees by ensuring that your W2s are printed correctly the first time. Please call Sherri at ext.123 by December 1st if you are interested in this service. A file fee of \$35.00 will be applied to your year-end invoice. **If you have previously signed up for SSV, we will continue to file on your behalf.**

W2 INFORMATION / FEES

- **W2s** will be printed on pressure sealed stock and sealed automatically. Employer and state copies will be printed on regular W2 paper.
- Items such as 3rd party sick can be reported in box 14. The employee's W2 can contain 3 entries in box 14; more than 3 items will print on a second W2. The employer W2 copy can contain 4 entries in box 14. Please contact your Client Service Representative if you want these items to be reflected in box 14.
- Your W2s will be sent via courier service starting January 15th. If you have changed your physical address during the year, make sure that this has been communicated to your Client Service Representative. Failure to do so will result in shipping delays.
- Your 940 federal unemployment return and your Q4 quarterlies will be sent with your W2s unless your quarterlies are delivered VMR. In that case, the quarterlies will be sent electronically as normal. W2s will continue to be shipped via a courier service.
- PayData files W2 information with SSA on mag media for all clients. On **January 6th, 2021**, the year will be closed, and we will no longer accept 2020 adjustments. The mag media will be created on 01/28/21. W2 copies will be available to clients utilizing PayData's Employee Self-Serve Portal options (ESS) after February 7th, 2021. Please be aware that W2Cs will not appear in any ESS system.
- **NON-TAX SERVICE CLIENTS:** It is your responsibility to file W2 copies to the states that require them. PayData will file the W2 information to the SSA.
- **NON-TAX SERVICE CLIENTS:** Vermont requires that all employers with more than 25 employees file Form WH434 and the state copies of the W2 electronically. PayData can assist you with this for an additional fee.
- If you have companies that are **consolidated**, we will only print W2s from the consolidated company.

W2s

\$6.50 each plus shipping & handling
\$50.00 electronic filing base fee

1099M /1099NEC / 1099R Forms

\$10.25 each plus shipping & handling
\$50.00 minimum

W2 Reprint Fees

\$10.00 per W2. Reprint requests submitted no later than 12:00pm on Thursday will be processed on Friday of each week

Reprocessing Fees

\$85.00 minimum for Quarterlies
\$10.00 per W2
1099 - quoted

W2C and Amended Returns

Fees for these services will be quoted on an individual basis, with a minimum fee of \$85.00.

ACA Forms

\$6.75 each plus shipping & handling

If your company has made state tax payments not processed by PayData, you will need to forward tax information to PayData so returns can be adjusted.

PayData will be offering W2s on CD for the tax year 2020. The CDs will be stamped after the SSA magnetic media is created. If you would like this service, please contact Sherri Boissoneault at x123. A \$150.00 creation fee will be invoiced at the time of creation.

FORMS 1099M, 1099NEC & 1099R

PayData processes 1099M forms for reporting rent and 1099NEC for reporting non-employee compensation. PayData processes 1099R forms for reporting pension payouts (please be specific as to rollover, death, early retirement, etc.). PayData's default is to only print those 1099M or 1099NECs which are over the federal limit of \$600.00. If you wish all 1099s to print regardless of amount, you must notify your Client Service Representative no later than Thursday December 3rd.

All 1099 information must be posted in the system no later than 01/06/2021. PayData reserves the right to not process or prepare 1099 returns received after this date. 1099 postings containing taxes must be processed by 12/31/2020 to avoid tax penalties. Please remember that 1099 Forms will ship separately from W2s.

PayData does not provide envelopes for the 1099 forms.

TAX SERVICE CLIENTS

PayData files the 1099 federal and state copies for you electronically. If you do not want PayData to file the 1099 returns, you must notify us prior to 01/06/2021.

NON-TAX CLIENTS

Depending on where your business is located, you will need to File 1099 Forms to either: IRS, Austin, TX 73301 or IRS, Kansas City, MO 64999 and to the appropriate state agency.

If you would like PayData to assume full responsibility for your payroll tax deposits and filings in 2021, please contact our Finance Department at x123 to obtain the appropriate paperwork.

NOTES:

2021 HOLIDAY CHECK DATES

Even though your local bank may be open, the Federal Reserve is **closed on the dates identified below**. If your check date falls on one of these days - **YOU MUST CHANGE IT**.

- Review your 2021 payroll schedule to determine if you are affected by these dates.
- Contact your Client Service Representative to **adjust your submission and / or check date**.
- Payrolls must be submitted by **1:00pm two business days prior** to your check date. Auto Pay clients must submit any changes by 11:00am.
- During peak production times, staff courtesy **reminder calls** may not always be possible.



The Federal Reserve and/or PayData will be closed on the following days:

■ Federal Reserve CLOSED

- □ January 1st, 2021 - New Year's Day
- □ January 18th, 2021 - Martin Luther King Jr. Day
- □ February 15th, 2021 - President's Day
- □ May 31st, 2021 - Memorial Day
- □ July 5th, 2021 - Independence Day
- □ September 6th, 2021 - Labor Day

□ PayData CLOSED

- □ October 11th, 2021 – Indigenous Peoples' Day
- □ November 11th, 2021 - Veteran's Day
- □ November 25th, 2021 - Thanksgiving Day
- November 26th, 2021 - Day After Thanksgiving
- December 24th, 2021 – Christmas Day Observed
- December 31st, 2021 – New Year's Observed