



2017: Preparing For Year-End

A Client's Guide

CertiPay Online
12/06/2017

Year-End Payroll Professionals

Payroll Year-End can be a busy time and we want to make sure that your Year-End is as trouble-free as possible. We are offering tips and reminders in order to give you a head start to help avoid delays and streamline your Year-End process. This guide provides you with some basic Year-End information which we hope you will find helpful.

This guide contains deadlines and reply forms, we strongly encourage you to read this.

- Year-End Checklist – Reminders For Your Last 2017 Payroll
- Year-End Calendar – Important Dates & Deadlines
- W-2 Address Verification Form – Information Needed For Timely W-2 Deliveries
- 4th Quarter End Notice – Information About Processing Your Final Payroll
- W-2 Address Verification Form – Information Needed For Timely W-2 Deliveries
- Preparing For 2018

We also want to make certain that you are aware of our policy regarding Year-End adjustments made **after** your last payroll of 2017. Any changes made after December 31, 2017 may require us to reprocess your Year-End returns and W-2 information. These reprocesses will incur additional processing charges.

Any changes made after Year-End forms have been finalized may require amended forms. The amended forms will not be completed until after the month of February at a cost of \$250 per Amendment and \$85 each/per form (W-2C & W-3C).

THEREFORE, IT IS CRUCIAL THAT YOU REVIEW YOUR 2017 YEAR-END ITEMS FOR ANY ADJUSTMENTS NEEDED BEFORE YOU PROCESS YOUR LAST PAYROLL.

READ DISCLAIMER CAREFULLY:

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Year-End Check List

Please use this checklist to assist with items that may need to be considered when processing your last scheduled payroll:

Items To Do	Deadline
<input type="checkbox"/> Forward any Federal or State filing deposit frequency notices to support@certipayonline.com	ASAP
<input type="checkbox"/> Forward all State Unemployment rate change notices to support@certipayonline.com	ASAP
<input type="checkbox"/> Review Holiday Schedule and make appropriate arrangements to submit payroll on the adjusted time. See page 4	ASAP
<input type="checkbox"/> Verify all Federal and State identification numbers. (Company tab in CertiPay Online)	12/22/2017
<input type="checkbox"/> W-2 Delivery Address Verification (Company). <i>Use form on page 5</i>	12/22/2017
<input type="checkbox"/> Employees must verify their personal information, W-4 filing status, and withholding allowances. (Print copy of Employee Profile)	12/22/2017
<input type="checkbox"/> Process required 1099s as soon as possible. <i>Adjustments made after 12/22/2017, please see below for details.</i>	12/22/2017
<input type="checkbox"/> Run Bonus payroll as early as possible so it can be included in your Quarter 4 Tax Filing.	12/22/2017

Late Year-End Adjustments Processing Information and Fees

Additional Year-End adjustment processing fees will be assessed if adjustments are not processed in accordance with the deadlines that are provided in the *Year-End Calendar: Important Dates and Deadline* section on page 4. The late Year-End processing fee is \$250 in addition to normal monthly charges.

Year-End forms will be finalized after the deadline dates listed above, any changes needed beyond the deadline **will** require amended forms. The amended forms will not be completed until after the month of February at a cost of \$250 per Amendment and \$85 each/per form (W-2C & W-3C).

Year-End Calendar: Important Dates & Deadlines

Bank Holiday Schedule: Banks are closed.

If your normal check date falls on the following dates, you **MUST** adjust your payroll calendar to reflect one business day before or after the applicable dates listed below. If you process your payroll on or after the dates listed you **MUST** adjust your process date to accommodate your approved processing schedule requirement. If you have any questions regarding which processing date applies to your company please contact support@certipayonline.com.

Christmas Holiday: 12/25/2017

New Year's Holiday: 1/1/2018

CertiPay Online Holiday Schedule: Our offices are closed.

Christmas Holiday: 12/25/2017

New Year's Holiday: 1/1/2018

CertiPay Year-End Deadlines

Final 2017 Year-End Adjustment: 12/22/2017

4 Day Clients Last Payroll Processing Date: 12/22/2017

2 Day Clients Last Payroll Processing Date: 12/27/2017

Last Payroll Check Date of the year: 12/29/2017

December 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

A fee will be imposed for adjustments made after 12/22/2017, please see page 5 for fee details. If changes affect W-2s, delivery delays may occur.

W-2 Address Verification

It is **VERY IMPORTANT** to submit this information by **12/22/2017**, in order to avoid W-2 shipment delays. This is the address that will be used when we ship W-2s. **NOTE: Our carriers will not ship to PO Boxes.**
Please submit email to: support@certipayonline.com.

Company Name _____

Contact Name _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____

- Please check here if more than one Company Account is being shipped to this address. Please list below:

- Special Requests.

****Please note: Not all requests can be honored. You will be contacted if we are not able to meet your needs.****

4th Quarter End Notice – information about Processing Your Final Payroll

The 4th quarter of 2017 will end on **December 31st**. In order to process your quarterly returns in a timely manner, please plan to make all adjustments **PRIOR** to your last regular payroll run for the quarter.

Processing your Final 4th Quarter Payroll Checks

When processing your final payroll checks for the 4th quarter, please keep in mind that all checks dated from October 1st to December 31st are considered 4th quarter entries.

December 27th is the last processing day for which 4th quarter tax filings can be made.

All 4th quarter items must be entered before processing a 1st quarter check date (January 1st). Please note that any adjustments made after the quarterly returns have been processed, which often result in amended returns, will generate additional charges.

IMPORTANT:

Note: Adjustments **MUST** be included on a regular payroll run so that employee funds will be available to cover any taxes due. (*Deadline: 12/22/2017*)

Preparing for 2018

TO DO CHECKLIST for the New Year review:

- Verify the amount of unemployment tax rates and associated wage limits.
- Determine whether a voluntary unemployment contribution should be made to reduce the upcoming unemployment tax rate for the New Year.
- Notify employees to review their W-4 forms.
- Update employee Tax Profile in CertiPay Online based on revised W-4 forms.
- Notify employees of unused flexible spending account deductions.

REPORT CHANGES between now and the end of January for notices such as:

- Deposit Frequency**- as payroll taxes grow, tax frequencies can change
- Rate Changes** – typically employers receive notice of new unemployment tax rates
- Additional States or Localities** – provide us any new ID numbers immediately

Please update rates for 2018 in the State Tax Profile section under the Company tab in CertiPay Online. Also submit tax agency correspondence as soon as notifications are received to support@certipayonline.com