

September 2023

AccuPay Bulletin

Website:
AccupayOnline.com

CALENDAR

Sep 27 WinRX proforma download available

Oct 02 Third quarter processing begins

Oct 30 Mailing/uploading 1099 Proformas for tax year 2023

Oct 31 2:00 PM - DE9/DE9C E-file deadline

UPDATE WINRX SOFTWARE:

- Update payroll proformas by opening up WinRX and following the prompts. Once the program is open you must complete the update. Do not exit out of the program before finishing.
- Q3 payroll proformas will automatically populate.
- 1099 proformas from 2022 will remain intact if the update is done correctly.
- If you are having issues with the quarterly rollover, visit our website **AccupayOnline.com** to download the program.

THIRD QUARTER INFORMATION/END OF YEAR REMINDERS

Employer Listing

A list of your current employer numbers is enclosed. **Please review** this list when assigning numbers to NEW returns.

Third Quarter State Filing Reminder

Third quarter e-file DE9 and DE9C returns must be processed by **2:00 PM on October 31st**. Returns processed after **2:00 PM** will automatically receive paper reports. E-filing for DE9/DE9C is mandatory unless a waiver has been granted.

1099 Proformas for 2023 Tax Year

Form 1099 proformas for 2023 will be ready by the end of October. In addition to your proformas, the package will include your payer listing and updates & processing reminders. Unless you have contacted us, PrintBack users will find their 2023 1099 proformas as a PDF to download.

Low Cost 1099 & W-2 Envelopes

We provide low-cost, quality envelopes that fit W-2 employee and 1099 payee copies. The cost is **\$18.00 per 100** plus shipping. Call us or order online at **AccupayOnline.com** using the "Quick Links" dropdown menu. An email will be sent in November with a reminder to order your envelopes early.

PRINTBACK SCHEDULE AND FEES

Expedite PrintBack Service hours are 9:00 AM—9:00 PM Monday thru Saturday for WinRX returns during the processing months. Returns will be available within 2 hours of transmission. The charge is \$2.20.

Standard PrintBack Service hours are 9:00 AM—5:00 PM Monday thru Friday. Standard PrintBack returns will be available by 9:00 AM the next business day. The charge is \$1.20.

MAILING ADDRESS

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Email: tech@accupayonline.com

STREET ADDRESS

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