AccuPay Bulletin

AccupayOnline.com

CALENDAR

Dec 29   WinRX program and proforma download available

Jan 1   Office Closed

Jan 2   Year-end processing begins

Jan 30   1099/W-2 mail deadline

E-File Dates

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

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 + $4.00 per employee

ACCUPAY WEBSITE

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

MANDATORY 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

IRS 1099 & W-2 E-FILING REQUIREMENTS

Regulations for tax year 2025 require any payer/ employer filing 10 or more payees/ employees to electronically file.

This regulation includes the total for all aggregated W-2 and 1099 forms filed for each payer/ employer.

If you are over the threshold for combined W-2 and 1099:

- For W-2: Do NOT select "Paper for SSA Filing" in WinRX or "P" on Data Sheet A.

- For 1099: Do NOT select "Print RED forms in lieu of electronic' in WinRX or "R" on Data Sheet A99.

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 $1.40 (1099) or $1.50 (W-2) each to cover postage, envelopes, and handling.

The first mailing date will be **January 30th** for returns processed by **January 28th**. 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 .

1099/W-2 ENVELOPES

Cost: $20.00 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 $2.50.

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 $1.50.

CONTACT US

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YEAR-END PAYROLL NOTES

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 <u>FUTA wages</u> (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 <u>W-2 box 12 with code DD is the non-taxable value</u> that was excluded from the employee's income.

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

WinRX user: On the **Employee Screen**, enter the *amount* as <u>Other</u> 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 <u>Other Amount</u>.

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 <u>Other</u> with code **A**.

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