AccuPay Bulletin

AccupayOnline.com

CALENDAR

Dec 19   WinRX program and proforma download available

Jan 02   Office Closed

Jan 03   Year-end processing begins

Jan 31   1099/W-2 mail deadline

E-File Dates

- **W-2, DE9/9C:** Jan 31 @ 2 PM
- **1099-NEC:** Jan 31 @ 3 PM
- **ACA Reporting:** March 31
- **All other 1099:** March 31

Need more time to file?

File a 30-day extension using Form 8809. Visit irs.gov for more details. **The 30-day *Automatic* extension has been eliminated.**

ACA REPORTING
1095-C / 1094-C

- AccuPay provides e-filing and mailing of employee ACA forms
- Download and complete the spreadsheet from our website
- $35.00 base fee + $3.25 per employee

WINRX UPDATE

We have a mandatory update to WinRX for Q4. Please open the existing program or update directly from our website:

- Go to AccupayOnline.com
- Click WinRX, Download Software

STATE FILING FOR HOUSEHOLD EMPLOYERS

AccuPay does not e-file DE 3HW/BHW (household) forms. In order to remain in compliance, you must e-file those forms manually using the e-Services for Businesses online portal.

AccuPay will produce a Schedule H (form 1040) at year end whenever Household Employees are present. In the WinRX program on the employer screen, enter the Employer SSN. On the Employee screen, code each household employee with a federal wage exempt code of 5 or 6.

Household Employers MUST have a Federal EIN Number in order to file W-2s. AccuPay produces W-2s for all employees with wages. If a household worker has less than $2,400 in FICA wages, the FICA information will not be reported on the W-2.

ACCUPAY WEBSITE

Visit **AccupayOnline.com** for 1099 and payroll (after the fact) filing information, WinRX updates, credit card payments, and ordering envelopes.

1099/W-2 MAIL SERVICE

AccuPay can mail 1099 payee copies and W-2 employee copies for you. If requested, there will be an additional charge of $1.25 (1099) or $1.50 (W-2) each to cover postage, envelopes, and handling.

The first mailing date will be **January 31st** for returns processed by **January 27th**. We need a few days to prepare the mailing.

1099 WinRX user— On the Payer screen, check the box in the "Other Options" section.

1099 Data Sheet user— On Data Sheet A99, enter X in the "Mail Payee Copies" section.

W-2 WinRX user— Check the box in the "W-2 & Year-End Options" screen.

W-2 Data Sheet user— On Data Sheet A, enter X in the appropriate box (located under Employer name & address).

1099/W-2 ENVELOPES

Cost: $15.00 per 100 plus shipping. To place an order, send an email to **tech@accupayonline.com.**

PRINTBACK SCHEDULE

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 8:00 AM the next business day. The charge is $1.20.

CONTACT US

MAILING ADDRESS
PO Box 8457
Huntington Beach, CA 92615

Phone: (925) 945-1660
Fax: (925) 945-6544
Email: tech@accupayonline.com

STREET ADDRESS
20422 Beach Blvd, Suite 345
Huntington Beach, CA 92648

FORM 940 OPTIONS

- **Exempt organizations-** Form 940 is not required. SUPPRESS the printing of Form 940. (All employees should be coded as FUTA exempt on Data Sheet B or on the employee screen in WinRX)

- **All wages are EXEMPT from SUI-** FUTA should be calculated at 6.0% rate. (All employees should be coded as SUI exempt on Data Sheet B or on the employee screen in WinRX)

- **Successor Employer-** ALL wages are included on successor employer's W-3/W-2. On Data Sheet A-1 or the WinRX 940 screen, check the Successor Employer box and enter taxable FUTA wages (up to $7000 per employee) that were paid by the Predecessor Employer. The new employer will receive credit for these FUTA wages. Also enter the Predecessor's FEIN on Data Sheet A-1 or WinRX W-2 Options screen.

W-2 BOX 14 CUSTOMIZED DESCRIPTION

Data Sheet D can be used to enter additional information for printing on an employee's W-2. It includes codes for W-2 boxes 8, 10, 11, 12, and 14. You can also create customized text for W-2 Box 14 as follows:

Data Sheet user: Enter your custom description on **Data Sheet A-1**. Then use codes 9 or 10 on **Data Sheet D** with *amount* for affected employees.

WinRX user: Click on the **W-2 & Year-End Options** to enter your custom description. On effected **Employee Screen,** click on **Employee Year End/ W-2**. Enter the *amount* and select your Box 14 description from the dropdown list. **Note:** The descriptive text and the money amount will print ONLY in Box 14. No amounts will be carried to any other box on the W-2.

CODE DD- EMPLOYER SPONSORED HEALTH COVERAGE

As part of the Affordable Care Act, employers may be required to report the cost of health coverage under an employer-sponsored group health plan. The amount reported on the W-2 box 12 with code DD is the non-taxable value that was excluded from the employee's income.

Data Sheet user: On **Data Sheet C**, use code **M** with *amount* as Other Amount.

WinRX user: On the **Employee Screen**, enter the *amount* as Other with code **M**.

S-CORP MEDICAL INSURANCE

Health Insurance for a 2% S-Corp Shareholder should be included on W-2 Box 1 (Wages) but not subject to FICA tax. *Using the steps below, AccuPay will automatically add the amount to box 1 for you. Do not add the amount to wages. Also report the amount in Box 14 as an informational item.*

Code (13) is available in Data Sheet D to print **S-Corp Medical Ins** in Box 14. The amount will still need to be entered as Other Compensation to flow to W-2, Box 1.

Data Sheet user: On **Data Sheet C**, use code **A** with the *amount* as Other Amount.

On **Data Sheet D**, use code **13** with the *amount* in the Box 14 column.

WinRX user: On the **Employee Screen**, enter the *amount* as Other with code **A**.

On the **Employee Year End/ W-2 Screen,** enter the *amount* and select code **13** from dropdown list for Box 14.