



Access1Source
Workforce Management Solutions

· Payroll
· Time & Labor
· HR
· Benefits

All in ONE Platform

Year End 2017 Checklist

These guidelines will help us meet advanced due dates on 2017 filings and prepare for 2018:

2018 SUI Rates and Deposit Schedule Notices

- 2018 SUI rates will be mailed in November and December of 2017. Also, the IRS and each state will send a notice of your 2018 deposit requirements. Please forward this information to Access1Source prior to 12/31/17. This information is required before running the first payroll in 2018.

Review and Update Employee Info

- Names and SSNs: Review and verify all employee names and Social Security numbers. The IRS may impose a penalty for each Form W-2 with a missing or incorrect Social Security number or name. If you need a complete listing of all employee names and SSNs, please contact your Payroll Specialist.
- Addresses: Review and verify employee addresses. The deadline for updating employee addresses is December 29, 2017. Any changes made after the deadline may not be reflected on the printed W2s.
- Retirement Plan: If you have any employees to which the “retirement plan” indicator in Box 13 of Form W-2 applies, please contact your Payroll Specialist. Employees that participate in your company’s retirement plan through payroll will automatically be checked.

Verify Wage, Tax, and Benefits Data

- Please submit any 2017 adjustments prior to your last scheduled payroll of 2017. Any adjustment received after December 29, 2017 will not be addressed until after January 12, 2018. Those adjustments will then be processed on Form W-2c and may accrue extra processing fees as well as penalty and interest on late tax deposits.
- Confirm that your company’s retirement plan type is correct (e.g. 401(k), Simple IRA, etc.)
- Review and submit any non-paid taxable fringe benefits by December 29, 2017. If you are unsure as to whether non-paid fringe benefits are applicable, please **consult your accounting department or accountant** or review [IRS Publication 15-B Employer’s Guide to Fringe Benefits](#) for further information and instructions. If these taxable fringe benefits are not included with a regular payroll, the employer is required to pay the employee FICA tax in addition to the normal employer FICA tax.

Non-paid taxable fringe benefits include but are not limited to:

- Group Term Life Insurance - Employer provided Group Term Life with a benefit greater than \$50,000 is taxable to the employee.
- Personal use of company auto
- Sub-S owner's health insurance
- Non-qualified moving expenses
- Company-provided transportation or parking
- Employer-paid education not related to the employee's job
- Non-accountable business expense reimbursements or allowances
- Non-cash payments

Review and submit any items that are not taxable but reported on Form W-2:

Please review [IRS Publication 15-B Employer's Guide to Fringe Benefits](#) for further information and instructions. Non-taxable items to report on Form W-2 include but are not limited to:

- Qualified moving expenses
- Dependent care benefits
- Employer-paid Health Savings Account contributions

Review and submit any other items missing from payroll:

- Bonuses
- Manual checks
- Voided / reversed payments
- Cost of Health Care Coverage – If your company filed more than 250 Form W-2s for 2017 and you provide health care coverage to your employees, you are required to include the total cost of health care for each employee in Box 12DD on Form W-2. Please contact your Payroll Specialist if you believe you need to report this.
- Third party sick pay – Third party sick pay is payments made directly to your employee by a third-party due to coverage under a long-term disability plan or a short-term disability plan (e.g. AFLAC). If you need to include third party sick pay on the Form W-2 for any employee, please contact your Payroll Specialist.

Form 1099

- Access1Source will automatically process Form 1099-Misc for any contractor paid through the payroll system unless you specify that you do not want us to do so. If you have contractors NOT paid through the payroll system and you would like for us to process Forms 1099 for you, please provide this data to your payroll specialist by January 12, 2018.

Following these guidelines will help meet the following deadlines:

January 31, 2018: Last date to distribute W-2s to employees

January 31, 2018: W-2s filed with SSA and most states

January 31, 2018: Federal forms 940 and 941 due

January 31, 2018: Forms 1099M (box 7 income) due to IRS

January 31, 2018: Forms 1095B & 1095C due to employees and filed with IRS

Forms 1095-B Health Coverage and 1095-C Employer-Provided Health Insurance Offer and Coverage