TEAM Software

WinTeam

Year-End Guide | 2018

TEAM Software

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2018 Year End Process Changes

General Instructions

What's New with SSA and IRS for Tax Year 2018?

The SSA as well as many states have filing due dates of January 31, 2019. Make sure that you know what your filing deadlines are for EVERY entity you will be reporting for tax year ending 2018.

The number of employees to report before electronic filing is required also varies between State/Local Agencies. Make sure that you adhere to the individual state requirements when the number of employees you are reporting reaches the threshold after which paper filing is no longer acceptable and electronic reporting is then required.

What's New for Tax Year Ending 2018 in WinTeam for USA Year-End Processing?

Laser W-2 Form Changes

NY Paid Family Leave – should be printed in Box 14

Starting January 1, 2018, the New York State Paid Family Leave Program will go into effect for all employers doing business in New York. We have documented the recommended set up for this new “Tax Code”. It is up to each client to set this Tax Code up themselves. It is highly recommended also that you consult with your own counsel on this law, and what is expected. See **Setting Up the New York Paid Family Leave Deduction** topic for more information on how this tax code should be set up.

If your company withheld any NY Paid Family Leave withholding from employees within Tax Year 2018, you are required to print this on the Employee’s Form W-2 for 2018.

For more information, see Section H Part 1: Special Items for W-2 FormsAt the end of this topic are custom settings that can be used to indicate how to print the withholding amount of a particular tax ID (code) in Box 14.

Oregon Statewide Transit Tax

This tax went into effect on 7/01/2018. The earnings and the amount withheld for tax year 2018 is required to be reported with the Oregon State Electronic File. In order for this information to be picked up, the Statewide Transit Tax check box needs to be selected in the PAY: Taxes screen. If your company does business in Oregon, you will need to go to PAY: Taxes, select Government Type: City, choose from the drop down your Oregon Transit Tax code and select the check box in the Properties area of the screen for Statewide Transit Tax. You also need to be sure the OR is set up as the State code for this tax code. For more information, see the Help Topic, Oregon Statewide Transit Tax.

For tax year ending 2018, this does not have to be printed on the Laser W-2 forms. For Tax Year ending 2019, this will be required. The state has not released information relating to where this will be printed eventually but more than likely will go in Box 14.

New Washington Tax for WA PFML (Paid Family and Medical Leave) that goes into Effect on 1/01/2019

Each company who does business in the state of Washington will need to set up a tax code that goes into effective on 1/01/2019. After the tax code is set up, it will have to be added to the employee master file, Tax Info tab as a local tax. For more information regarding this new tax, go to https://paidleave.wa.gov-/employers#helpcat55.

Review the Help topic Setting Up Washington Paid Family and Medical Leave and complete the appropriate set up work prior to running your first payroll for checks dated in 2019.

What's New for 2018 in WinTeam for Puerto Rico?

Laser W-2 Forms - Puerto Rico Form 499R-2/W-2PR

Important: Make sure your SURI registration is up to date for all payments and filings at http://www.hacienda.gobierno.pr/sobre-hacienda/hacienda-virtual

The W-2PR Pre-Printed form for tax year 2018 is pending approval by the government of Puerto Rico. We hope approval occurs in the next week, and then we can obtain the form and provide the necessary program changes for 2018 as part of the January 20th release. There is a lag of a few days for premise customers. We realize the deadline for printing these forms is January 31st and we are doing everything possible to obtain the new format.

There are also pending changes to the W-2CPR form (used to provide corrected W-2 information). Do not print any W-2CPR forms until TEAM has provided notification the changes are complete. The changes should be complete by the end of February.

A new Exempt Salaries Code has been added for 2018 for Severance. WinTeam now supports three Exempt Salaried Codes for Puerto Rico which include Code E - Youth Exemption, Code G - Disaster Assistance, and now Code I - Severance. For more information, see the help topic, Section H Part 5: Special Items for Puerto Rico Forms 499R-2/W-2PR.

Note: Puerto Rico is no longer issuing control numbers to employers, effective in the tax year ending 2018. This is a BIG and WELCOME change!

The process for printing Laser W-2PR forms and creating the Electronic file for Puerto Rico has now become MUCH LESS complicated beginning with Tax Year Ending 2018. Puerto Rico is no longer issuing Control Numbers to each Employer and, instead, allowing the employer to issue their own as long as it is a 9 digit number. Beginning with Tax Year 2018, WinTeam will ALWAYS use the Employee Number as the Control Number (filling with leading zeroes to fulfill the requirement for issuing a 9 digit number). We no longer will need to store this number in the employee master file, custom field 24. Instead, when doing electronic reporting, Laser W-2PR or W-2cPR printing, we will use the employee number for the Control Number.

Where can I see a list of all the 2018 year end changes?

For a list of other year-end-related changes, see the Help topic, **Year End Release Notes 2018**.

Section A: Obtaining User ID for SSA E-Filing

General Instructions

The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

Employers reporting 250 or more employees for calendar year-end must file electronically with the Social Security Administration Office (SSA).

First-time filers must register online to receive a personal User ID and Password: **https://www.ssa.gov/bso/bsowelcome.htm**

If you already have a User ID and Password, once you are ready to submit your SSA file, you can log in by selecting the Log In button on the Welcome page and follow the instructions listed: **https://www.ssa.gov/bso/bsowelcome.htm**

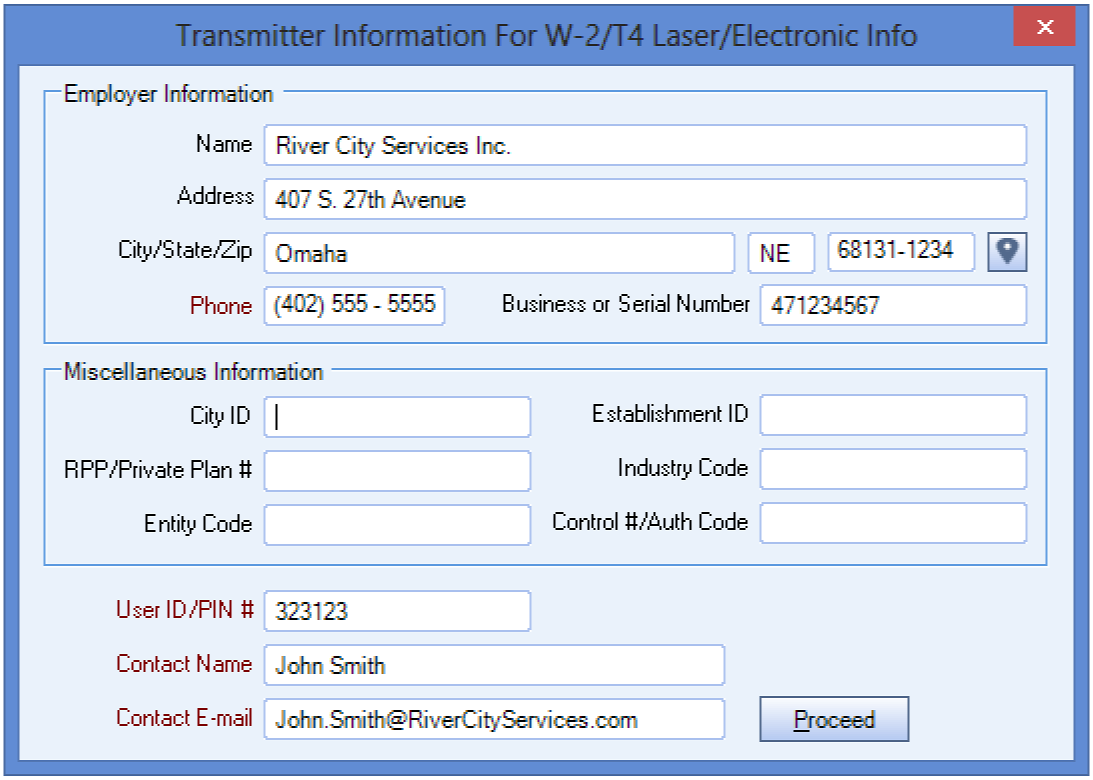
When creating your electronic files through WinTeam, you will enter the User ID that was issued to you into the User ID/PIN # field. On this same screen, you will also be required to enter your Contact Name and Contact Email Address. This information is required for all electronic files created through WinTeam.

More information on electronic filing is available in:

Section P Part 1: Preparing Electronic File for Social Security Administration (SSA)

Section P Part 2: Preparing Electronic Files for Canada

Section Q: Preparing Electronic Files for State & Local Codes



To Register for Electronic Filing

> **Important:** When applying for your User ID, personal information (first name, last name, DOB, SSN, e-mail, etc.) is required for identity verification purposes. Therefore, the person who applies for the User ID should be the same person who files the electronic file.

Based on information from Employer W-2 Filing Instructions & Information, if you do not already have a User ID and Password, you must register for one.

On the SSA BSO website, https://www.ssa.gov/bso/bsowelcome.htm, click **Register** and complete the information to create your Login Account. This includes choosing your own password. A User ID will be issued immediately upon registering. A third-party preparer is required to register just once in his/her firm's name.

To Submit an SSA Electronic File

1. Return to the SSA BSO website, https://www.ssa.gov/bso/bsowelcome.htm, and log in using your User ID and Password.
2. Select **Submit a W-2 Wage File** or one of the options under **Create Forms W-2 Online**.
3. Prior to submitting, check your wage reporting format with AccuWage: https://www.ssa.gov/employer/accuwage/index.html
4. Prior to submitting, verify names and Social Security Numbers with SSNVS: https://www.ssa.gov/employer/ssnv.htm

SSA Contacts

BSO Help and Information

BSO User ID/Password Assistance:

Phone: 1-800-772-6270; Monday through Friday from 7 a.m. to 7 p.m. (EST)

Technical Assistance:

Website: http://www.ssa.gov/bso/bsowelcome.htm

Phone: (888) 772-2970 or bso.support.help@ssa.gov

Fax: (410) 597-0237

E-mail: bso.support@ssa.gov

Section B: Loading Year-End Update Program

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

SaaS Clients

This step is not applicable. TEAM will email information regarding the scheduled update program installation and when you may update the tax tables for the New Calendar Year.

Premise-Based Clients

You may download the Year-End Update Program by following the instructions listed on the TEAM Updates web site.

You must be on WinTeam Version 18.12.006 (or higher) in order to perform year-end processing steps outlined in the Year-End Guide (i.e. printing Employee W-2s, creating electronic files for year-end, etc.). You must also have Tax Update #1 applied to each of your databases prior to running your first payroll of the New Calendar Year (please refer to Section D Part 1: Loading New Calendar Year USA Tax Update or Section D Part 2: Loading New Calendar Year Canada Tax Update for more information on this topic). If you fail to do this, your tax calculations will be incorrect.

To log on to the TEAM Updates site, go to: https://update.teamsoftware.com/Login

To log on to the Updates Web site, you must know your username and password.

Locating TEAM Updates Site Login and Password

To look up your TEAM Updates Web site Login and Password:

1. From the WinTeam System menu, click **System Defaults**.
2. Under Support Web, you will see your Login and Password.
3. If you cannot locate this information, contact TEAM at (402) 345-5660 for assistance.

Example: If your update fees are not current, you will not be allowed to access the TEAM Updates site.

Section C: Rolling Over Tax Tables

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Rolling Over Tax Tables:

Before you can run the first payroll in the New Calendar Year, the corresponding tax tables must exist. Use this procedure to rollover the Current Calendar Year tax tables to the New Calendar Year. Once these tables are created, you can apply the tax update for the New Calendar Year.

1. Create the New Calendar Year tables by clicking the **Rollover** button. From the Payroll Menu, click **Taxes**, and then the **Rollover** button. WinTeam displays a message confirming that you want to rollover all the Current Calendar Year tax tables to the New Calendar Year.
2. Click **OK** to proceed with the Rollover. WinTeam will rollover identical tables. When you apply the tax update for the New Calendar Year, the changes will be made to these rolled over tables. You cannot apply the New Calendar Year Tax Update until the tax tables exist for the new year.
3. As soon as WinTeam completes this rollover process, a message displays that the rollover is complete.

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Section D Part 1: Loading New Calendar Year USA Tax Update

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

SaaS Clients

Download/extraction of the tax update occurs automatically for SaaS clients. However, SaaS clients must still apply the **WinTeam 2019 Tax Update #1–USA**.

Applying the Tax Update:

As long as you have completed **Section C: Rolling Over Tax Tables**, you are ready to perform the tax update for the WinTeam database(s).

1. From the **Payroll Menu**, click **Taxes**.
2. Click the **Apply Tax Update** button. It is located above the top Table button in the Formula and Tables box.
3. WinTeam will look at the country code to confirm the tax update being applied is correct. USA tax updates can only be made to a USA database, and likewise for Canada. If the database country code does not match the tax update, you will receive a message stating that the tax update file selected is not for the country code set up for this database. The update will be canceled.
4. If the database country code matches the tax update, WinTeam displays a message and prompts you to proceed with the update. Click **Yes** to proceed with the tax update.
5. When the tax update is complete, you will receive a message stating so.
6. For customers with multiple WinTeam databases, log in to each database and repeat steps 1-5.

Government Type: Disability

After the tax update has been applied, there are manual changes that are required for the Disability Tax Codes listed below. If your company does business in New Jersey or Washington, make sure that these changes are made to each database once the tax update has been applied. You must make these changes in order for your New Calendar Year withholding to be accurate.

- NJ Disability – This is particularly complicated. See **Section E: Changing NJ Disability Tax Limit** for instructions on determining the Shared Percentage (between Employee and Employer), Tax formula and Tax table changes necessary.
- WA L & I Rates – If you do business in the state of Washington, review your current WA L & I disability tax codes to see if adjustments need to be made to the Amount Per Hour rate(s) for 2019. See the Help topic, **Washington Labor and Industry Payroll Tax Codes**, for more information.

Premise-Based Clients

Download and extract the New Calendar Year USA Tax Update by following the instructions listed on TEAM's Updates Web site: **http://update.teamsoftware.com** (to access, you must know your Login and Password.)

For taxes to be calculated correctly, the tax update must be downloaded and applied to all WinTeam database(s). To log on, you must know your username and password.

Installing the Tax Update-USA Only

- Log on to Team Updates Web site and click the link to the **USA Tax Updates** page.
- Ensure you have rolled over and created your New Calendar Year tax formulas and tables by following the instructions in **Section C: Rolling Over Tax Tables**. If you fail to do this, the tax update will be unsuccessful.

Important: With the exception of MD City and County Tax Tables, TEAM is not responsible for maintaining any local tax code changes (cities, counties, and school districts). If any changes to these tax codes are necessary, you must update and modify these. For assistance, please call a TEAM Support Representative.

- Unemployment Tax Codes for states in which you do business may require adjusting, if the UC Tax Rate(s) have changed. All Taxable Earnings Limits that TEAM is aware of as of the year-end release are included in this Tax Update.
- Tax Codes that have rate changes for the new calendar year are included in the Tax Update Guide. Throughout the year, TEAM will notify you of tax changes that require changes to your tax tables.

Downloading the Tax Update File from the Team Updates Web site:

1. To download a file from the TEAM Updates Web site, click the link or icon that contains the file you wish to download. In this case, it is **Tax Update1.zip**. (This will change based on the Tax Update number.)
2. A File Download message displays, prompting you to Open or Save the file. Click **Save**.
3. A File Save As dialog box displays. Navigate to a folder on your C: drive and click **Save**. TEAM recommends you save downloaded files in a Temp folder.

Extracting the Tax Update File into a Tax Update Folder:

1. Navigate to the folder in which you saved the **Tax Update1.zip** file. (This will vary based on the Tax Update number.)
2. Double-click the **Tax Update1.zip** file. (This will vary based on the Tax Update number.) This process extracts the five .CSV files that contain the tax changes.
3. Copy these files to the Shared folder that contains your Tax Updates folder. This is located on your Services server.

Note: This folder is where WinTeam will look to find the most current tax update. Over time, there will be many files in this folder due to multiple tax updates being released. The system always finds the highest tax update number for the appropriate “country” (USA or Canada). Be careful that you are applying the correct tax update since whichever one is applied will overwrite your existing tax formulas and tables for the year.

If you need help locating your Tax Updates folder on your Shared drive, contact your IT department. Once the files have been placed into the Tax Update folder, you are ready to apply the tax update in WinTeam.

Applying the Tax Update:

As long as you have completed Section C: Rolling Over Tax Tables, you are ready to perform the tax update for the WinTeam database(s).

1. From the **Payroll Menu**, click **Taxes**.
2. Click the **Apply Tax Update** button. It is located above the top Table button in the Formula and Tables box.
3. WinTeam will look at the country code to confirm the tax update being applied is correct. USA tax updates can only be made to a USA database, and likewise for Canada. If the database country code does not match the tax update, you will receive a message stating that the tax update file selected is not for the country code set up for this database. The update will be canceled.
4. If the database country code matches the tax update, WinTeam displays a message and prompts you to proceed with the update. Ensure the correct Tax Update number displays to ensure that the files were put in the proper folder. Since this folder contains all previous tax updates, you will want to ensure you are applying the most current one and not an older version. Click **Yes** to proceed with the tax update.
5. When the tax update is complete, you will receive a message indicating this.
6. For customers with multiple WinTeam databases, log in to each database and repeat steps 1-5.

Government Type: Disability

After the tax update has been applied, there are manual changes that are required for the Disability Tax Codes listed below. If your company does business in New Jersey or Washington, make sure that these changes are made to each database once the tax update has been applied. You must make these changes in order for your New Calendar Year withholding to be accurate.

- NJ Disability – This is particularly complicated. See **Section E: Changing NJ Disability Tax Limit** for instructions on determining the Shared Percentage (between Employee and Employer), Tax formula and Tax table changes necessary.
- WA L & I Rates – If you do business in the state of Washington, review your current WA L & I disability tax codes to see if adjustments need to be made to the Amount Per Hour rate(s) for 2019. See the Help topic, **Washington Labor and Industry Payroll Tax Codes**, for more information.

> **Important:** Each tax update includes all tax codes, not just the ones that have changed. If your company does not follow standard tax withholding rules for a tax entity, manual changes must be made to the tax codes after applying any tax update.

Section D Part 2: Loading New Calendar Year Canada Tax Update

The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

SaaS Clients

Download/extraction of the tax update occurs automatically for SaaS clients. However, SaaS clients must still apply the **WinTeam 2019 Tax Update #1–Canada**.

Applying the Tax Update:

As long as you have completed **Section C: Rolling Over Tax Tables**, you are ready to perform the tax update for the WinTeam database(s).

1. From the **Payroll Menu**, click **Taxes**.
2. Click the **Apply Tax Update** button. It is located above the top Table button in the Formula and Tables box.
3. WinTeam will look at the country code to confirm the tax update being applied is correct. USA tax updates can only be made to a USA database, and likewise for Canada. If the database country code does not match the tax update, you will receive a message stating that the tax update file selected is not for the country code set up for this database. The update will be canceled.
4. If the database country code matches the tax update, WinTeam displays a message and prompts you to proceed with the update. Click **Yes** to proceed with the tax update.
5. When the tax update is complete, you will receive a message stating so.
6. For customers with multiple WinTeam databases, log in to each database and repeat steps 1-5.

Premise-Based Clients:

Download and extract the New Calendar Year Canada Tax Update by following the instructions listed on TEAM's Updates Web site: https://update.teamsoftware.com (To access, you must know your Login and Password.)

For Canadian taxes to be calculated correctly, the tax update must be downloaded and applied to all WinTeam database(s). To log on, you must know your user name and password.

Installing the Tax Update-Canada Only

- Log on to TEAM Updates Web site click the link to the **Canada Tax Updates** page.
- Ensure you have rolled over and created your New Calendar Year tax formulas and tables by following the instructions in Section C: Rolling Over Tax Tables. If you fail to do this, the tax update will be unsuccessful.
- Tax Codes that have rate changes for the new calendar year are included in the Tax Update Guide. Throughout the year, TEAM will notify you of tax changes that require changes to your tax tables.

Downloading the Tax Update File from the Team Updates Web site:

1. To download a file from the TEAM Updates Web site, click the link or icon that contains the file you wish to download. In this case, it is **CANTax Update1.zip**. (This will change based on the Tax Update number.)
2. A File Download message displays, prompting you to Open or Save the file. Click **Save**.
3. A File Save As dialog box displays. Navigate to a folder on your C: drive and click **Save**. TEAM recommends you save downloaded files in a Temp folder.

Extracting the Tax Update File into a Tax Update Folder:

1. Navigate to the folder in which you saved the **CANTax Update1.zip** file. (This will vary based on the Tax Update number.)
2. Double-click on the **CANTax Update1.zip** file. (This will vary based on the Tax Update number.) This process extracts the five .CSV files that contain the tax changes.
3. Copy these files to the Shared folder that contains your Tax Updates folder. This is located on your Services server.

Note: This folder is where WinTeam will look to find the most current tax update. Over time, there will be many files in this folder due to multiple tax updates being released. The system always finds the highest tax update number for the appropriate “country” (USA or Canada). Be careful that you are applying the correct tax update since whichever one is applied will overwrite your existing tax formulas and tables for the year.

If you need help locating your Tax Updates folder on your Shared drive, contact your IT department. Once the files have been placed into the Tax Update folder, you are ready to apply the tax update in WinTeam.

Applying the Tax Update:

As long as you have completed **Section C: Rolling Over Tax Tables** you are ready to perform the tax update for the WinTeam database(s).

1. From the **Payroll Menu**, click **Taxes**.
2. Click the **Apply Tax Update** button. It is located above the Table and Formula Details box.
3. WinTeam will look at the country code to confirm the tax update being applied is correct. Canada tax updates can only be made to a Canadian database, and likewise for USA. If the database country code does not match the tax update, you will receive a message stating that the tax update file selected is not for the country code set up for this database. The update will be canceled.
4. If the database country code matches the tax update, WinTeam displays a message and prompts you to proceed with the update. Ensure the correct Tax Update number displays to ensure that the files were put in the proper folder. Since this folder contains all previous tax updates, you will want to ensure you are applying the most current one and not an older version. Click **Yes** to proceed with the tax update.
5. When the tax update is complete, you will receive a message stating so.
6. For customers with multiple WinTeam databases, log in to each database and repeat steps 1-5.

Important: Each tax update includes all tax codes, not just the ones that have changed. If your company does not follow standard tax withholding rules for a tax entity, manual changes must be made to the tax codes after applying any tax update.

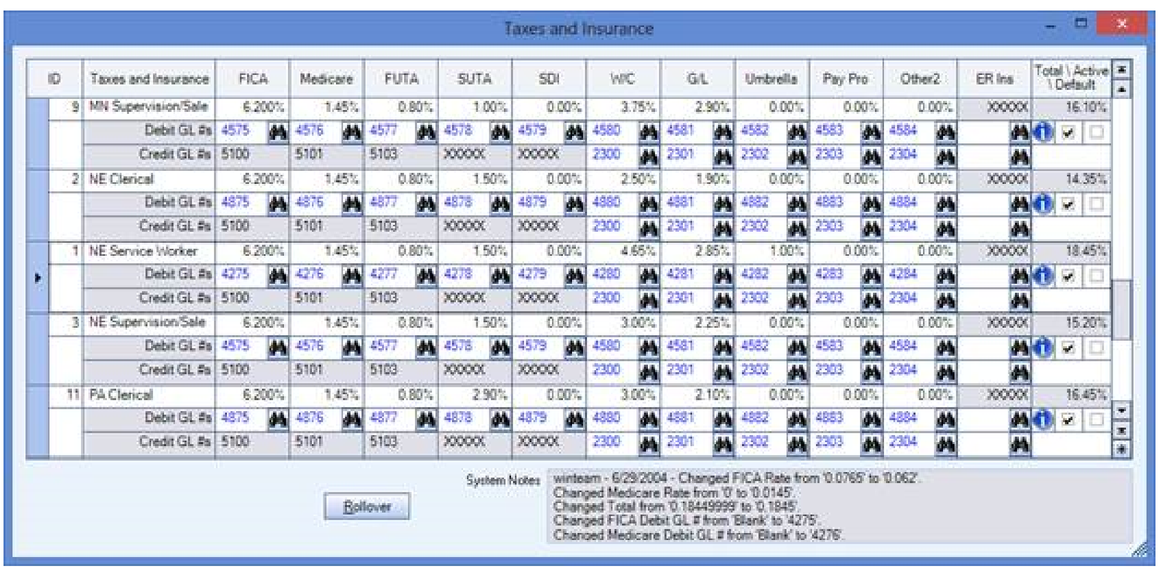
Section D Part 3: Updating Payroll Tax and Insurance Rates for the New Year

> The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

At the appropriate time, identify any rate changes necessary to each Tax and Insurance code.

To update the rates, go to the **JOB: Taxes and Insurance** screen. Once a change is made to a rate, any new budget history records entered or Tax Allocation Journals posted, will be using the newly updated rates. There is no effective date that can be entered. It will become effective immediately.

If you need to make retroactive changes to your Daily Budgets, you can do so by using the **JOB: Daily Budget Adjustments** program. If your company uses the **JOB: Tax and Insurance Allocation by Job Program**, the rate change(s) will have no effect on what has already been posted to the General Ledger.



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Section E: Changing NJ Disability Tax Limit

The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

There was a change to the Taxable Wage Limit for NJ Disability for 2019. This change is listed in the **WinTeam 2019 Tax Update #1–USA**. As noted there, this requires a manual change since this tax code is not included in any tax update TEAM provides (because percentages can vary from company to company). The instructions below detail the changes that you will need to make in the formula and table area of the NJ Disability tax code record.

For 2019, there was a decrease to the Employee percentages for the Temporary Disability Fund and the Family Leave Insurance program. Because of this, you will want to follow the instructions within this section to make the necessary changes to your NJ disability rate and Shared percentages. Read the information carefully and if you have any questions, contact a TEAM representative.

Old 2018 Employee Rates

Unemployment Compensation Fund	0.3825%
Health Care Subsidy Fund	0%
Workforce Development Partnership Fund (includes the .0175% for Supplemental Workforce Fund for Basic Skills contribution)	0.0425%
Temporary Disability Benefits Fund (not included if employer has a private plan)	0.19%
Family Leave Insurance Program	0 .09%

2018 Total Employee Percentage: 0.705% (without Private Plan)

2018 Total Employee Percentage: 0.515% (with Private Plan)

New 2019 Employee Rates

Unemployment Compensation Fund	0.3825%
Health Care Subsidy Fund	0%
Workforce Development Partnership Fund (includes the .0175% for Supplemental Work-force Fund for Basic Skills contribution)	0.0425%
Temporary Disability Benefits Fund (not included if employer has a private plan)	0.17%
Family Leave Insurance Program	0.08%

2019 Total Employee Percentage: 0.675% (without Private Plan)

2019 Total Employee Percentage: 0.505% (with Private Plan)

2019 Employer Rates

If your Disability Tax Code is set up as a Shared Calculation Method, then your tax rate should reflect the employer's portion of taxes. There is no change to the Employer Rates from 2018 to 2019.

Unemployment Compensation Fund (Most companies expense their NJ UC employer costs through the NJ UC code, but your company may not. Your Disability tax rate could include the UC portion. Just be sure that you are not expensing in both places. We recommend that you do NOT expense the Employer's cost of NJ UC through the disability code since it would be very easy to double up on the expense. Call TEAM if you have any questions.)	0%
Health Care Subsidy Fund	0%
Workforce Development Partnership Fund (This includes the 0.0175% for Sup-plemental Workforce Fund for Basic Skills contribution)	0.1175%
Temporary Disability Benefits Fund (not included if employer has a private plan)	0.5%

Total Employer Percentage:

0.6175% (without Private Plan)

0.1175% (with Private Plan)

2019 New Combined Rate:

1.2925% (without Private Plan)

0.6225% (with Private Plan)

Verifying and Updating Rates and Limits

The steps below outline how to verify and change your Tax Rate, how to change the Maximum Earnings Limit and Maximum Withholding Limit based on this rate, and how to calculate the Shared percentage rate for which the employee is responsible (for companies that have the NJ Disability Tax code set up using the "Shared" Calculation Method).

1. From the Payroll Menu, select **Tax Tables**.
2. In the Tax Tables area, select **Government Type Disability.**
3. In the Description area, select the **NJ Disability** tax code.
4. Click the Table button of the Year 2019 line to find the tax rate that is currently set up. This must be adjusted by the applicable tax rate changes as follows:
    - Temporary Disability Benefits Fund – Decrease of 0.02% (not included if your NJ Disability tax code is set up as a private plan)
    - Family Leave Insurance Program – Decrease of 0.01%
    - Net effect is a Decrease of 0.03%

> **Example:** A company with NJ Disability that is not a private plan, using the old combined rate of 1.3225%, would calculate the new percentage as follows: 1.3225% - 0.03% = 1.2925%

5. Record in decimal form what your rate is. In the example above, this would be 0.012925. This information is needed to calculate the maximum tax withholding that can be taken out for the NJ Disability tax code. It is also used to figure the Employee's Percent Share.

Important: If your database contains multiple companies and you have varying tax rates by company, contact TEAM for further consultation.

6. Click on the Formula button for Year 2019 line. Change the Expression field on Line 10 to be 34400. This is the new YTD Maximum Earnings Limit for 2019. This is the same for all companies.
7. In the Formula for 2019, change the Expression field on Line 20 to be the amount calculated by taking the tax percentage (in decimal format) times the 34400 limit. This is going to be the new maximum tax for this calendar year (2019). In the example outlined, a 1.2925% tax rate would be calculated as follows. Your rate may be different so you will replace the .012925 below with your rate in decimal format to figure your maximum tax to enter in Line 20 of the tax formula:

   34400 X 0.012925 = 444.62

   Tax Formulas for NJ Disability - 2019 - All Statuses

Line	Result	Expression	Comments	Result
10	A	34400	YTD Limit Max Earnings	
20	B	444.62	Maximum Tax	
50	TaxableAmount	YTD_Limit("","TaxableAmount",[A])	Calculate Taxable Earnings (w/Limit)	
60	Tax	GetRatesbyCompany() * [TaxableAmount]	Calculate Tax	
70	Tax	LimitTest(YTD("","WithheldAmount"),[Tax],[B])	Final Tax subject to Limit	

   In the Table for 2019, change the Tax Rate(s) to the appropriate percentage.

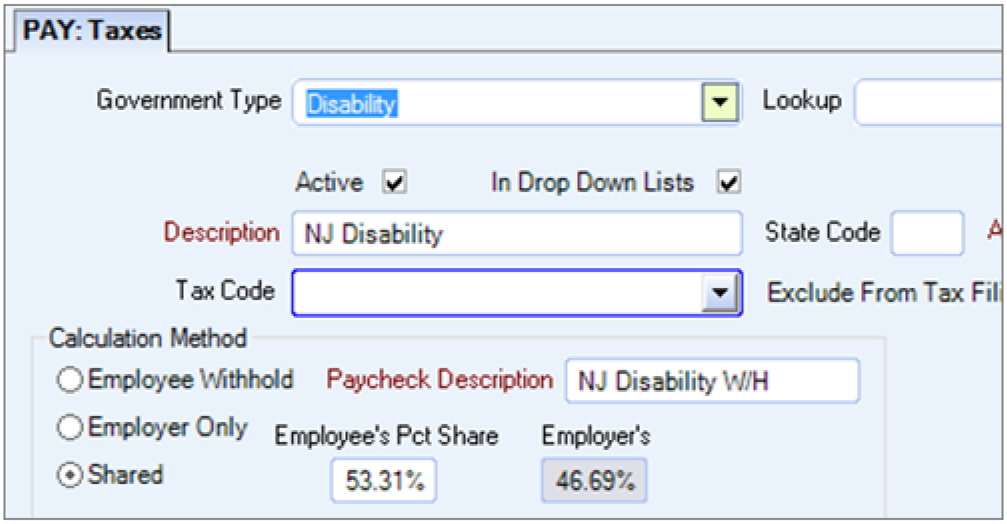
   In the example above, you would enter 1.2925% as the tax rate. Your company combined rate may be different.

   Tax Rates for NJ Disability - 2019

Company #	Company Description	Rate
1	River City Services Inc.	1.2925%

8. Ensure your Employee's Pct Share is correct. If your calculation method is "Employee Withhold" and is not a Shared percentage, you do not have to be concerned with the remaining steps listed below.

9. Make sure to change your Employee's Pct Share on the main Tax setup screen. This is what will properly "split" the employee portion of tax from the employer's share. The first image below reflects the percentages based on the old 2018 1.3225% combined (employee/employer) rate. Follow the steps below the image to calculate what your new Employee's Pct Share should be for 2019.
    - **Example of the Old Shared Percentages for 2018 (based on the 1.3225% combined rate example):**

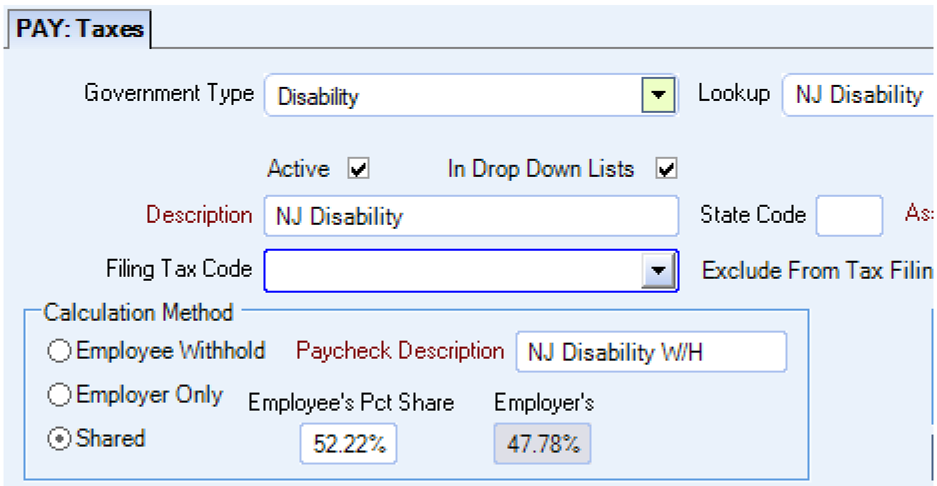


10. If your Calculation Method is marked as **Shared**, calculate the shared percentage by taking the new 2019 Employee's share percentage (in our example, 0.675%), divided by your new tax percentage as calculated in Step 4 (in the example, the tax percentage is 1.2925%).
    - In the above case, if you were withholding all of the portions shown in the 2019 Employee Rates breakdown shown earlier, then the employee withheld portion would be 0.675% (or 0.00675 in decimal format). If you have a private plan, this percentage would be different.
    - Take 0.00675 divided by your Tax Table Rate for 2019.

Example: If the Tax withholding rate is 1.2925% then the calculation would be: 0.00675 divided by 0.012925 = 0.5222or 52.22%.

11. In this example, the Employee's Pct Shared would be 52.22%.
12. The Disability Code: NJ Disability would show up as follows. This Percent Share will change depending on the employee's percent portion that is 100% withheld from the employee and what your Total percentage deduction is for NJ Disability.

Example of the New Shared Percentages for 2019:



Section F: Reviewing Maryland City and County Tax Tables

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

TEAM includes Maryland’s county tax codes and Baltimore City, MD’s tax code in all of our USA Tax Updates. As long as you are applying tax updates when you should, these rates will always be current and won’t require any changes.

However, since the state of Maryland has a very unique approach to tax withholding, and actually combines State/Local tax as one, it is important that all customers understand this setup.

The state of Maryland continues to have a combined approach for withholding State and Local taxes. For non-residents, the local tax is built into the Maryland tax rate. For Maryland residents, it is important that the Tax Info screen of the Employee Master File includes the Maryland County tax code of where they reside. To determine residency, WinTeam looks at the PAY: Employee Master File Tax Info tab, for the State code entered in the Jurisdiction area (State field). If MD (Maryland) is within the Tax Info screen, the system will NOT withhold any Maryland State Tax since it will be relying on a Maryland County Code existing in the Employee Master File, Tax Info screen. If a County code is entered in the Jurisdiction area (Local 1 or Local 2 fields), Maryland residents are taxed solely on the tax rate set up for the county. This rate is inflated to include the state tax rate already.

In reviewing Maryland taxes, it is helpful to remember:

- If the State code is MD, the employee is considered a resident of Maryland and is taxed according to the County Tax Code that is within the Employee Master File, Local 1 or Local 2 field. If there is no Maryland County code in the master file, the employee will not be taxed at all.
- If the state code is something other than MD, the employee is considered a non-resident of Maryland. (For non-residents, you would never have a Maryland County code in the Employee Master File Tax Info tab.)
- If a non-resident employee is working at a Maryland job, Maryland state tax will be withheld. The Maryland Tax Table then is only used for figuring state withholding for NON-residents.

Important: If you are using the combined state/county tax method, nothing further is required for Section F. If you are NOT using the combined state/county tax method (where no state tax is withheld from a Maryland resident; instead the entire state/county percentage is withheld with the county tax), a manual change to your Maryland state tax formula is required each time you apply a Tax Update. See specific instructions for this change in the Tax Update Guide. Companies who opt for this method are going against what Maryland requests.

Section G: Testing Employee W-2 Print Program

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Overview

W-2 forms can be printed using three different options described below.

- Purchase blank perforated forms that have the required instructions preprinted on the back. The front of the form is blank except for the perforations. With this method, you would not have to print the Employee Instructions on the reverse side of the W-2 form. Alignment is simpler since there are no boxes.
- Use blank paper. With this option, you will need to print the Employee Instructions on the back of each form. There is an option on the Employee W-2 Report for this purpose. Use the duplex option on your printer. Otherwise, you must include a copy of the instructions with each Employee W-2 that you distribute.
- Purchase preprinted forms that include the boxes and all verbiage and instructions. In order to use preprinted forms, you will need the following Custom Setting (the default will be to print on blank paper). It is NOT recommended that you use the preprinted forms option, as it can be very difficult to align forms properly on this 'tight fitting' form. Instead, you are strongly encouraged to order and use the blank perforated forms.

Section	Item	Value
LaserW2	Preprinted	Yes

Important: For companies printing Employer copies using the **Employer Form L87R**, you will need to purchase the preprinted L87R forms since the slight variance in verbiage on this form is not available

> for printing on blank paper through WinTeam. You will also need to have the above setting applied before printing on the preprinted L87R form. Make sure you do not have this setting applied if you are using either of the first two options – printing the Employee forms on blank perforated forms or blank paper.

Regardless of the option you use, run a test of your W-2 forms prior to year-end to ensure that everything prints properly. To test printing, go to Payroll > Reports, and choose Employee W-2 Report. Select the W-2 Laser Forms option. Print out W-2 forms for a range of five to ten employees in order to get a good sampling. Be sure to fill in the appropriate **Check Date Range** with the Current Calendar Year.

If you are using the preprinted forms (third option), you may need to adjust the printed information to accommodate the tight-fitting form. The form can be adjusted vertically or horizontally if necessary. If any adjustments are necessary, add a setting to your Custom Settings area to adjust the positioning of the W-2 information. From the Defaults menu, click Custom Settings. Below are some examples of adjustments that can be made to your W-2 forms.

Do not include any spaces between the words shown in these settings.

Due to the newer version of Crystal Reports that was released in November 2016, if there are vertical or horizontal adjustments needed on the USA Preprinted W-2 you will need to have the following custom setting set up. Without this custom setting, the vertical and horizontal adjustments you are making will not move the data properly.

Section	Item	Value
LaserW2	AdjustEachControl	Yes

Vertical Adjustments

Use the setting below if forms are printing too low:

Section	Item	Value
LaserW2	VerticalAdjustment	-0.0500 Will move everything up ¼ box
		-0.1000 Will move everything up ½ box
		-0.1500 Will move everything up ¾ box
		-0.2000 Will move everything up 1 full box

If forms are printing too high, the system is able to move the verbiage down half the length of the box.

Section	Item	Value
LaserW2	VerticalAdjustment	0.1000 Will move everything down ½ box

Horizontal Adjustments

Use the setting below if you need to move verbiage to the left.

Section	Item	Value
LaserW2	HorizontalAdjustment	-0.2806 Will move 5 characters to the left
		-0.1500 Will move 2 characters to the left
		-0.1000 Will move 1 characters to the left

Use the setting below if you need to move verbiage to the right. The system is able to move up to two characters to the right.

Section	Item	Value
LaserW2	HorizontalAdjustment	0.1249 Will move 2 characters to the right

If after testing the printing of your W-2 forms you find that the adjustments are not enough, please call TEAM for further assistance.

Section H Part 1: Special Items for W-2 Forms

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Overview

The following codes are for special items that may be printed on the W-2 form for United States employees and/or included in the federal and state electronic files.

Note: The codes listed in this section are not used with the W-2PR (Puerto Rico) form. For a list of the codes that are programmed for the Puerto Rico Form 499R-2/W-2PR, see Section H Part 5: Special Items for Puerto Rico Forms 499R-2/W-2PR.

WinTeam ties certain (not all) W-2 special items to existing other compensation or deduction codes. Any activity within the calendar year for an other compensation or deduction code that is tied to a special item is totaled and included on the W-2 form using the appropriate code letter and box number. For more information see PAY: Other Compensation Codes and PAY: Other Deduction Codes in the WinTeam help files.

WinTeam automatically picks up 401(k) deferred amounts, which are stored in the employee W-2 file. Ensure that the amounts for any employee with a 401(k) plan are correct for the year before doing year-end processing.

If you have any questions regarding special items, talk to your tax adviser and/or refer to IRS detail instructions regarding the form W-2 for the current tax year.

Entering special items for year-end processing:

If there are other W-2 special items that cannot be linked to an other compensation or deduction code for automatic inclusion on the W-2 form, you must create a tax adjustment batch through the check processing wizard and enter the applicable codes and amounts.

1. From the Payroll Menu, click **Check Processing Wizard**.
2. Click **Create a New Batch**, and then **Next**.
3. Click **Adjustments**, and then **Next**.
4. Select Adjustment Type **Tax**.
5. Enter the **Employee #** for whom you want to add special items.
6. Enter a check date within the current calendar year for the special item to be included in the W-2 information reported for this year. Any date within the current tax year works, but using the last day of the year may be easier to remember.
7. Unless you are entering 401k information (RPP contributions for Canada), skip to the tax jurisdiction section.
8. In the **Tax Jurisdiction** section, type in the first few letters of the code name and the system automatically fills in the tax jurisdiction description for the special code. **Some descriptions are very similar. Make sure you are selecting the correct one.** When you click the list, all of the special codes are displayed at the bottom of the list. These special codes are set up with a Government Type: W2 Special Descriptions.
9. If the code you selected requires an amount to be entered (all items except those noted with *** in the list), you must enter this amount in the taxable earnings field. DO NOT enter the amount in the gross earnings field because the system does not read this field for any special amounts. Even though the amounts are not really considered earnings, they must go in the taxable earnings field.

Important: Any special code that requires an amount, AND the employee's earnings to be adjusted by this amount, must be handled manually through the same tax adjustments area. WinTeam DOES NOT automatically make these adjustments when printing W-2 forms, etc. The only exceptions are the special items tied to Other Compensation Codes or Other Deduction Codes.

Tip: WinTeam automatically picks up 401k deferred amounts, which are stored in the employee W-2 file so ensure amounts for any employee with a 401(k) are correct for the year before performing year-end processing.

W-2 Special Items

Special Code	Where it Prints on W-2
Social Security Tips	Box 7 If you set up an other compensation code to ***Include in Social Security Tips on W-2***, all tip amounts for the year are totaled and printed in box 7. This amount is also automatically deducted from box 3, Social Security Wages, per the government's instructions.
Allocated Tips	Box 8
Dependent Care Benefits	Box 10 with amount
Non Qualified Plan	Box 11 with amount
Uncollected SS Tax on Tips	Box 12 with code letter A and the amount (see IRS instructions)
Uncollected Med tax on Tips	Box 12 with code letter B and the amount (see IRS instructions)
Group Term Life	Box 12 with code letter C and the amount

Special Code	Where it Prints on W-2
	The system does not automatically add this amount to your compensation boxes (1,3,5,16 or 18). You must manually add these into the appropriate tax jurisdictions by creating a tax adjustment payroll batch.
401k	Box 12 with code letter D and the amount (the *Retirement Plan* check box in box 13 is also selected)
403(b) salary reduction agreement	Box 12 with code letter E (the *Retirement Plan* check box in box 13 is also selected) Use this custom setting to identify the 401(k) plan for your company as a 403(b) plan: **Paycheck | 401kDescription | 403b**
408(k)(6) salary reduction SEP's	Box 12 with code letter F (the *Retirement Plan* check box in box 13 is also selected) Use this custom setting to identify the 401(k) plan for your company as a 408(k) plan: **Paycheck | 401kDescription | 408k**
457b Deferral	Box 12 with code letter G and the amount (the *Retirement Plan* check box in box 13 is NOT selected since this is a non-qualified plan) Use this to record elective deferrals and employer contributions (including non-elective deferrals) to a section 457(b) deferred compensation plan.
501c Deferral	Box 12 with code letter H and the amount (the *Retirement Plan* check box in box 13 is also selected) Use this to record elective deferrals to a section 501(c)(18)(D) tax exempt organization plan. See 1040 instructions for how to deduct.
Sick Pay Non-Taxable (Not Included as Income)	Box 12 with code letter J and the amount (the *Third-Party Sick Pay* check box in box 13 on the W-2 form is also selected) **Note:** This amount is NOT included as income in boxes 1, 3 and 5 and is for information only. It is different from the sick pay described below.

Special Code	Where it Prints on W-2
Sick Already Included (as income)– used for Taxable Sick Pay	Use this code to record the amount of taxable sick pay paid by a third party (the *Third-Party Sick Pay* check box in box 13 of the W-2 form is also selected) If the taxable sick pay is not already part of their W-2 earnings, you must also enter a tax adjustment adding this amount to the employee's federal, FICA, and Medicare earnings. It may also be necessary to adjust state earnings if your particular state considers this sick pay taxable. Make sure to adjust the gross and taxable earnings fields appropriately. If you use the ADP tax filing service, follow the instructions listed in Section H Part 2: Special Items for ADP Tax Filing – Recording Taxable Third-Party Sick Pay. There are special tax codes you must use to record the earnings. If you do not use the ADP tax filing service, see: Section H Part 3: Special Items for Tax Filing - Recording Taxable Sick Pay.
SickPay (no spaces)	Box 14 with the amount (for sharing additional information with your employees) This is a code you can use to record the amount of sick pay that is not required to be reported. It does not affect the electronic file. To print on the employee W-2, make sure the code is set up to *Include on W-2*. Enter the W-2 description that prints with the amount in box 14.
20% Excise Tax	Box 12 with code letter K and the amount This is the 20% excise tax on golden parachute payments. See ***Total Tax*** in the Form 1040 instructions.
Non-Taxable Employee Business Reimbursements	Box 12 with code letter L and the amount This is for any non-taxable portion of employee business expense reimbursements.
Uncollected SSA on Group Term Life over $50,000	Box 12 with code letter M and the amount (see the IRS W-2 Instructions)
Uncollected Medicare Tax on Group Term Life over $50,000	Box 12 with code letter N and the amount (see the IRS W-2 Instructions)
Moving Expense	Box 12 with code letter P and the amount (see the IRS W-2 Instructions)

Special Code	Where it Prints on W-2
	This is for recording excludable moving expense.
Archer MSA	Box 12 with code letter R Use this for recording employer contributions to an Archer Medical Savings Account (MSA). Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.
SIMPLE Retirement Account Con-tributions	Box 12 with code letter S (the *Retirement Plan* check box in box 13 is also selected) Use this custom setting to identify the 401(k) plan for your com-pany as a 408(p) or SIMPLE Retirement plan: **Paycheck | 401kDescription | 408p**
Adoption Benefits	Box 12 with code letter T Use to record Adoption Benefits (not included in box 1). You must complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.
Nonstatutory Stock Option	Box 12 with code letter V Use to record income from exercise of non-statutory stock options. The system does not automatically add this amount to your compensation boxes (1,3,5,16 or 18) of the W-2 form. You must manually add these into the appropriate tax jurisdictions by creating a tax adjustment payroll batch.
Health Savings Account	Box 12 with code letter W and the amount Use to record contributions made by an employer to an employee's HSA plan. It should also include the employee’s con-tribution amount that was deducted through the year, as long as the HSA plan is set up as a cafeteria plan. If part of a cafeteria plan, this amount is not subject to income, Social Security, or Medi-care taxes and does not affect the amounts reported in boxes 1, 3, or 5 of the W-2 form.
409a Deferral	Box 12 with code letter Y This is for recording deferrals under a section 409A non-qualified deferred compensation plan. The Retirement Plan check box in Box 13 will NOT be checked since this is a non-qualified plan.

<table>
<tr><th>Special Code</th><th>Where it Prints on W-2</th></tr>
<tr><td>409a Income</td><td>Box 12 with the Code Letter Z
This is for recording income under section 409A on a non-qualified deferred compensation plan. This amount is subject to an additional 20% tax plus interest. See instructions for more information.
The system does not automatically add this amount to any compensation Box (1,3,5,16 or 18) of the W-2 form. You must manually add these into the appropriate Tax Jurisdictions by creating a Tax Adjustment payroll batch.</td></tr>
<tr><td colspan="2">Note: Adjustments made using any of the following Special Codes will have no effect on the information printed on the 401k Report or the Other Deduction Detail report within WinTeam.
Normally, you should not be using these codes to enter Tax adjustments for W-2 purposes. Since you should already have Other Deduction Codes set up for any that are applicable to you, and these should have a 401k Plan Option indicated, it is suggested that you instead create an Other Deduction Adjustment Batch, and enter the adjustment to the actual Other Deduction code that you want to adjust. This will ensure that all WinTeam reports stay accurate and consistent.
If you are also using the Special Tax Code field in the Other Deduction Code set up to indicate to what special tax code you want this added on the W-2, there is no reason to enter a Tax Adjustment using any of the listed Special Codes since the sum of the activity for the year will automatically be picked up on the W-2 and the electronic file creation.</td></tr>
<tr><td>Roth 401k
Designated Roth contributions to a section 401(k) plan</td><td>Box 12 with the Code Letters AA and the amount.
The Retirement Plan check box in Box 13 will also be checked.</td></tr>
<tr><td>Roth 403b
Designated Roth contributions under a section 403(b) salary reduction agreement</td><td>Box 12 with the Code Letters BB and the amount.
The Retirement Plan check box in Box 13 will also be checked.</td></tr>
<tr><td>Employer Sponsored Health Coverage</td><td>Box 12 with the Code Letters DD and the amount.
This is required when printing Employee W-2 forms. This is the full cost of health care that the Employer is paying on behalf of the Employee. For more information, see: PAY: Importing/Entering Health Care Costs for W-2 Form Printing.</td></tr>
<tr><td>Roth 457b
Designated Roth</td><td>Box 12 with the Code Letters EE and the amount.
The Retirement Plan check box in Box 13 will NOT be checked</td></tr>
</table>

Special Code	Where it Prints on W-2
contributions under a governmental section 457(b) plan.	since this is a nonqualified plan.
Permitted Benefits Under a qualified small employer health reimbursement arrangement.	Box 12 with the Code Letters FF and the amount.
Qualified Equity Grants	Box 12 with the Code Letters GG and the amount.
Aggregate Deferrals	Box 12 with the Code Letters HH and the amount.
Box 14 - Miscellaneous Items	
NJ Disability	Box 14 with the appropriate NJ Disability information broken out. For more information, see: Section T: Printing New Jersey Disability on W-2 Forms
Auto	Box 14 with the word AUTO and the amount.
Flex	Box 14 with the word FLEX and the amount.
Insurance	Box 14 with the word INSUR and the amount.
Uniform	Box 14 with the word Uniform and the amount.
United Way	Box 14 with the words United Way and the amount.
Horse Rent	Box 14 with the words Horse Rent and the amount. **Note:** This code is for a customer with mounted security officers who use their own horses.
Per Diem	Box 14 with the words Per Diem and the amount.
Custom Settings for recapping additional tax codes in Box 14*	You can recap the withholding for up to 4 different tax codes that normally do not print on the W-2, by using the following custom settings: **Section** - LaserW2; **Item** - Box14; **Value** - [enter tax code ID here] **Section** - LaserW2; **Item** - Box14#2; **Value** - [enter tax code ID here] **Section** - LaserW2; **Item** - Box14#3; **Value** - [enter tax code ID here]

Special Code	Where it Prints on W-2
	Section - LaserW2; **Item** - Box14#4; **Value** - [enter tax code ID here]

*** Special Note Regarding Available Custom Settings**

If using these custom settings, the amount the system prints will be the Tax Withholding of the tax code. Typically, these custom settings are used by companies that want to pull tax withholding from a tax code that is not really a tax (could be a Union Due for instance). If you are setting up a special W-2 Description to be recapped in box 14, which is not a Tax Code that calculated withholding during the year but rather one you want to recap in box 14, you will want to enter the Adjustment amount for this code(s) in the Total withheld column.

Important – New York Employers

For those New York Employers who have withheld the NY PFL (Paid Family Leave) tax from employees during the tax year are required to print the amount withheld on the employee's W-2 form. You can utilize one of the custom settings noted above to indicate the Tax ID of the New York PFL tax code in order to print this in Box 14 of the Employee's W-2 form.

Section H Part 2: Special Items for ADP Tax Filing – Recording Taxable Third-Party Sick Pay

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Overview

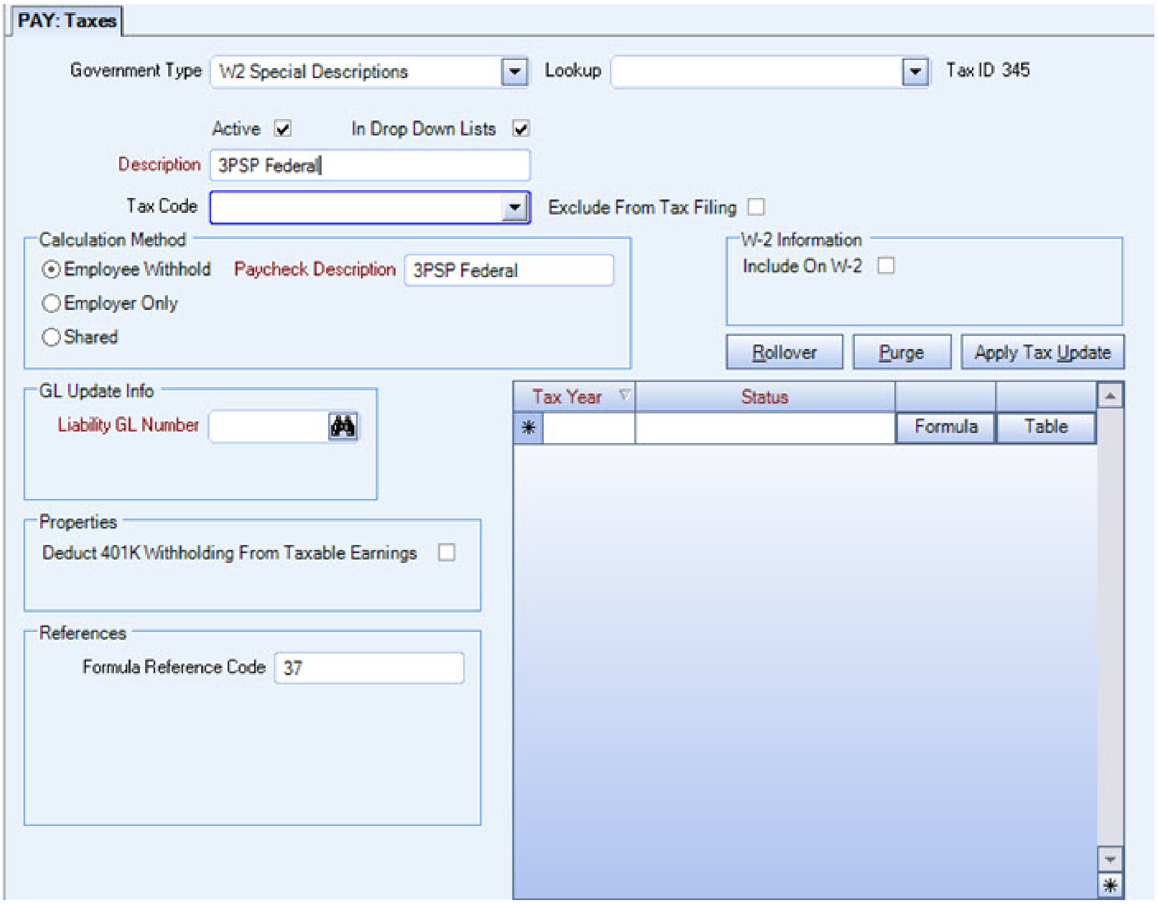
For customers using ADP's Tax Filing service, special tax codes for reporting taxable Third-Party Sick Pay are required. Verify with ADP that the special tax codes have been mapped.

These codes are ONLY necessary for companies filing taxes with ADP.

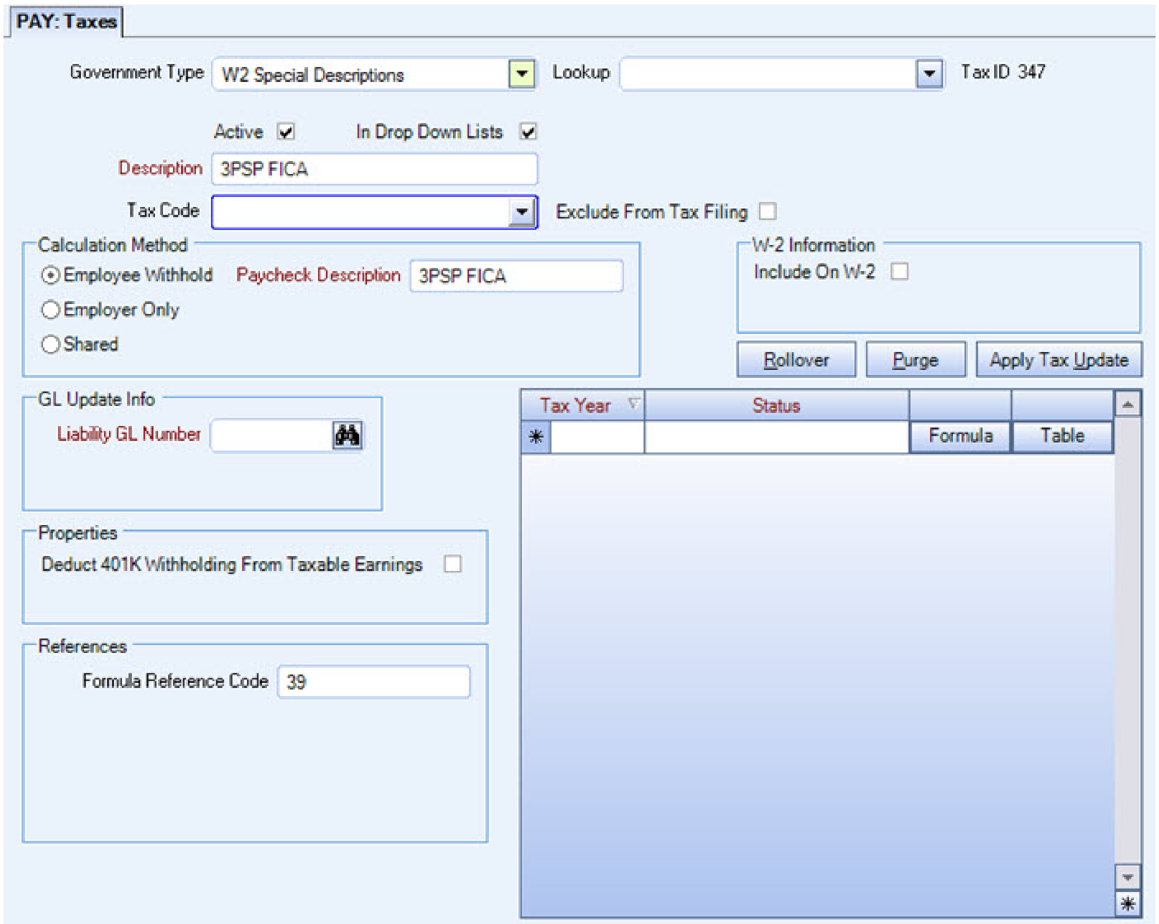
- 3PSP Federal
- 3PSP FICA - This is the Employee’s portion of FICA only (there is a separate code for the Employer portion)
- 3PSP FICA ER - This is the Employer’s portion of FICA only
- 3PSP Medicare - This is the Employee’s portion of Medicare only (there is a separate code for the Employer portion)
- 3PSP Medicare ER – This is the Employer’s portion of Medicare only
- 3PSP FUTA - Adjust both Gross and Taxable if the employee has not reached the taxable FUTA limit of $7,000.00. If they have already reached the $7,000.00 limit, then an adjustment will need to be made to the Gross FUTA Earnings only.
- You may or may not have adjustments to State and State Unemployment (SUTA). If you do, ADP would like these adjustments be made under your normal State and SUTA codes and not as a 3PSP State or SUTA code.

The screenshots below show how each code is set up in **PAY: Taxes**. Notice there is an ID referenced in the Formula reference code field of some of these special codes. This allows for the earnings and withholdings of the normal tax code to be adjusted by the amount of the corresponding 3PSP code.

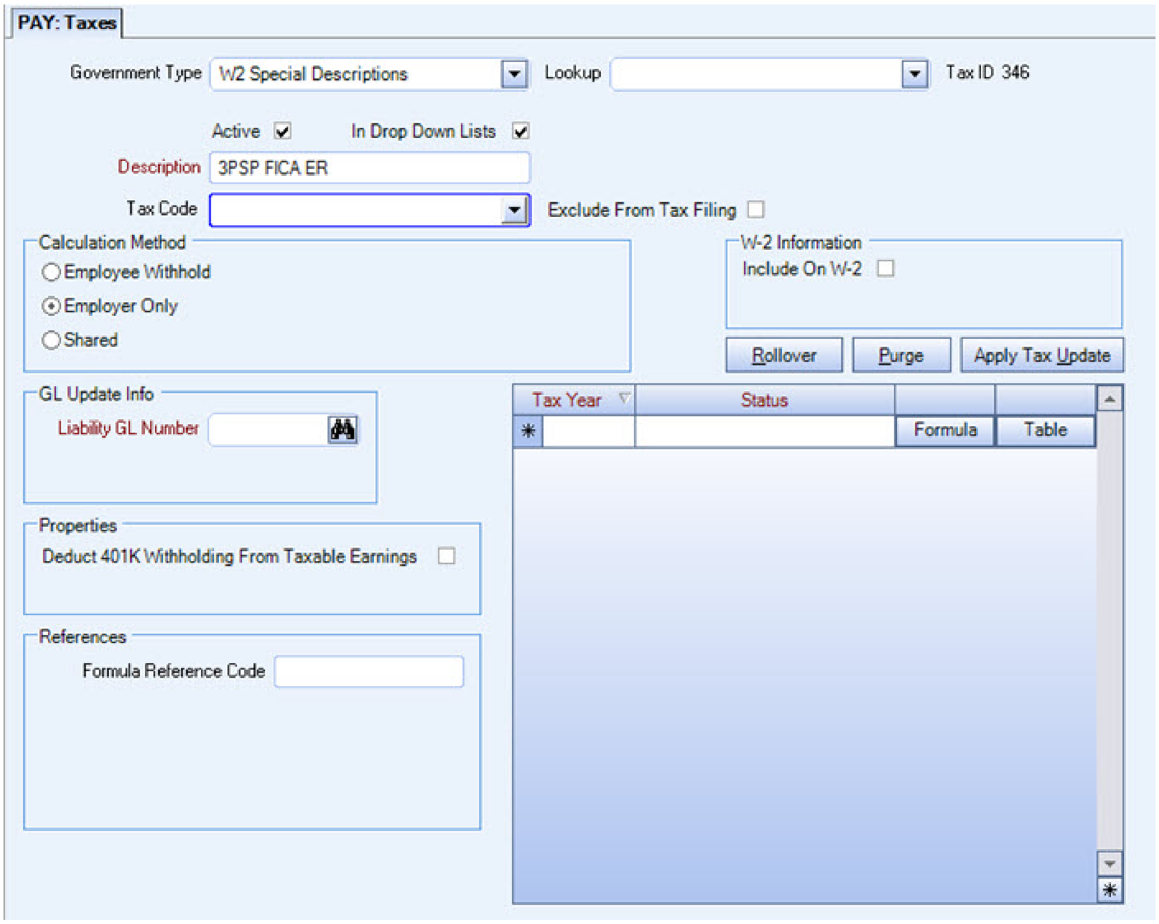
3PSP Federal



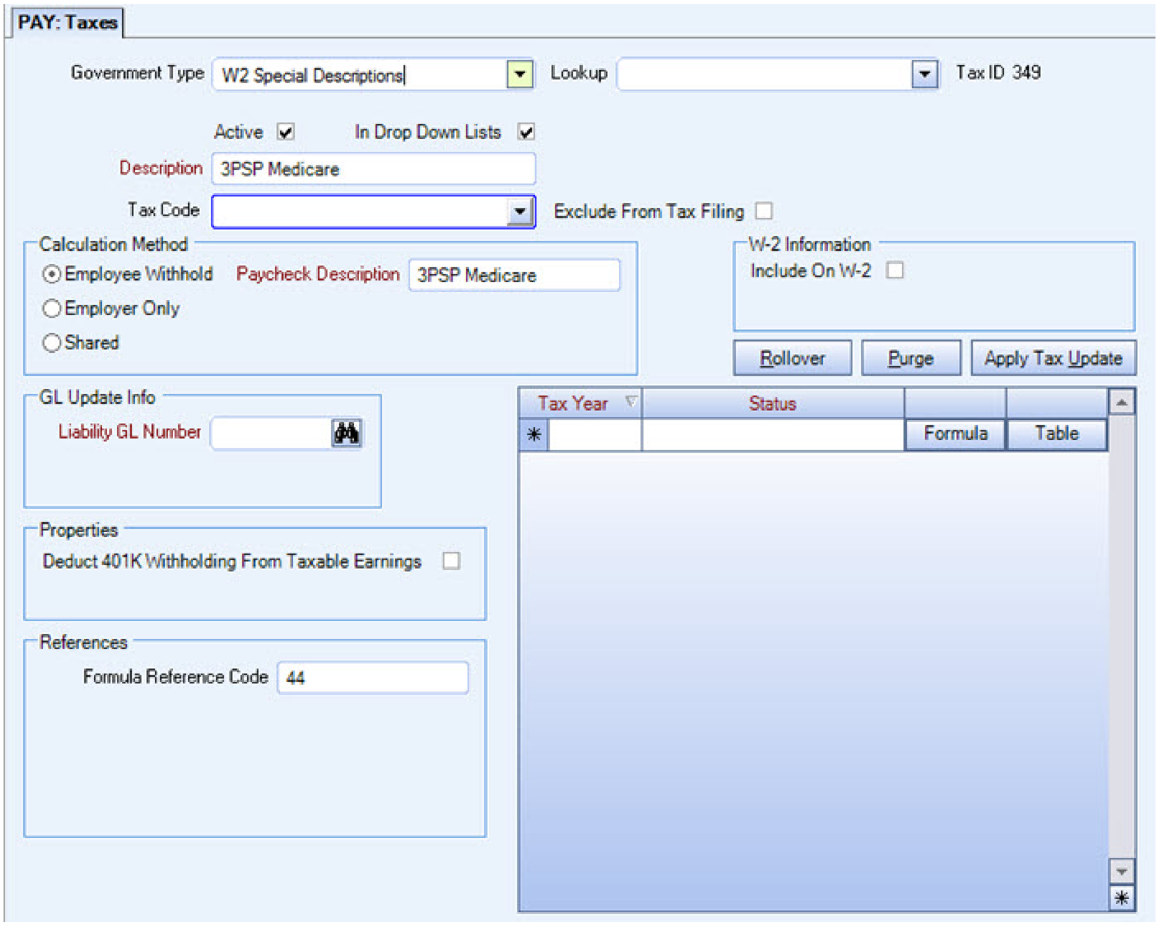
3PSP FICA - ADP requires that the Employee FICA and Employer FICA be reported with two separate codes. This is the Employee's portion of FICA code for taxable sick pay.



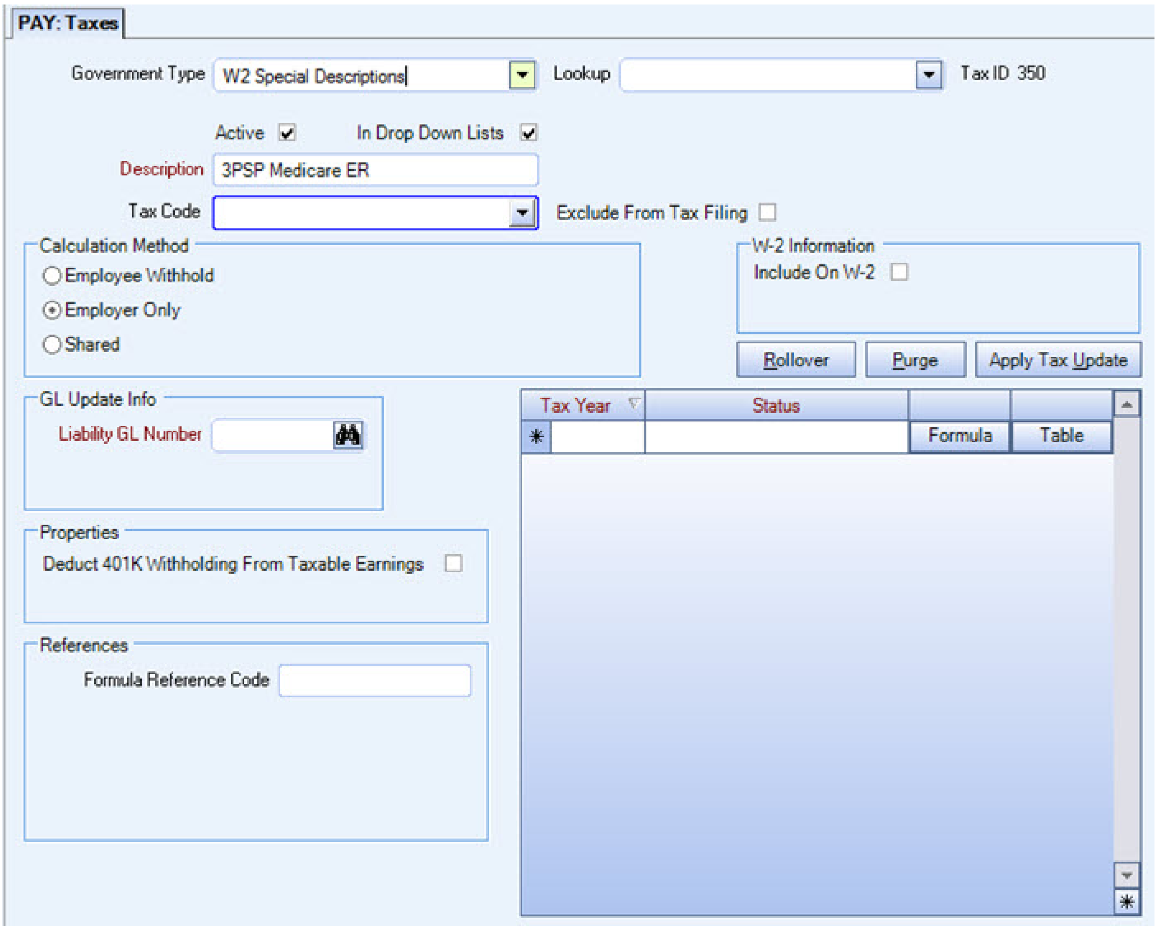
3PSP FICA ER - This is the Employer's portion of FICA for taxable sick pay. Do NOT put anything in the Formula Reference Code field for this code since this is not employee related, and doesn't go on the W-2.



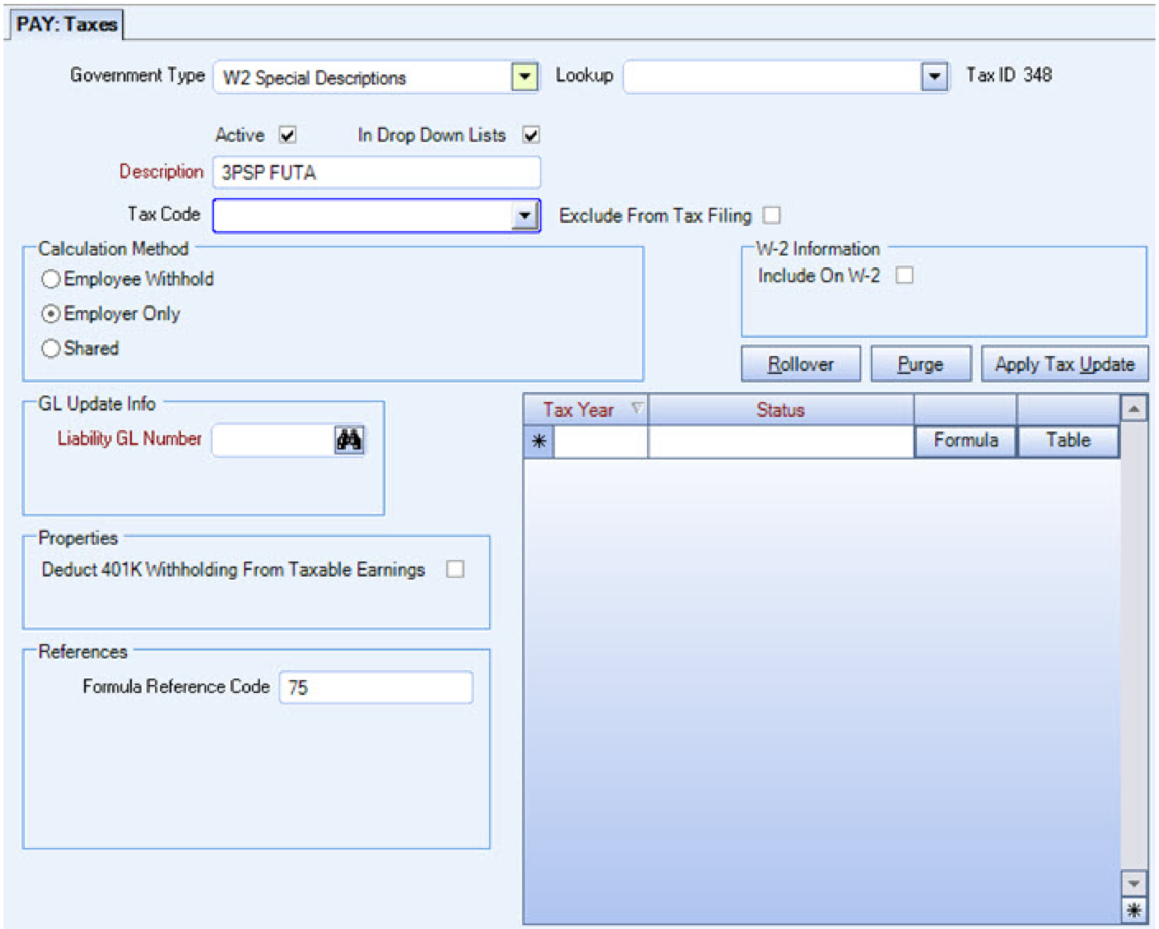
3PSP Medicare - This is the Employee's portion of Medicare only.



3PSP Medicare ER - This is the employer's portion of Medicare for taxable sick pay. Do NOT put anything in the Formula Reference Code field for this code since this is not employee related, and doesn't go on the W-2.



3PSP FUTA - Even though FUTA is an Employer Only tax code, the Tax ID that is in the Formula Reference Code field for the 3PSP FUTA code allows the activity to be printed on the Unemployment Compensation Report for FUTA.



Recording Taxable Third-Party Sick Pay for ADP Tax Filers

The codes above can then be used to create the necessary tax adjustment to record the amount of Taxable Sick Pay and any withholding done on behalf of the 3rd party provider. Below is an example of a tax adjustment. The tax year shown in these examples is 2015. You will want to use the appropriate tax year when making your adjustments.

1. The below example from tax year 2015 shows Sick Pay earnings that were paid and tax deductions that were made by the third- party provider for the employee. We are also recording with this entry the amount of Employer Tax that the employer is responsible for paying.

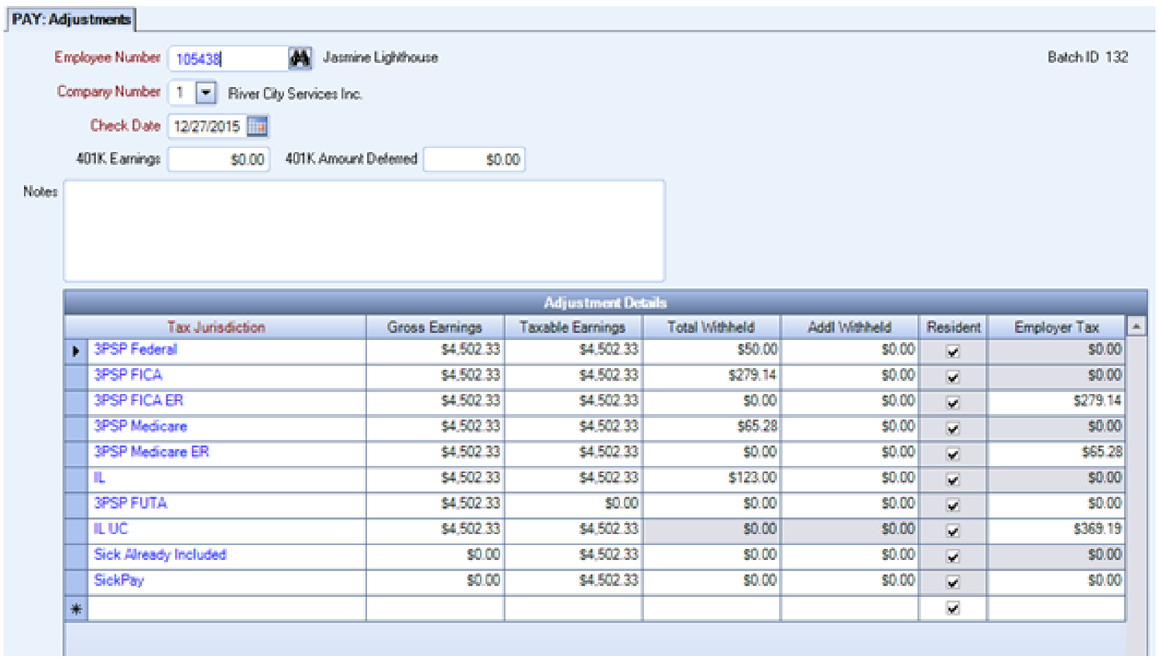
> **Important:** Notice that there are separate line items for IL and IL UC that indicates the amount that is being adjusted for State and UC wages. There are no special codes to use for third party sick pay for State or State UC. ADP requests that these be recorded with the normal state codes. If the state that the Sick Pay was paid in was taxable, the amount of the sick pay and the tax withholding would be recorded with this tax adjustment. Likewise, if an adjustment to SUTA is necessary, you would record it with the normal SUTA code.

   a. Ensure when recording employee withholding that you use the Total Withheld field. When recording anything for the Employer, use the Employer tax field. Also, be careful of the earnings you enter as Taxable, since someone could have reached the Limit (if the entity has a limit). For FUTA, notice that the amount for taxable is $0.00 (since it was determined that the employee already met the $7,000.00 taxable FUTA limit), but that the Gross was increased.

   b. If an Employer Tax amount is entered with a tax adjustment line, a Journal Entry may be required by your company if you want this amount recorded into the General Ledger as a liability to be paid. The other side of the entry would be to expense the amount to the appropriate expense account and Job number.

c. The amount that is recorded with Sick Already Included, will not print on any report. It is just being shown to record the amount for informational purposes. This special tax code description WILL, however, cause the 3rd party sick pay box to be selected when the Employee W-2 is printed.

2. Using the SickPay W-2 Special Description, you can print the taxable amount of Sick Pay paid to the employee in Box 14 (this is not required, but available). If this code was marked to **Include on W-2**, the amount prints in box 14 using whatever description you had set up to print on the W-2 for SickPay.


PAY: Adjustments

Employee Number 105438 Jasmine Lighthouse

Batch ID 132

Company Number 1 River City Services Inc.

Check Date 12/27/2015

401K Earnings $0.00 401K Amount Deferred $0.00

Notes

Adjustment Details

Tax Jurisdiction	Gross Earnings	Taxable Earnings	Total Withheld	Addl Withheld	Resident	Employer Tax
3PSP Federal	$4,502.33	$4,502.33	$50.00	$0.00	✓	$0.00
3PSP FICA	$4,502.33	$4,502.33	$279.14	$0.00	✓	$0.00
3PSP FICA ER	$4,502.33	$4,502.33	$0.00	$0.00	✓	$279.14
3PSP Medicare	$4,502.33	$4,502.33	$65.28	$0.00	✓	$0.00
3PSP Medicare ER	$4,502.33	$4,502.33	$0.00	$0.00	✓	$65.28
IL	$4,502.33	$4,502.33	$123.00	$0.00	✓	$0.00
3PSP FUTA	$4,502.33	$0.00	$0.00	$0.00	✓	$0.00
IL UC	$4,502.33	$4,502.33	$0.00	$0.00	✓	$369.19
Sick Already Included	$0.00	$4,502.33	$0.00	$0.00	✓	$0.00
SickPay	$0.00	$4,502.33	$0.00	$0.00	✓	$0.00
					✓	

On the Employee W-2 report, each 3PSP amount will be shown separately. These amounts are not added into the Tax ID that is indicated in the Formula reference code field. This only occurs when using Output Types: Electronic File or W-2 Laser Forms.

River City Services Company 1

Employee W-2 Report

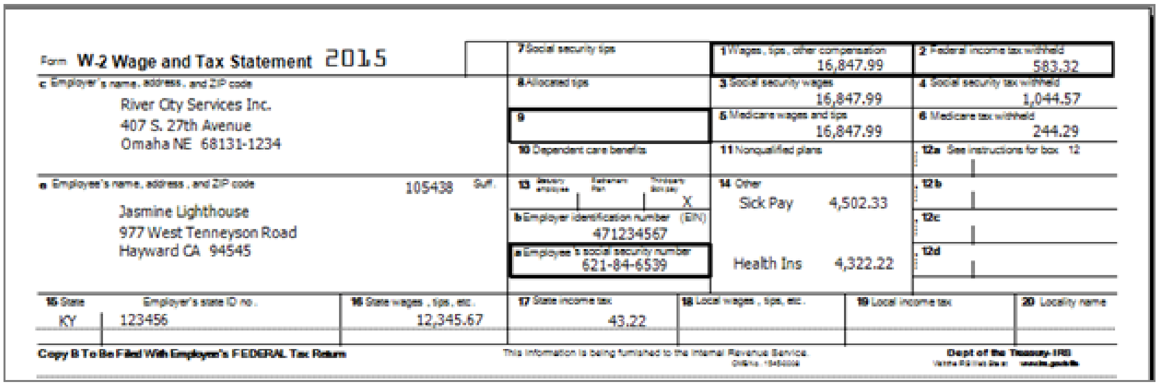
Date Range: 01/01/15 To 12/31/15

03/01/16 11:36:13 AM **Page 1 of 2**

Maximum Pay Security Level 9

		Gross Earnings		Taxable Earnings		Taxes		Counts	
		Amount	YTD	Amount	YTD	Amount	YTD	Amount	YTD
River City Services Inc.									
Company Totals									
37	Federal	12,345.66	12,345.66	12,345.66	12,345.66	533.32	533.32	1	1
39	FICA	12,345.66	12,345.66	12,345.66	12,345.66	765.43	765.43	1	1
44	Medicare	12,345.66	12,345.66	12,345.66	12,345.66	179.01	179.01	1	1
12	IL	4,502.33	4,502.33	4,502.33	4,502.33	123.00	123.00	1	1
15	KY	12,345.67	12,345.67	12,345.67	12,345.67	43.22	43.22	1	1
222	Louisville, KY	13,345.67	13,345.67	13,345.67	13,345.67	1,234.55	1,234.55	1	1
151	IL UC	4,502.33	4,502.33	4,502.33	4,502.33	0.00	0.00	1	1
153	KY UC	12,345.66	12,345.66	7,000.00	7,000.00	0.00	0.00	1	1
75	FUTA	12,345.66	12,345.66	7,000.00	7,000.00	0.00	0.00	1	1
311	3PSP Federal	4,502.33	4,502.33	4,502.33	4,502.33	50.00	50.00	1	1
312	3PSP FICA	4,502.33	4,502.33	4,502.33	4,502.33	279.14	279.14	1	1
316	3PSP FICA ER	4,502.33	4,502.33	4,502.33	4,502.33	0.00	0.00	1	1
315	3PSP FUTA	4,502.33	4,502.33	0.00	0.00	0.00	0.00	1	1
313	3PSP Medicare	4,502.33	4,502.33	4,502.33	4,502.33	65.28	65.28	1	1
317	3PSP Medicare ER	4,502.33	4,502.33	4,502.33	4,502.33	0.00	0.00	1	1
187	Insurance	0.00	0.00	4,322.22	4,322.22	0.00	0.00	1	1
189	Sick Already Included	0.00	0.00	4,502.33	4,502.33	0.00	0.00	1	1
227	SickPay	0.00	0.00	4,502.33	4,502.33	0.00	0.00	1	1
Company Employer Tax Totals									
39	FICA	12,345.66	12,345.66	12,345.66	12,345.66	765.43	765.43	1	1
44	Medicare	12,345.66	12,345.66	12,345.66	12,345.66	179.01	179.01	1	1
151	IL UC	4,502.33	4,502.33	4,502.33	4,502.33	369.19	369.19	1	1
153	KY UC	12,345.66	12,345.66	7,000.00	7,000.00			1	1
75	FUTA	12,345.66	12,345.66	7,000.00	7,000.00			1	1
316	3PSP FICA ER	4,502.33	4,502.33	4,502.33	4,502.33	279.14	279.14	1	1
315	3PSP FUTA	4,502.33	4,502.33					1	1
317	3PSP Medicare ER	4,502.33	4,502.33	4,502.33	4,502.33	65.28	65.28	1	1
227	SickPay			4,502.33	4,502.33			1	1

When the Employee W-2 form is printed, the 3PSP amounts will combine with the main Tax ID and print in the appropriate box. (Again, this will only happen if the Formula reference code of the 3PSP code has a valid Tax ID. Based on that Tax ID, it will be added to proper box number.)


Form W-2 Wage and Tax Statement 2015

c Employer's name, address, and ZIP code
River City Services Inc.
407 S. 27th Avenue
Omaha NE 68131-1234

e Employee's name, address, and ZIP code 105438 Suff.
Jasmine Lighthouse
977 West Tenneyson Road
Hayward CA 94545

7 Social security tips
8 Allocated tips
9
10 Dependent care benefits
13 Statutory employee / Retirement Plan / Third-party sick pay X
b Employer identification number (EIN) 471234567
a Employee's social security number 621-84-6539

1 Wages, tips, other compensation 16,847.99
2 Federal income tax withheld 583.32
3 Social security wages 16,847.99
4 Social security tax withheld 1,044.57
5 Medicare wages and tips 16,847.99
6 Medicare tax withheld 244.29
11 Nonqualified plans
12a See instructions for box 12
12b
12c
12d
14 Other
Sick Pay 4,502.33
Health Ins 4,322.22

15 State	Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
KY	123456	12,345.67	43.22			

Copy B To Be Filed With Employee's FEDERAL Tax Return
This information is being furnished to the Internal Revenue Service.
Dept of the Treasury-IRS

Note: Your FICA and Medicare boxes will reflect your third party sick pay tax adjustment values.

When transmitting the Quarterly file for ADP, the ADP Tax Filing report and Tax file will display as follows:

River City Services Inc.

Tax Filing Report

Date Range: 12/28/15 To 12/28/15

Entity Name: River City Services Inc.

10/05/15 3:09:37 PM Page 1 of 3

Maximum Pay Security Level 9

Emp # / Code	Employee Name / TaxID	Gross Earnings Current	Gross Earnings YTD	Taxable Earnings Current	Taxable Earnings YTD	Taxes Current	Taxes YTD	Counts Current	Counts YTD
River City Services Inc.									
105438	Lighthouse, Jasmine				Security Level 1				
	12IL		4,502.33		4,502.33		123.00		
	151IL UC		4,502.33		4,502.33		369.19		
	3113PSP Federal		4,502.33		4,502.33		50.00		
	3123PSP FICA		4,502.33		4,502.33		279.14		
	3163PSP FICA ER		4,502.33		4,502.33		279.14		
	3153PSP FUTA		4,502.33						
	3133PSP Medicare		4,502.33		4,502.33		65.28		
	3173PSP Medicare ER		4,502.33		4,502.33		65.28		
	189Sick Already Inc				4,502.33				
	227SickPay				4,502.33				
Company Totals									
	12IL		4,502.33		4,502.33		123.00	0	1
	151IL UC		4,502.33		4,502.33		369.19	0	1
	3113PSP Federal		4,502.33		4,502.33		50.00	0	1
	3123PSP FICA		4,502.33		4,502.33		279.14	0	1
	3163PSP FICA ER		4,502.33		4,502.33		279.14	0	1
	3153PSP FUTA		4,502.33					0	0
	3133PSP Medicare		4,502.33		4,502.33		65.28	0	1
	3173PSP Medicare ER		4,502.33		4,502.33		65.28	0	1
	189Sick Already Includ				4,502.33			0	1
	227SickPay				4,502.33			0	1

Grand Totals:

Taxes	**0.00**
Taxes YTD	**1,231.03**

Here is a portion of the Quarterly file that is created:

tmpA9D0.dat - Notepad

File Edit Format View Help

```
K T3.03Q20154201510051518 21RIVER CITY SERVICES INC.                  0000000000
H RRJ           20151228      RIVER CITY SERVICES INC.                  N
E             105438621846539          JASMINE                    LIGHTHOUSE          977 WEST TENNEYSON R
WIL             [NONE]    000000000000000000000000000000000000000000000000000000000000000000000000000000000
WIL UC          [NONE]    000000000000000000000000000000000000000000000000000000000000000000000000000000000
W3PSP FEDERAL   [NONE]    000000000000000000000000000000000000000000000000000000000000000000000000000000000
W3PSP FICA      [NONE]    000000000000000000000000000000000000000000000000000000000000000000000000000000000
W3PSP FICA ER   [NONE]    000000000000000000000000000000000000000000000000000000000000000000000000000000000
W3PSP FUTA      [NONE]    000000000000000000000000000000000000000000000000000000000000000000000000000000000
W3PSP MEDICARE  [NONE]    000000000000000000000000000000000000000000000000000000000000000000000000000000000
W3PSP MEDICARE E[NONE]    000000000000000000000000000000000000000000000000000000000000000000000000000000000
B US14 SICKPAY   0000000000450233
T 000000000012  0000000000000000
F 000000000014  0000000000000000
```

When printing the Unemployment Tax Report for FUTA, a separate report will be listed showing the 3PSP FUTA activity. This is made possible due to the Formula Reference Code containing the Tax ID of the normal FUTA tax code.

River City Services Inc.

Unemployment Compensation Tax
3PSP FUTA

10/05/15 3:21:14 PM **Page 1 of 3**

Federal ID# 471234567 **State ID#** **Quarter Ending 12/31/15**

Soc Sec #	**Employee Name**		**Gross Wages**	**UC Taxable**
621-84-6539	Lighthouse, Jasmine		4,502.33	0.00
3PSP FUTA Totals	**# of Emp. -Gross Wages**	1	4,502.33	0.00
	# of Emp. -UC Taxable	0		

On the 941 Payroll Report, Line 8 (Current quarter's adjustments for sick pay) will include the 3PSP FICA withholding amount and the 3PSP Medicare withholding amount. The Employer's portion (3PSP FICA ER and 3PSP Medicare ER) are not included in this total.

River City Services Inc.

941 Recap Report

10/05/15 3:30:48 PM Page 1 of 1

Employee Type: Al
Distribution: Al
Frequency: Al

	12/27/15 - 12/27/15	**12/27/15 - 12/27/15 from W-2 Report**	**YTD from W-2 Report**
1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec. 12 (Quarter 4)	1	1	630
2 Wages, tips, and other compensation	$4,502.33	$4,502.33	$7,124,586.62
3 Total income tax withheld from wages, tips, and other compensation	$0.00	$0.00	$761,619.51
5a Taxable social security wages	$4,502.33	$4,502.33	$6,234,237.41
5a Taxable social security wages x 12.40%	$558.29	$558.28	$764,005.48
5b Taxable Social security tips	$0.00	$0.00	$2,000.20
5b Taxable social security tips x 12.40%	$0.00	$0.00	$248.02
5c Taxable Medicare wages and tips	$4,502.33	$4,502.33	$7,132,180.24
5c Taxable Medicare wages and tips x 2.9%	$130.57	$130.56	$206,709.01
5d Taxable wages & tips subject to Additional Medicare Tax withholding	$0.00	$0.00	$0.00
5d Taxable wages & tips subject to Additional Medicare Tax withholding * .009	$0.00	$0.00	$0.00
5e Total social security and Medicare Taxes	$688.86	$688.84	$970,962.51
8 Current quarter's adjustments for sick pay		($344.42)	($344.42)
10 **Total taxes after adjustments**	**$688.86**	**$344.42**	**$1,732,237.60**
11 Total deposits for quarter, including overpayment from a prior quarter			
12 Balance due			
13 Overpayment			

Section H Part 3: Special Items for Tax Filing - Recording Taxable Sick Pay

> The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

If your company has received taxable sick pay payments from a Third Party for any of your employees during the year, you will need to record these payments as a Tax Adjustment using the special code identified for this. If your company uses ADP's Tax Filing Service, you will want to follow the instructions given in **Section H Part 2: Special Items for ADP Tax Filing – Recording Taxable Third-Party Sick Pay** since there are special codes that ADP requires.

Use these instructions **ONLY** if your company does **NOT** use ADP Tax Filing Services.

The 2015 example below shows taxable Sick Pay earnings that were paid and tax deductions that were made by the third party provider for the employee. We are also recording with this entry the amount of Employer Tax that the employer is responsible for paying. The tax year shown in this example is 2015. You will want to use the appropriate tax year when making your adjustments.

Important:
Notice there are separate line items for IL and IL UC that indicates the amount that is being adjusted for State and UC wages. If the state that the Sick Pay was paid in was taxable, the amount of the sick pay and the tax withholding would be recorded with this tax adjustment. If an adjustment to SUTA is necessary, you would record it also.

Make sure when recording what was withheld for the employee that you use the Total Withheld field and when recording anything for the Employer, that the Employer tax field is used. Also, be careful of the earnings you enter as Taxable since someone could have reached the Limit (if the entity has a limit).

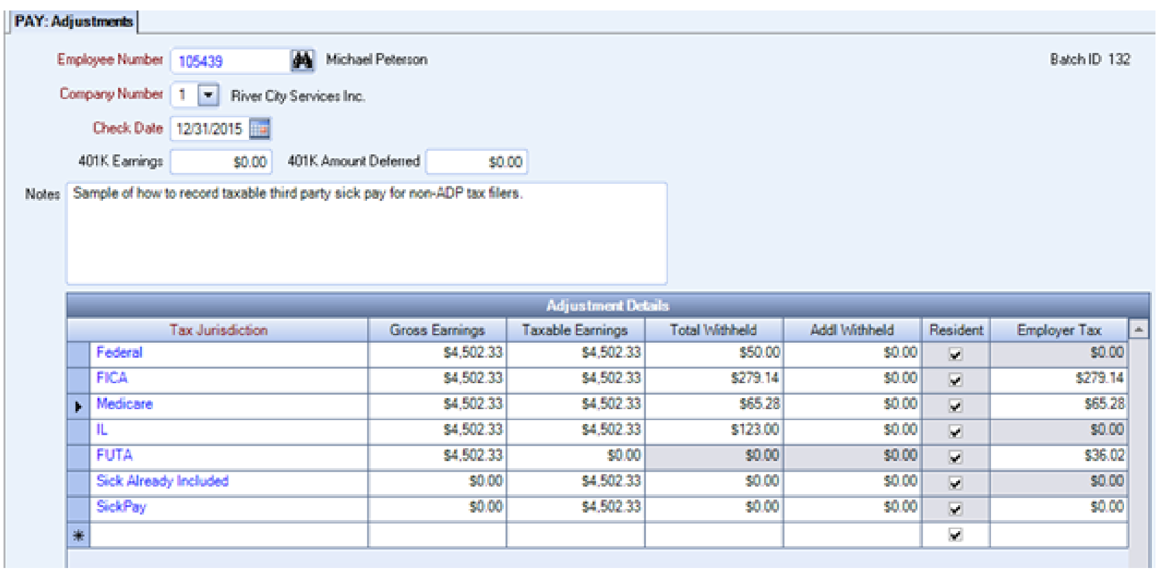
For FUTA, notice that the amount for taxable is $0.00 since it was determined that the employee already met the $7,000.00 taxable FUTA limit, but the Gross was increased.

If an Employer Tax amount is entered with a tax adjustment line, a Journal Entry may be required by your company if you want this amount recorded into the General Ledger as a liability to be paid. The other side of the entry would be to expense the amount to the appropriate expense account and Job number.

1. The amount that is recorded with Sick Already Included will not print on any report. It is shown to record the amount for informational purposes only. This special tax code description WILL, however, cause the 3rd party sick pay box to be selected when the Employee W-2 is printed.

2. Using the SickPay W-2 Special Description, the taxable amount of Sick Pay paid to the employee prints in Box 14 (this is not required, but available). And if this code was marked to **Include on W-2**, it then prints the amount in box 14 using whatever description that was set up to print on the W-2 for SickPay.

> **Tip:** Taxable Sick Pay may not always be taxable to all jurisdictions below. For instance, there could be sick pay being paid by a union that is not Federal Taxable. Ensure you are only recording the Sick Pay earnings amounts with the codes that apply.


PAY: Adjustments

Employee Number 105439 Michael Peterson

Batch ID 132

Company Number 1 River City Services Inc.

Check Date 12/31/2015

401K Earnings $0.00 401K Amount Deferred $0.00

Notes Sample of how to record taxable third party sick pay for non-ADP tax filers.

Adjustment Details

Tax Jurisdiction	Gross Earnings	Taxable Earnings	Total Withheld	Addl Withheld	Resident	Employer Tax
Federal	$4,502.33	$4,502.33	$50.00	$0.00	✓	$0.00
FICA	$4,502.33	$4,502.33	$279.14	$0.00	✓	$279.14
Medicare	$4,502.33	$4,502.33	$65.28	$0.00	✓	$65.28
IL	$4,502.33	$4,502.33	$123.00	$0.00	✓	$0.00
FUTA	$4,502.33	$0.00	$0.00	$0.00	✓	$36.02
Sick Already Included	$0.00	$4,502.33	$0.00	$0.00	✓	$0.00
SickPay	$0.00	$4,502.33	$0.00	$0.00	✓	$0.00

On the Employee W-2 report, the special items for Sick Pay are shown and the amounts for each tax jurisdiction are appropriately adjusted by the above tax adjustment.

River City Services Company 1

Employee W-2 Report
Date Range: 01/01/15 To 12/31/15

03/01/16 12:01:33 PM Page 1 of 2

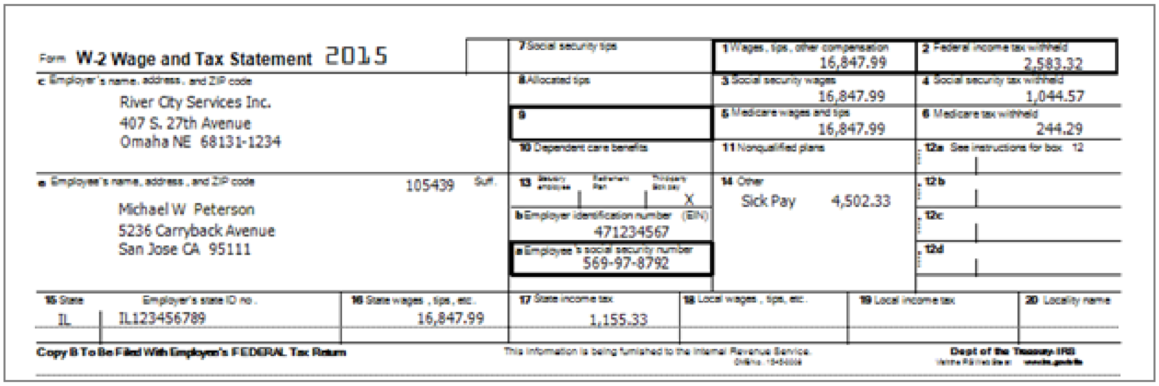
Maximum Pay Security Level 9

Emp # / Employee Name	Gross Earnings Amount	Gross Earnings YTD	Taxable Earnings Amount	Taxable Earnings YTD	Taxes Amount	Taxes YTD	Counts Amount	Counts YTD
River City Services Inc.								
105439 Peterson, Michael		**Security Level 1**						
Federal	16,847.99	16,847.99	16,847.99	16,847.99	2,583.32	2,583.32		
FICA	16,847.99	16,847.99	16,847.99	16,847.99	1,044.57	1,044.57		
Medicare	16,847.99	16,847.99	16,847.99	16,847.99	244.29	244.29		
IL	16,847.99	16,847.99	16,847.99	16,847.99	1,155.33	1,155.33		
IL UC	12,345.66	12,345.66	12,345.66	12,345.66				
FUTA	16,847.99	16,847.99	7,000.00	7,000.00				
Sick Already Included			4,502.33	4,502.33				
SickPay			4,502.33	4,502.33				
Company Totals								
37 Federal	16,847.99	16,847.99	16,847.99	16,847.99	2,583.32	2,583.32	1	1
39 FICA	16,847.99	16,847.99	16,847.99	16,847.99	1,044.57	1,044.57	1	1
44 Medicare	16,847.99	16,847.99	16,847.99	16,847.99	244.29	244.29	1	1
12 IL	16,847.99	16,847.99	16,847.99	16,847.99	1,155.33	1,155.33	1	1
151 IL UC	12,345.66	12,345.66	12,345.66	12,345.66			1	1
75 FUTA	16,847.99	16,847.99	7,000.00	7,000.00			1	1
189 Sick Already Included			4,502.33	4,502.33			1	1
227 SickPay			4,502.33	4,502.33			1	1
Company Employer Tax Totals								
39 FICA	16,847.99	16,847.99	16,847.99	16,847.99	1,044.57	1,044.57	1	1
44 Medicare	16,847.99	16,847.99	16,847.99	16,847.99	244.29	244.29	1	1
151 IL UC	12,345.66	12,345.66	12,345.66	12,345.66	370.37	370.37	1	1
75 FUTA	16,847.99	16,847.99	7,000.00	7,000.00	92.02	92.02	1	1
227 SickPay			4,502.33	4,502.33			1	1

When the Employee W-2 form is printed, the Sick Pay will be reflected in Boxes 1, 3, 6 and because we adjusted IL state earnings, Box 16 is also adjusted.

The Third Party Sick Pay check box is selected (because of the “Sick Already Included” special code).

Box 14 is also showing the description Sick Pay and the amount of sick pay paid out because of the adjustment line that was entered using “SickPay.”



Form W-2 Wage and Tax Statement 2015

c Employer's name, address, and ZIP code
River City Services Inc.
407 S. 27th Avenue
Omaha NE 68131-1234

e Employee's name, address, and ZIP code 105439 Suff.
Michael W Peterson
5236 Carryback Avenue
San Jose CA 95111

7 Social security tips	
8 Allocated tips	
9	
10 Dependent care benefits	
13 Statutory employee / Retirement Plan / Third-party sick pay	X
b Employer identification number (EIN)	471234567
a Employee's social security number	569-97-8792
1 Wages, tips, other compensation	16,847.99
2 Federal income tax withheld	2,583.32
3 Social security wages	16,847.99
4 Social security tax withheld	1,044.57
5 Medicare wages and tips	16,847.99
6 Medicare tax withheld	244.29
11 Nonqualified plans	
12a See instructions for box 12	
12b	
12c	
12d	
14 Other	Sick Pay 4,502.33

15 State	Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
IL	IL123456789	16,847.99	1,155.33			

Copy B To Be Filed With Employee's FEDERAL Tax Return

This information is being furnished to the Internal Revenue Service.

Dept of the Treasury-IRS

Section H Part 4: Special Items for Canadian T4 Slips

> The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

This section includes a listing of special items that are currently programmed through WinTeam to print on the T4 slip. For a more detailed description of what these codes are used for, see the Canada Revenue Agency's, Employer's Guide: Filing the T4 Slip and Summary.

WinTeam has the capability to tie certain T4 special items (not all) to existing Other Compensation or Deduction Codes. Any activity within the calendar year for an Other Compensation or Deduction Code that is tied to a special T4 item is totaled and included on the T4 in the appropriate place using the appropriate Code. For more information on what these capabilities are, see the help topic, **PAY: Other Compensations and Deductions** on Solutions Online.

If there are other Special Items that are not available to be auto-tied to an existing Comp or Deduction code, these will have to be entered through the Tax Adjustment area of the Check Processing Wizard using a check date within the calendar year for which you are printing T4 forms. (For example, if you want the special item included on the Calendar Year-End 2018 T4, you could enter 12/31/18 as the date.)

RPP Contributions are automatically picked up and printed in Box 20 of the T4 slip. RPP Contributions are the same as 401K in the USA.

If you have any questions regarding these special items, talk to your Tax Adviser or consult your Employer's Guide: Filing the T4 Slip and Summary.

The Benefits special item is handled uniquely on the T4

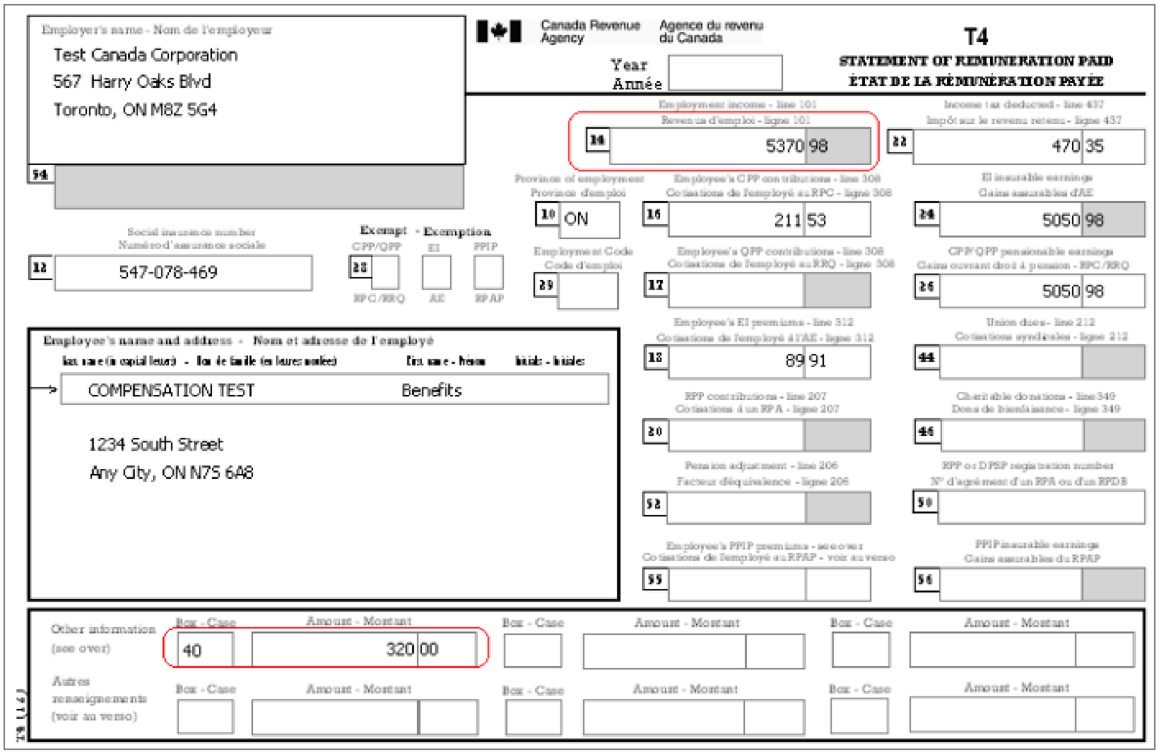
Any Compensation or Deduction Code that is set up with the Year End Reporting, Special Tax Code selection of Benefits, will have the activity for these codes for the year added together and shown on the T4 in Box 40.

Special Custom Setting to combine RRSP and Benefits into Box 14

RRSP and Benefits can also be set up to be included in Box 14 using this Custom Setting:

Section	Item	Value	Purpose
LaserPRCheck	IncludeBenefitsinBox14	Yes	This setting will add any Comp or Deduction code activity set up with Year End Reporting Special Tax Code of “Benefits” to the Federal Taxable amount, both Current and YTD totals, on the Framed Section paycheck. This setting also adds the Benefit amount that is printed in Box 40 to Box 14 (Employment Income) on the T4 form.

	Gross Earnings	CPP Taxable	Federal Taxable	Taxes	Other Deducts	Net Pay
CURRENT	928.00	928.00	992.00	160.55	97.00	734.45
YTD	5050.98	5050.98	5370.98	771.79	486.00	4113.19



Employer's name - Nom de l'employeur
Test Canada Corporation
567 Harry Oaks Blvd
Toronto, ON M8Z 5G4

Canada Revenue Agency — Agence du revenu du Canada

T4

STATEMENT OF REMUNERATION PAID
ÉTAT DE LA RÉMUNÉRATION PAYÉE

Year / Année

14 Employment income - line 101 / Revenus d'emploi - ligne 101: 5370 98

22 Income tax deducted - line 437 / Impôt sur le revenu retenu - ligne 437: 470 35

10 Province of employment / Province d'emploi: ON

16 Employee's CPP contributions - line 308 / Cotisations de l'employé au RPC - ligne 308: 211 53

24 EI insurable earnings / Gains assurables d'AE: 5050 98

12 Social insurance number / Numéro d'assurance sociale: 547-078-469

Exempt - Exemption: 28 CPP/QPP, EI, PPIP / RPC/RRQ, AE, RPAP

29 Employment Code / Code d'emploi

17 Employee's QPP contributions - line 308 / Cotisations de l'employé au RRQ - ligne 308

26 CPP/QPP pensionable earnings / Gains ouvrant droit à pension - RPC/RRQ: 5050 98

Employee's name and address - Nom et adresse de l'employé
COMPENSATION TEST — Benefits
1234 South Street
Any City, ON N7S 6A8

18 Employee's EI premiums - line 312 / Cotisations de l'employé à l'AE - ligne 312: 89 91

44 Union dues - line 212 / Cotisations syndicales - ligne 212

20 RPP contributions - line 207 / Cotisations à un RPA - ligne 207

46 Charitable donations - line 349 / Dons de bienfaisance - ligne 349

52 Pension adjustment - line 206 / Facteur d'équivalence - ligne 206

50 RPP or DPSP registration number / N° d'agrément d'un RPA ou d'un RPDB

55 Employee's PPIP premiums - see over / Cotisations de l'employé au RPAP - voir au verso

56 PPIP insurable earnings / Gains assurables du RPAP

Other information (see over) / Autres renseignements (voir au verso)
Box - Case: 40 — Amount - Montant: 320 00

Canada Special Items

The following Special Tax codes are available in WinTeam for printing on the T4 Slip. Review each and where they will print, to be sure there are no others that will be needed for 2018 year end processing.

Tax Code Description	Where it will print on the T4
Housing, board, and lodging	Other Information, Code 30
Travel in Prescribed Zone	Other Information, Code 32
Auto (Personal Use of Employer's Auto)	Other Information, Code 34
Loan	Other Information, Code 36
Benefits (other taxable allowances and benefits)	Other Information, Code 40 (this includes Uniform and Benefits special descriptions)
Group Term Life	Other Information, added into Code 40
Commissions	Other Information, Code 42
Eligible Retiring Allowances	Other Information, Code 66
Non eligible Retiring Allowances	Other Information, Code 67
Status Indian Employee	Other Information, Code 71
Public Transit Pass	Other Information, Code 84
Health Savings Account	Other Information, Code 85
RPP Contributions - similar to retirement	Box 20

Tax Code Description	Where it will print on the T4
plans in the USA (example, 401K). This will sum all of the RPP deferral amounts deducted during the year. Call a TEAM Representative if you have any questions. There are no W2 Special Description for this item. Instead, it uses the same logic as we do when determining 401k deferred amount to print on W-2s for USA. It has to either be deferred amount activity through the normal 401k feature (EMF) or activity for a deduction code set up as a 401k deduction and marked as a deferral deduction. If any adjustments need to be made at the end of the year, they can do this through a tax adjustment using the 401k Amount Deferred field, or if it is an Other Deduction YTD amount they need to change, they can create this choosing Other Deduction Adjustment.	
Charitable Donations	Box 46
RPP Registration Number – If an employee has an RPP contribution for the tax year, the Registration number of their particular plan is required to be printed in Box 50. Use Custom Field 19 of the Employee Master File to record this number. It is hard coded in the program to print whatever is in custom field 19.	Box 50
Pension Adjustment	Box 52
Union Dues***	Box 44

***This particular code does not need any special tax code entered in the tax adjustment area. WinTeam determines the amount of Union Dues for Box 44 by looking at any Other Deduction activity for the calendar year whose other deduction code is set up with a Deduction Type that includes the words "Union" and "Dues." Both words have to exist in the Type description in order for the amounts to be looked at.

Special Note on Other Information Section:

At this time an employee can have up to 6 Other Information items. If there are any more, they will not print.

Entering special items for year-end processing:

If there are other T4 Special Items that cannot be linked to an Other Compensation or Deduction Code for automatic inclusion on the T4 form, you will need to create a Tax Adjustment Batch through the Check Processing Wizard and enter the applicable codes and amounts.

1. From the Payroll Menu, click **Check Processing Wizard**.
2. Click **Create a New Batch**, and then **Next.**
3. Click **Adjustments**, and then **Next.**
4. Select Adjustment Type **Tax.**
5. Enter the **Employee #** for whom you want to add special items.
6. Enter a check date within the current calendar year for the special item to be included in the W-2 information reported for this year. Any date within the Current Tax Year will work, although using the last day of the year may be easier to remember.
7. Unless you are entering 401k information (RPP Contributions for Canada), skip to the Tax Jurisdiction section.
8. In the Tax Jurisdiction section, type in the first few letters of the code name and the system automatically fills in the tax jurisdiction description of this special code for you. **Some descriptions are very similar. Make sure you are selecting the correct one.** When you click the list, all of the special codes are displayed toward the bottom of the list. These special codes are set up with a Government Type: W2 Special Descriptions.
9. Once you have selected the appropriate code, if this particular code requires an amount to be entered (all items except those that are starred *** in the list), you must enter this amount in the Taxable Earnings field. DO NOT enter the amount in the Gross Earnings field. The system will not read this field for any special amounts. Even though the amounts are not really considered earnings, they must go in the Taxable Earnings field.

Important: Any special code that requires an amount AND the Employee's earnings to be adjusted by this amount must be handled manually through this same Tax Adjustments area. The system WILL NOT automatically make these adjustments when printing T4 forms, etc.

Section H Part 5: Special Items for Puerto Rico Forms 499R-2/W-2PR

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

This section includes a listing of special items that are currently programmed through WinTeam to print on Form 499R-2/W-2PR. If any of these items require an amount to be entered, you will need to create a Tax Adjustment batch entering the appropriate amount in the Taxable Earnings field (not the Gross Earnings field) in order for it to be printed on the Employee’s Form 499-R2/W-2PR. If making corrections to any of these boxes through the W-2C Tax Adjustments area, the W-2CPR form (correction form for Puerto Rico), will also report these corrections appropriately.

Special Code	Where it will print on W-2
PR Youth Exemption	Box 16 and Box 1 Under Puerto Rico Act 135-2014 youth wages are exempt up to $40,000 for tax years since 2014. A Youth is defined as someone who is under the age of 27 years old at 12/31 (the end of the calendar year). It is up to the employer to identify these individuals using this Special Code. Any employee who has this special item entered as a tax adjustment record using a date within the calendar year (i.e. 12/31/2018), will have up to $40,000 of their earnings moved from Box 7 to Box 16 using Code E. The employee’s date of birth will also be printed in Box 1. For detailed information on this special item, see Setting Up Youth Wage Tax Exemption for Puerto Rico.
Disaster Assistance	Box 16 or Box 16a or Box 16b Code G - Disaster payments declared exempt by the Governor of Puerto Rico or the President of the United States:

Special Code	Where it will print on W-2
	If Box 16 is already filled in with Code E (Youth Exemption), Code G will then be printed in Box 16a along with the amount associated with the Disaster Payments. If there is no Youth Exemption printing on the W-2PR form, then Code G and the amount will appear in Box 16. it is also possible that Box 16a could be filled by another code, if this is the case, Code G will print in Box 16b.
Severance	Box 16 or Box 16a or Box 16b Code I - Severance Pay (Compensation or indemnification paid to an employee due to dismissal under Section 1031.01(b)(11) of the Code. Prints in either of the three boxes, depending upon whether or not there is already codes being reported. You can have up to 3 different codes and amounts being reported in this area. Any activity for an Other Compensation Code using the **Year End Reporting, Special Tax Code: Severance** is automatically totaled and included in this amount. If any adjustments are needed, create an Other Compensation Adjustments batch for the appropriate code. Unlike other special items for Puerto Rico, adjustments for Box 16, Severance, must be handled through an Other Compensation Adjustment and not through a Tax Adjustment batch.
Employer Sponsored Health Coverage	Box 5 This is the full cost of health care that the Employer is paying on behalf of the Employee. This amount must be included on the Employee's Form 499R-2/W-2PR. You will need to create Tax Adjustment records for each employee who was given health coverage during the year using this special item and entering the Amount of the health care cost in the Taxable Earnings field of the Tax Adjustment.

Special Code	Where it will print on W-2
Allocated Tips	Box 10 Any Allocated Tips amount should be entered using this special item along with the amount that you want to report.
Social Security Tips	Box 21 If you have set up an Other Compensation Code to Include in Social Security Tips on W-2, all Tip amounts will be totaled for the year and printed in Box 21. This amount will also be automatically deducted from Box 17, Social Security Wages, per the Puerto Rico government's instructions.
Uncollected SS Tax on Tips	Box 22 If there was any Allocated Tips reported in Box 10, there also should be an Uncollected Social Security Tax amount figured for these tips not yet reported. This amount will print in Box 22 of Form 499R-2/W-2PR.
Uncollected Med tax on Tips	Box 23 If there was any Allocated Tips reported in Box 10, there also should be an Uncollected Medicare Tax amount figured for these tips not yet reported. This amount will print in Box 23 of Form 499R-2/W-2PR.

Section H Part 6: Printing - Canadian T4A Slips

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

T4A Slips

The Canada Revenue Agency encourages companies who pay contractors/freelancers more than $500.00 during the calendar year, to issue a T4A Slip showing the amount paid during the year. They admit that there is a lot of confusion surrounding the Summary Guide publication (RC4157) and for that reason, they are currently not assessing penalties for failures relating to not reporting Box 048 – Fees for services. This could change in the future though so it would be wise to implement a procedure around this so that your company is ready.

How are Subcontractors Set Up in WinTeam

Within WinTeam, the subcontractor would be set up as an employee within the Employee Master File, and given a Full Time indicator of Subcontractor. They are then paid through the normal Payroll Check Wizard. As long as they are a subcontractor, no payroll taxes are withheld.

Since there is not a way to indicate that an “employee” be given a T4 or T4A slip, you will want to have the subcontractors grouped into a specific Employee type, for instance, so that they can easily be excluded when printing T4s. When printing T4A slips, you can then easily select the one Employee Type you have defined for Subcontractors.

The following Custom Setting must be in place in order for Canadian Companies to print T4A Slips.

Section	Item	Value
CANADA	T4A	True

> **Important:** The T4A Custom Setting should NOT be set up when printing T4 Slips. To temporarily disable the T4A Custom Setting, type **zzz** in front or back of the Section CANADA: **CANADAzzz.**

The system will pick up the following earnings and tax information for printing on the T4A:

- Box 22: Income Tax Deducted (Federal Provincial and territorial taxes) - For subcontractors, there is no tax withholding. This box will remain blank when there is no tax withholding.
- Box 48: Fees for Services (Federal Income)

If you are using the special Custom Setting shown below to pick up Compensation Code activity only, then Federal Income is replaced by Compensations set up, as explained in the next section.

Other Special Custom Settings

The following optional Custom Setting is used to compute the total compensation for an employee when the **Print Balances on Check Stub** check box is selected for the compensation code. This would represent Employment Income on the T4A Slip. If you do not want to include a compensation code on the T4A Slip, ensure the **Print Balances on Check Stub** check box is not selected. This same setting will print employee names and compensation amounts on the Employee W-2 Report so that you can verify the amounts that will be printed.

Section	Item	Value
LaserW2	CompOnly	Yes

Create the Electronic File for T4A Slips

Follow the instructions listed in Section P Part 2: Preparing Electronic Files for Canada.

Section H Part 7: Special Items for Quebec RL-1 Slips

> The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

This section includes a list of special items that are currently programmed through WinTeam to print on the RL-1 slip. For a more detailed description of what these codes are used for, see the Canada Revenue Agency's, Employer's Guide: Guide to Filing the RL-1 Slip.

WinTeam has the capability to tie certain RL-1 special items (not all) to existing Other Compensation or Deduction Codes. Any activity within the calendar year for an Other Compensation or Deduction Code that is tied to a special RL-1 item is totaled and included on the RL-1 in the appropriate place using the appropriate Code. For more information on what these capabilities are, see the help topic, **Other Compensations and Deductions** on Solutions Online.

If there are other Special Items that are not available to be auto-tied to an existing Comp or Deduction code, these will have to be entered through the Tax Adjustment area of the Check Processing Wizard using a check date within the calendar year for which you are printing RL-1 forms. (For example, if you want the special item included on the Calendar Year-End 2018 RL-1, you could enter 12/31/18 as the date.)

RPP Contributions and Deferred Earnings are automatically picked up and printed in Box D and Q of the RL-1 slip. RPP Contributions are the same as 401K in the USA.

If you have any questions regarding these special items, talk to your Tax Adviser or consult your Employer's Guide: Guide to Filing the RL-1 Slip.

Quebec Special Items

The following Special Tax codes are available in WinTeam for printing on the RL-1 Slip. These special tax codes are set up in PAY: Taxes, under Government Type: W2 Special Descriptions. If your database does not currently have one of the special W2 tax codes, you can set it up yourself, following the setup of another of the special item. Review the RL-1 form itself to see if there are any other special items that are not listed that your company will need to report. Contact a Team representative before the end of October of the tax year in order to allow time for research and implementation.

Special Item	Mapped to WinTeam	RL-1 Box
Registered Pension Plan Contribution	401k Contribution YTD	D
Deferred Wages	401k Earnings	Q
Union Dues	Special W2 Tax Code: Union Dues	F
Private Health Services Plan Amount	Special W2 Tax code: Health Savings Account	J
Other Benefits	Special W2 Tax Code: Benefits	L
Commissions	Special W2 Tax Code: Commissions	M
Charitable Donations	Special W2 Tax Code: Charitable Donations	N
Eligible Retiring Allowances	Special W2 Tax Code: Eligible Retiring Allowances If an amount is entered in Box O, the Code (case O) box will contain the letters RJ	O
Income paid to an Indian	Special Tax Code: Status Indian	R
Tips not included in income	(same as Box 7 on W-2)	S
Amt for Pension employment	Special Tax Code: Pension Adjustment	U
Meals and Lodging	Special W2 Tax Code: Housing	V
Use of motor vehicle	Special W2 Tax Code: Auto	W

Section I: Running Final Employee W-2 Report

The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

Employee W-2 Report

Once you have made all final adjustments to the Employee W-2 records for year-end 2018 (including any relevant special items listed in Section H Parts 1-5 that should appear on the W-2), run a final copy of this report. These totals will be used to balance to the Summary Sheet Totals from the W-2 Laser Form and Electronic File options. The figures shown on this report will print on the W-2s for 2018 and are included on the electronic files you create (if applicable). Make sure this information is complete and correct.

Make sure there are no negative YTD earnings or withholdings printing at the end of the report.

The W-2 creation and electronic file creation will treat any negative numbers as positive numbers. This means that if someone has negative YTD earnings or withholdings, the number will be made positive for year-end purposes. This will throw off your totals when you run the W-2 print program or create any electronic file. WinTeam will print the names of the employees who have negative earnings or withholdings after the Grand Totals under a recap heading of Employees With a Negative Amount Listing. Resolve these problems before proceeding with W-2 printing and electronic file preparation.

Verify that the YTD earnings for all states added together tie back to the federal earnings.

State and Federal earnings should normally be the same, unless your company has 401k, Other Compensation Codes, or Other Deduction Codes that do not apply to all states. Keep these final report totals handy; you will need them for balancing purposes as you complete year-end processing steps. This is your final chance to make changes before running W-2s, T-4s, T-4As or RL-1s, and creating electronic files.

Important: USA Companies Doing Business in a US Territory

It is important that you review your Employee W-2 information for the current calendar year to ensure that you do not have any employee with intermixed activity in the USA, Puerto Rico and the Virgin Islands. You cannot have an employee number with activity for both US states and US territories. If you have this situation, it will cause problems in your reporting and you will end up having to file corrected forms. Please call a TEAM Representative for guidance in splitting the earnings and witholdings apart into separate employee numbers.

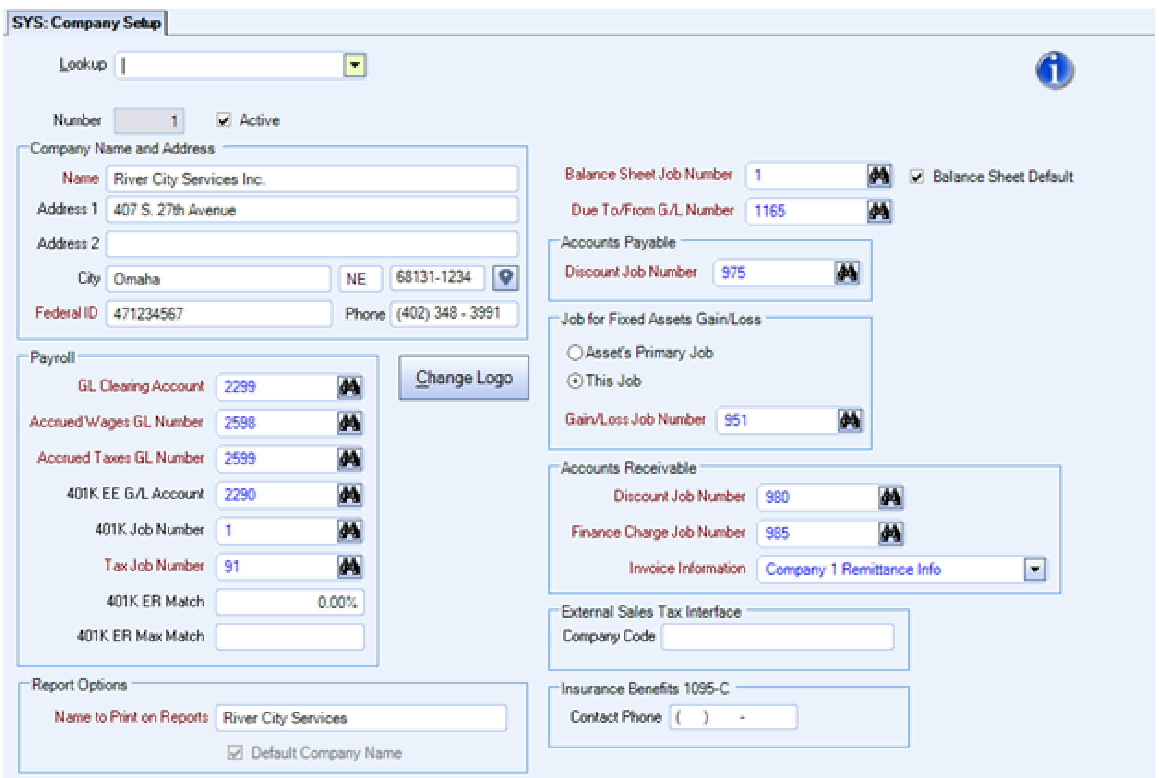
Important: To ensure you do not have an employee with both USA activity and US Territory activity, run the Employee W-2 Report for one US Territory at a time, choosing Report Type: Total By Employee, and selecting the tax code from the Tax Codes Pick From List. Review the Grand Totals section to ensure there is no USA or other US territory recapped. If there is some other state or territory listed than what you were running, you have problems that need to be resolved before you continue with W-2 processing.

When processing W-2s for those USA companies who have US Territories they are reporting to, you need to exclude the employees in the US Territories. If you do not do this properly, you will be sending out a USA W-2 form to a US Territory employee. Each of these territories have their own unique form. Hopefully all of your PR and VI employees are neatly packaged under a particular category such as Employee Type or Distribution code so that they can be easily excluded. Do not use the Tax Codes pick from list to exclude tax codes PR or VI since this will not properly exclude these employees (since all employees will have other tax code activity that is selected). If you have any questions, please call a TEAM Representative. When you are ready to process W-2s for a US Territory, follow the instructions given in **Section N Part 4: Printing U.S. Virgin Islands Form W-2VI** and Section **Section N Part 5: Printing Puerto Rico Form 499R-2/W-2PR**.

Section J: Verifying Federal ID Number

The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

1. From the **System** Menu, click **Setup**, and then click **Company Setup.**
2. Verify that the Name, Address and Federal ID number are correct for your company.
3. Verify that the phone number for the company is correct; this number is used as the default phone number for transmitter information when creating year-end files.
4. If you have multiple companies, make sure this information is correct for each company. This information will print on the Employee W-2 forms and is written to the electronic files that are created.



Section K: Setting Up Required Tax Table Information

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

State, Disability, City/County/School District and PA PSD Codes

State Codes:

1. From the Payroll menu, click **Taxes**.
2. For each of your state codes, verify that the **Include on W-2** check box is selected. If the **Include on W-2** option is cleared, WinTeam will not print this information on the W-2. If there are states you do business in that do not have any state tax withholding, you can prevent the state and the earnings from printing on the W-2 by clearing the **Include on W-2** option.

Verify the correct Tax Payer ID Number is listed for each state code. This is the ID that prints on the W-2 forms and is included in the electronic files created (if reporting state earnings/withholding information electronically). The following lists the states/entities that have particular requirements for state ID format, and details how the Tax Payer ID should be entered in the tax table area. If you do not follow these instructions, the electronic file will be rejected and returned to you.

- Alabama - If your state tax payer ID is 6 digits or longer and starts with a 7, 8 or 9, the state requires that the letter 'R' be put in front of your tax payer ID.
- Idaho - Enter your 9-digit Idaho Withholding Account Number. Enter only numeric characters and omit hyphens.
- Kentucky - Enter your 6-digit state income tax withholding account number. Do NOT include the dash or check digit (i.e. 123456-7 should be entered as 123456).
- Maryland - Enter your 8-digit MD Central Registration Number (Tax Withholding Account Number). This number can be found in your MW506 coupon book.

- North Carolina - Enter your 9-digit NC Employer ID (Withholding account number).
- Philadelphia City - Enter your 7-digit Phila. Business Tax Account Number.
- Wisconsin - Enter your 15 digit Wisconsin withholding number.
    - For those who have databases with multiple companies, ensure that each company within the database has a tax ID set up for Wisconsin, even if that company does not do business in that state.
    - In the Wisconsin Department of Revenue, Annual W-2 Reporting instructions guide it states: if you do not have a Wisconsin withholding tax number and are not required to (and did not) withhold Wisconsin tax, use 036888888888801 as the State Employer Account Number.
    - For more information see the topic: Wisconsin Update Form W-2.

Disability Codes:

(Only applicable for clients doing business in states with special disability codes.)

The **Include on W-2** option should NOT be selected for the following disability codes although, if this option is checked for any of the following disability codes, it would not make a difference since we have these 'turned off' from printing in the locality area of the W-2 form (Boxes 18 thru 20). If you would like to print the Tax Description and the withheld amount in Box 14 as a miscellaneous item, you can do this. See Section H Part 1: Special Items for W-2 Forms. It is not required to print this information on the Employee's W-2.

- HI (Hawaii Disability)
- MA Health Care
- NM Workers Comp
- NY Disability OR Workers Comp
- OR Workers Comp
- PA SUI
- PA Occupational Privilege
- RI Disability
- WA L&I

The **Include on W-2** check box SHOULD be selected for the following disability codes. You must report these disability codes on the W-2, so it is important that they are set up to print.

For the following three disability codes, enter the W-2 description as follows:

Disability Code	W-2 Description
AK UC (disability)	AKESD
CA State Disability	CA SDI
NJ Disability	**NJ Disability

**The W-2 Description is not used for NJ Disability since there is specific breakout of this tax in Box 14 in the format that is required by New Jersey. For more information, see Section T: Printing New Jersey Disability on W-2 Forms.

City/County/School District Codes:

From the Payroll Menu, click **Taxes**.

1. Review EACH City, County or School District tax code used by your company. Verify that the **Include on W-2** check box is selected and that a W-2 description exists for each code. The name in this field is exactly as it will appear on the W-2 Form. Do not make this name any longer than 12-15 characters, and make sure to use upper and lower case letters since all capital letters will limit space in this field.
2. Verify that each of your Local Tax Codes you plan on reporting electronically have your Taxpayer ID filled in. If the entity does not have or require a Taxpayer ID, an ID still needs to exist. In these cases, you can put the entity name in the Taxpayer ID field. See PAY: Taxes, Taxpayer ID Setup. Unless the taxpayer id number exists for the company, no electronic file will be created.

Special instructions for Michigan (MI) City Tax Codes:

For all Michigan City Tax Codes, beginning with 2015 W-2s, the Authorized City Name Abbreviation to use for completing Form W-2, Box 20, Locality Name must be the 6 character abbreviation that is indicated in Column B or C in the below chart. When creating the W-2 Electronic File for any of these cities, if you were using the Column C abbreviation that includes the dash, it will be “stripped” automatically by WinTeam (making it consistent with Column B). Please make sure that the W-2 Description is changed in PAY: Taxes to match either Column B or Column C (shown in chart below) for all of your Michigan City tax codes BEFORE running W-2s or processing electronic files for Michigan cities.

INCOME TAX WITHHOLDING COMMON FORMS FOR MICHIGAN CITIES

Revised 01/28/2016

APPENDIX D

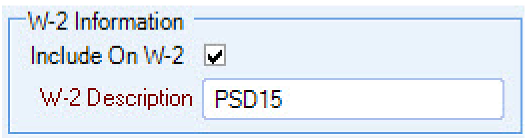
Authorized City Name Abbreviations to Use for Completing Form W-2, Box 20, Locality Name and Related RS Record Data for EFW2 Transmittals

MICHIGAN CITIES LEVYING AN INCOME TAX	AUTHORIZED LOCALITY NAME ABBREVIATIONS FOR USE IN FORM W-2, BOX 20 (LOCALITY NAME) AND EFW2 RS RECORD LOCATIONS 298-307		
COLUMN A CITY NAME	COLUMN B 5 CHARACTER ABBREVIATION FOR PRINTED FORM W-2 FOR MIICHIGAN CITIES	COLUMN C 6 CHARACTER ABBREVIATION FOR PRINTED FORM W-2 FOR MIICHIGAN CITIES	COLUMN D EFW2 RS RECORD DATA LOCATIONS 298-307 (n=BLANK) "MI(CN)nnnnn"
ALBION	MIALB	MI-ALB	MIALBnnnnn
BATTLE CREEK	MIBCK	MI-BCK	MIBCKnnnnn
BIG RAPIDS	MIBRR	MI-BRR	MIBRRnnnnn
DETROIT *	MIDET	MI-DET	not available
FLINT	MIFLT	MI-FLT	MIFLTnnnnn
GRAND RAPIDS	MIGRR	MI-GRR	MIGRRnnnnn
GRAYLING	MIGRA	MI-GRA	MIGRAnnnnn
HAMTRAMCK	MIHAM	MI-HAM	MIHAMnnnnn
HIGHLAND PARK	MIHPK	MI-HPK	MIHPKnnnnn
HUDSON *	MIHUD	MI-HUD	MIHUDnnnnn
IONIA	MIION	MI-ION	MIIONnnnnn
JACKSON	MIJAC	MI-JAC	MIJACnnnnn
LANSING	MILNS	MI-LNS	MILNSnnnnn
LAPEER	MILPR	MI-LPR	MILPRnnnnn
MUSKEGON	MIMKG	MI-MKG	MIMKGnnnnn
MUSKEGON HEIGHTS	MIMHT	MI-MHT	MIMHTnnnnn
PONTIAC	MIPNT	MI-PNT	MIPNTnnnnn
PORT HURON	MIPHN	MI-PHN	MIPHNnnnnn
PORTLAND	MIPOR	MI-POR	MIPORnnnnn
SAGINAW	MISAG	MI-SAG	MISAGnnnnn
SPRINGFIELD	MISPR	MI-SPR	MISPRnnnnn
WALKER	MIWAL	MI-WAL	MIWALnnnnn

* Cities not accepting the income tax withholding common forms

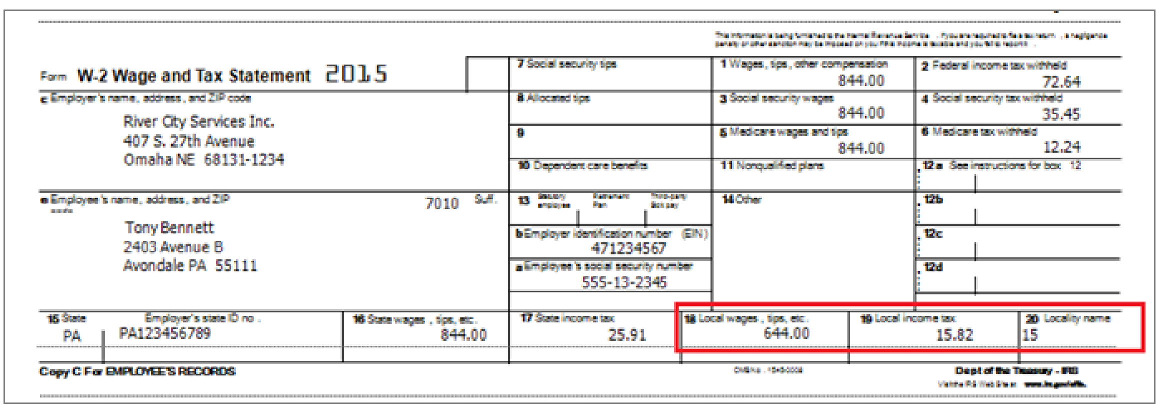
Special instructions for Pennsylvania (PA) Political Sub Division (PSD) Codes:

For all PSD codes, ensure the W-2 Description of the tax code includes the letters PSD, immediately followed by the two-digit Tax Collection District (TCD) code where payments were remitted during the year. For example, if the PSD code was 150101, you would enter PSD15 in the W-2 Description field:



This is in accordance with Section 512 of the PA Act 32 Procedural Manual published by the state of Pennsylvania. For more information, see Handling Pennsylvania Tax Act 32 in WinTeam.

When the Employee W-2 is printed from WinTeam, it will only include the two digit code, which is what the state requires:



Section L Part 1: Special Notes for IN, OH, MD, NY and CA Reporting

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Special Note for Indiana and Ohio Businesses Reporting Electronically to the State:

Certain information is required to be set up with Indiana and Ohio local tax codes in order for the locality to be reported properly. Go to Payroll, Taxes and call up each of the Indiana and Ohio localities and ensure that the proper information is set up for each of the tax codes.

Indiana Counties - **Tax Payer ID Number field:** Fill in the 2-digit county number.

Ohio School Districts - **Tax Payer ID Number field:** Fill in the 4-digit number assigned to each of your School Districts. (This number is used in the Ohio State Electronic file and also will print before the School District description in Box 20 on the W-2 effective tax year 2016.)

Ohio Cities - **Tax Payer ID Number field:** Employers reporting electronically in Ohio must be sure that the special member community codes are set up properly in the Tax Payer ID field of each Ohio municipality within the Tax Tables area of WinTeam. Certain formats are required depending on the group that the member community belongs to. Note: All tax codes should have a Taxpayer ID Number set up since without one, the city cannot be included in any electronic filing.

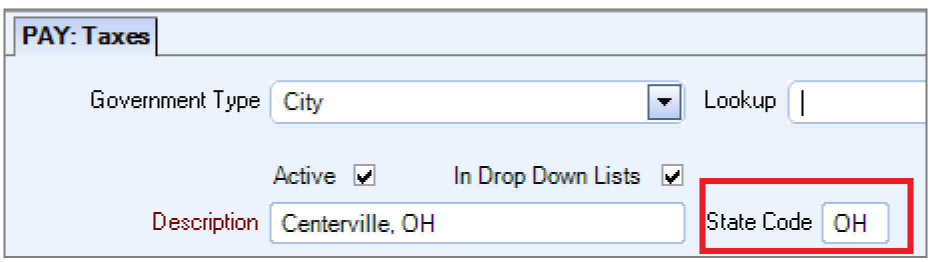
Formula Reference Code field: You also will need to be sure to fill in the proper Formula Reference Code for each community, tying each to the appropriate City’s Group that they are reported under. The W-2 program will look at the first 4 letters of the formula reference code when grouping the communities together for Electronic reporting.

See the special notes on each of the Community Groups and the specifics on how the cities within each community group should be set up.

If you need a list of the member communities that are to be reported within each group, please see: Ohio School District and City Taxpayer ID Numbers.

Important: New requirement for Ohio cities beginning 2016

The State Code field for every Ohio City must be filled in with OH. This is a fairly new field and is not required so chances are this field is “empty” and will need to be filled in. Effective with tax year 2016, the City Groups (this year only Cincinnati, Cleveland and RITA) are now requiring that other Ohio cities outside of their individual group be reported within their individual electronic file. Without this State Code indication, the city will not be properly included in the electronic file as it is supposed to be.



Cincinnati

Fill in the 5-letter Alpha Code in the Tax Payer ID field: CINCI

This is the code that will be passed through in the Electronic File created for Cincinnati (Positions 331-337 of the RS record).

Fill in proper Formula Reference Code: **CINCINNATI** (as long as the code starts with the first five letters CINCI, that is sufficient).

Beginning with Tax Year 2016: Cincinnati requires wage and withholding details for ALL Ohio cities, if the employee is being reported to Cincinnati. The additional cities and their details will be included in the electronic file provided that the City is set up with the State Code: OH.

Columbus and Member Communities

To view a list of the communities that the city of Columbus collects for, see: http://incometax.columbus.gov/faqs.aspx

Must enter the W-1 code assigned to that city in Tax Payer ID field

(Example: 01 = Columbus)

Fill in the proper Formula Reference Code

For Columbus Communities: **COLU**

Cleveland (Central Collection Agency) and all of its Member Communities

To view a list of the communities that the city of Cleveland collects for, see Page 11 at this link.

http://ccatax.ci.cleveland.oh.us/forms/magmed2018.pdf

Fill in the 3-digit City Code in Tax Payer ID field

(Example: 002 = Ada)

Fill in the proper Formula Reference Code - For Cleveland Communities: **CLEV**

Beginning with Tax Year 2016: The CCA requires wage and withholding details for ALL Ohio cities, if the employee is being reported to Cleveland or one of its member communities. The additional cities and their details will be included in the electronic file provided that the City is set up with the State Code: OH.

Dayton and Member Communities

Fill in the Tax Entity Code in the Tax Payer ID field. Dayton reports taxes for the following communities:

Dayton: **DAYTO**

Miami Township: **MIAMI**

Butler Township: **BUTLE**

Fill in the proper Formula Reference Code:

For Dayton and ALL of its Communities: **DAYT**

RITA (Regional Income Tax Agency) and Member Communities

To view the list of communities and the 3 digit code assigned to each to enter in the Tax Payer ID field, go to: https://www.ritaohio.com/resources/tax-rates-tables/

Fill in the 3-digit Tax Entity Code that RITA has indicated for each of its member communities in the Tax Payer ID. To see the list of communities and the 3 digit code assigned to each to enter in the Tax Payer ID field, go to: https://www.ritaohio.com/TaxRatesTable

Fill in the proper Formula Reference Code - For all RITA Communities: **RITA**

Beginning with Tax Year 2016: RITA now requires wage and withholding details for ALL Ohio cities, if the employee is being reported to RITA. The additional cities and their details will be included in the electronic file provided that the City is set up with the State Code: OH.

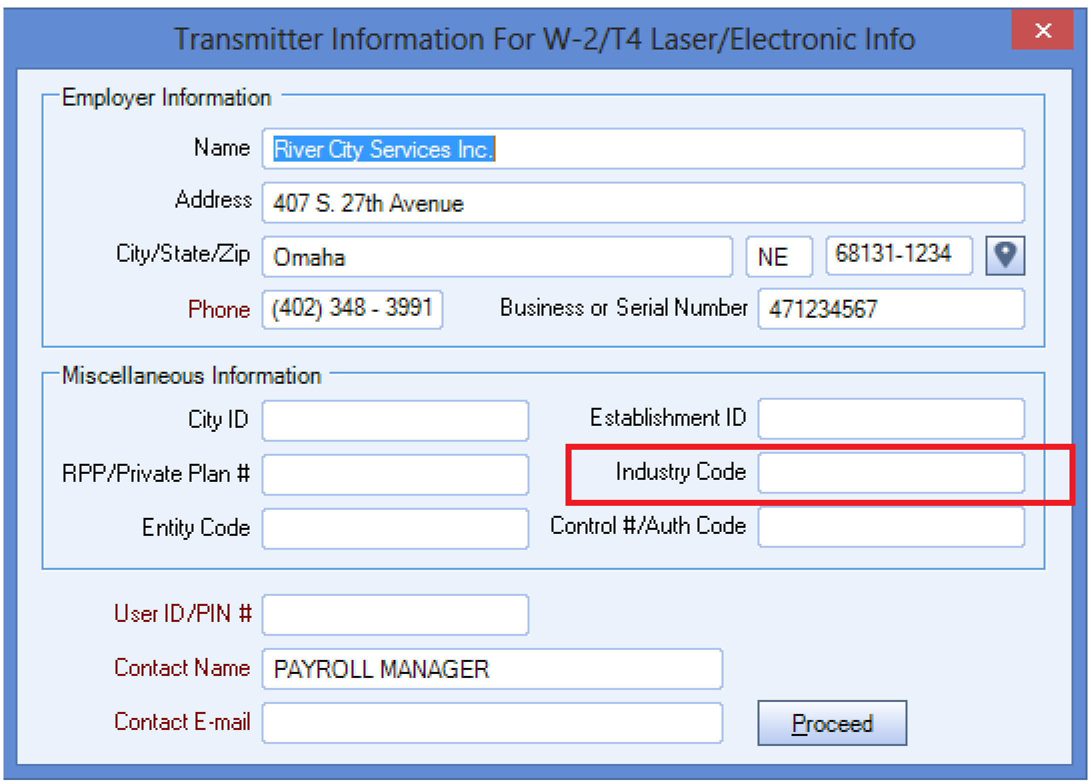
Special Note for Customers Reporting Electronically to the State of Maryland:

Due to the filing requirements for Maryland electronic reporting, any Maryland County Tax withheld from the employee during the year, as well as Baltimore City Tax, must be added to the Maryland State withholding amount within the electronic file created. To accomplish this, WinTeam will look for any county code or city code description set up in the Tax File area that begins with MD, and add the county/city withholding amount(s) to the normal state withholding in the electronic file. (Example: MD, Montgomery). You will need to pull up each Maryland County used by your company and verify the tax code description (underneath the Government Type field) is set up properly. These already should be set up properly since they have been included in WinTeam's tax updates for some time. If they are not, make the necessary name changes. Failure to do this will cause your electronic file totals to be incorrect.

NAICS Code Now Required in the Electronic File for Maryland

When creating the W-2 Electronic File for Maryland in Section Q, if you have a 6 digit NAICS code (Business Activity Code) to submit with your W-2 information, this should be entered in the Industry Code field of the Transmitter Information screen. If you do not enter one, 000000 will be transmitted as the code.

The North American Industry Classification System (NAICS) is the standard used by federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. To find your NAICS code, please reference http://www.census.gov/eos/www/naics/ (Census Bureau).



Special Note for New York Customers:

The electronic filing for New York for the 4th Quarter should be prepared from the Employee W2 Report screen – and NOT the Unemployment Compensation Tax screen. The electronic file for the 4th quarter needs to include additional year-to-date wage and withholding details that is not included within the normal UC (unemployment compensation) file. When preparing the electronic file from the Employee W-2 Report screen, make sure to enter the fourth quarter date range only. The system will then properly pick up the quarterly Gross wages for NY UC as well as the YTD wage and withholding details for New York. The New York withholding will also include any withholding amounts for the cities of Yonkers and NY City.

Since Yonkers and NY City are both reported with New York's information, make sure each of these tax codes are set up with the proper formula reference code. If they are not, the withholdings for the two cities will not be reported properly in the New York electronic file.

Government Type	Description	Formula Reference Code
City	NY City, NY	NY City
City	Yonkers, NY	Yonkers

Special Note for California Customers:

California is the only state that does not require an electronic file to be created through the Employee W-2 report, Electronic file option since all of the employee wage and withholding details are reported each quarter as part of the quarterly unemployment compensation file. Complete your 4th quarter reporting for California through the Unemployment Compensation Tax screen as you normally do for all other quarters during the year.

Section L Part 2: Special Notes for Pennsylvania Reporting

The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

Pennsylvania ACT 32 - Reporting Requirements

For important resource information on Act 32, go to: http://www.newpa.com/local-government/. Among the links provided are "Employer Registration for Local Earned Income Tax Withholding" and the "Residency Certification Form."

Companies doing business in Pennsylvania can learn more about PA Act 32 at: http://www.newpa.com/node/6711.

For questions regarding this information, contact a city official in Pennsylvania.

Step 1 - Register businesses with the tax collection district

Step 2 - Fill out the Residency Certification Form

This form must be filled out by the Employer and signed by the Employee. The Employer will retain this form for their records.

Step 3 - Send withheld taxes for all employees to the appropriate tax collector (s)/officer(s)

This can be done in two ways:

- Quarterly - Within 30 days after the end of each quarter, the employer must remit withheld taxes and employee information to the tax collector/officer of each worksite-location.
- Monthly - Within 30 days after the end of each month, the employer must electronically remit withheld taxes and employee information to a single tax collector/officer where the PA corporate headquarters are located. However, if the corporate headquarters are located outside the state, the company may remit withheld taxes from all employees statewide to a tax collection district of their choice upon agreement with that tax collector/officer. The electronic format for transfer of funds and information must be obtained from the applicable single tax collector/officer.

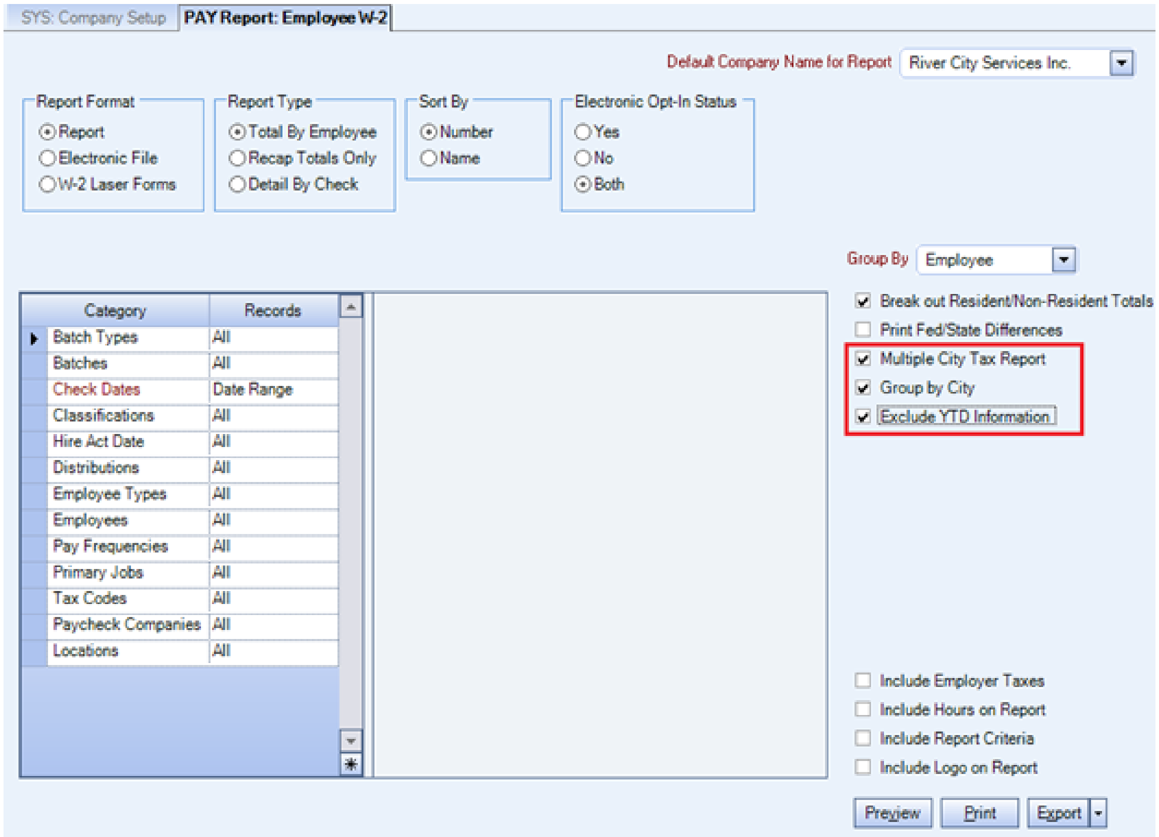
Step 4 - Complete and submit the Annual Withholding Reconciliation Form

Within 30 days of the close of each calendar year, employers complete and submit the Annual Withholding Reconciliation Form to the appropriate tax collector(s)/officer(s).

Reporting Earnings and Withholding by City and Employee

Although the web site states information must be electronically remitted, if you are a monthly filer, you can send this information in a Report format. Within WinTeam, you can run the Employee W-2, Multiple City Tax Report to get a breakdown by city of the activity for the time period you are running the report. This will include all City activity for your company (even those that are not Political Subdivisions).

If you are running a report to give to Pennsylvania showing the PSD (Political Subdivisions of PA) activity, you should not include YTD information since this is not applicable to send in to the Tax Collector. To suppress the YTD information, select “Exclude YTD Information.”



This report contains the same detail information that is requested on the Employer Quarterly Return – Local Earned Income Tax Withholding form.

City Emp #	Employee Name	Percent	PA PSD Code SSN	Wages QTD	Taxes QTD	PA Resident PSD Code
PA, Plymouth Twp (Luzerne Co)		**2.00%**	**400304**	**Non-resident Percent:**	**1.40%**	
7013	London Grove, PA Act 32 Test London Grove, NE 11111		234-22-1111	675.20	9.45	150104
7014	McKeesport, PA Act 32 Test McKeesport, PA 11111		444-33-1234	1,750.00	29.75	720402
7018	Salary 2 Plymouth, PA Act 32 Test Plymouth, PA 11111		554-62-1111	297.50	5.95	400304

Pennsylvania Form: Employer Quarterly Return – Local Earned Income Tax Withholding form

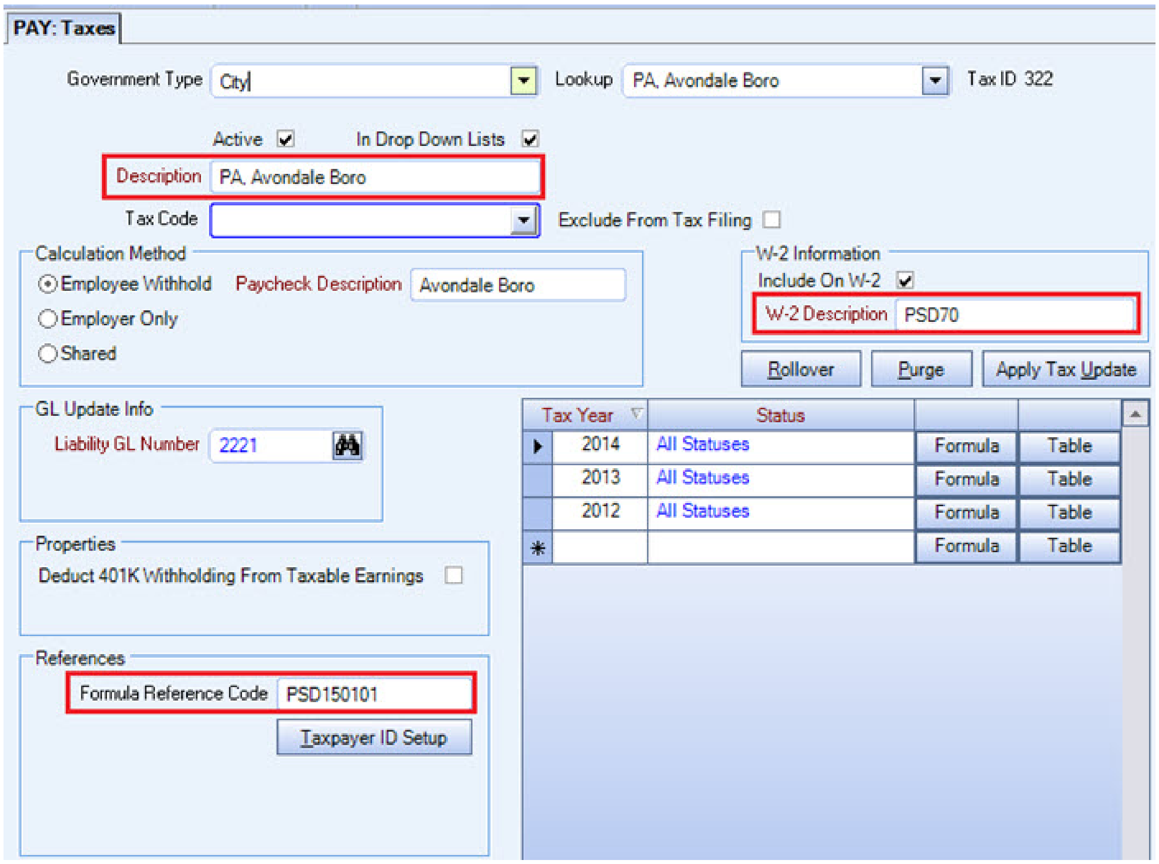
(11) EMPLOYEE'S SOCIAL SECURITY NUMBER	(12) EMPLOYEE'S NAME/ADDRESS	(13) GROSS COMPENSATION PAID THIS QUARTER	(14) AMOUNT OF EIT WITHHELD THIS QUARTER	(15) RESIDENT PSD CODE
		$	$	
		$	$	
		$	$	
		$	$	

Creating an Electronic File to Remit to the State

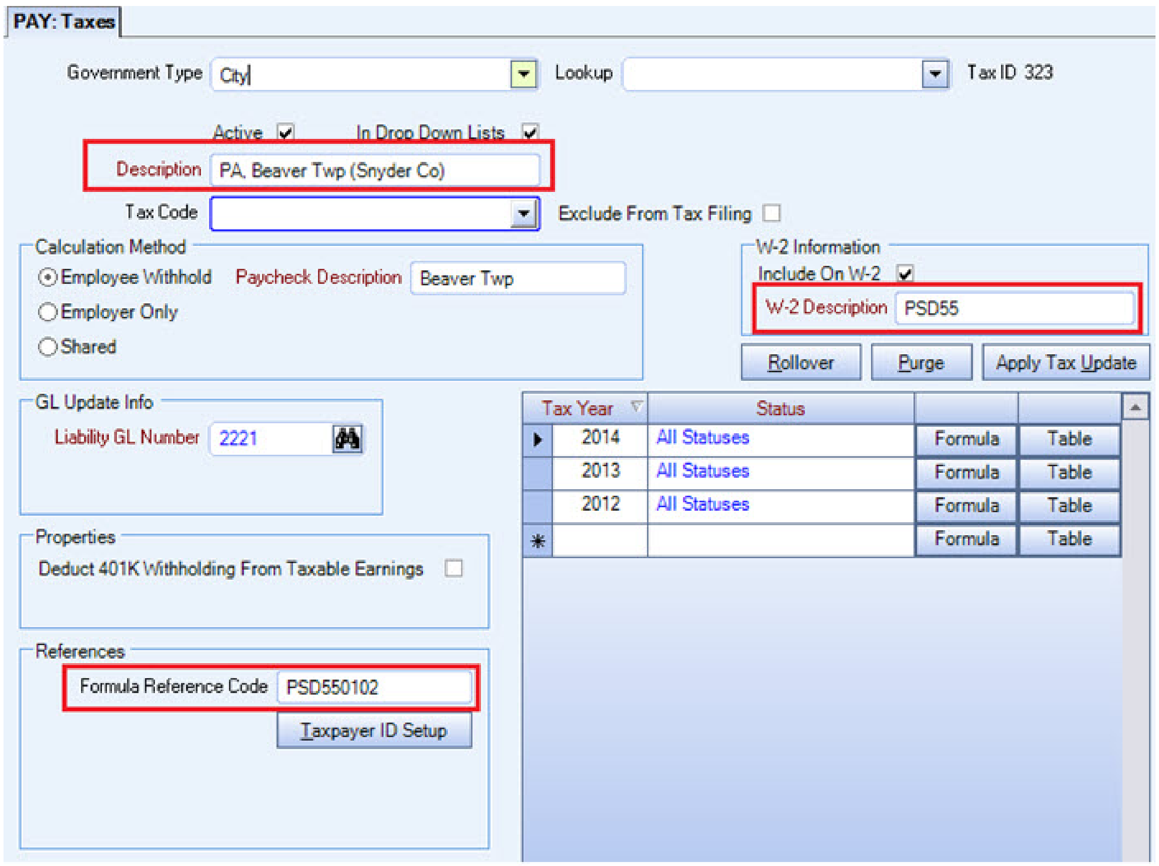
Typically, all electronic files that are processed from the Employee W-2 report will be for the entire calendar year. For cities you are reporting to more often, as is with the PSD codes, you will need to first ensure the Tax Code's W-2 Description is formatted as follows:

1. The W-2 Description must start with the letters PSD. If PSD is not in front of the W-2 Description, the totals in the file will reflect Year To Date numbers and will not limit to the time period for which you are running the report.
2. The next 2 digits should be the two digit Tax Collection District (TCD) code where the withholding for the PSD code is remitted. See *Special Note listed later in this topic.

a. If you are enrolled in the combined filing and remittance program (where you are remitting to just one TCD), the W-2 Description for each PSD code need to be identical. For instance, if you report to Allegheny's Central Tax Collection District, the 2 digit code would be 70 for all of your PSD codes. Therefore, the W-2 description for all PSD codes should be PSD70.

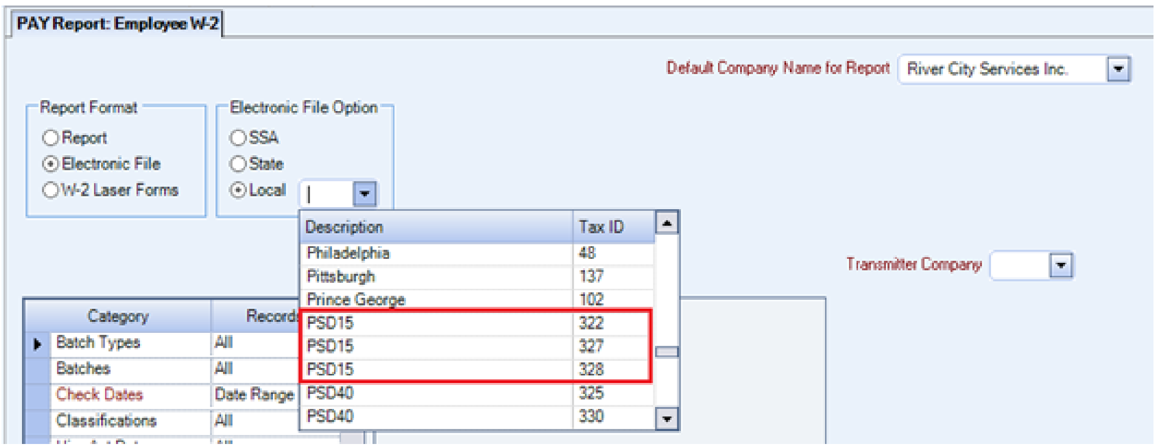


b. If you are not enrolled in the combined filing program, you will file with the Tax Collection District in which each PSD code is located. This is simple to determine, since it will always be the first 2 digits of the PSD code. For instance, Beaver Twp is located in Snyder Co. The PSD code for Beaver is 550102. Thus the W-2 Description would be PSD55. 55 is the TCD Code for Snyder. All PSD codes that are in this district start with 55.

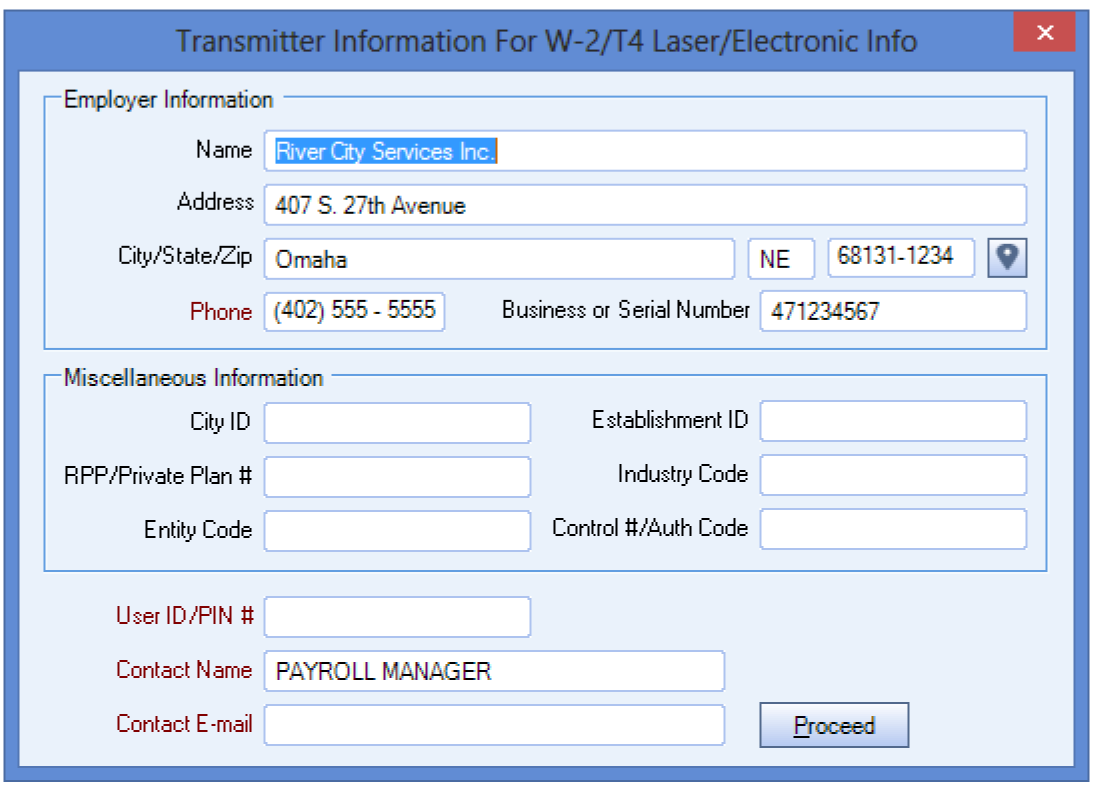


Creating the Electronic File

1. Enter the **Check Date** range you want to include, select Output Type: **Electronic File**, and choose Electronic File Option, **Local**. Select the local code from the list. Note: There could be multiples in the list with the same tax description. Select only one of the descriptions that are identical and it will produce the file that includes all of the PSD codes for that TCD (Tax Collection District).



2. Then click **Write to File**. The Transmitter Information screen displays.



3. Enter your **Phone Number**.
4. Enter the Employer/Collector Account number, which is assigned to you by the tax collection agency, in the City ID # field. (The last 7 digits are used in the file. If the account number is less than 7 digits long, enter zeros in front of the number).
5. Enter your **UserID/PIN #**: This is not applicable for this electronic format. Since it is required though, enter a **1** in the field.
6. Enter a Contact Name and Contact Email Address. These are required in case there are questions with the file transmission. Click **Proceed**. WinTeam prompts you to save your file.
7. The W-2 Electronic Tax Report Summary will then display the totals included in the file. The only pertinent information on this summary page are the three totals circled in red. These totals should tie back to your Employee W-2 Report totals for the City(s) included.

11/14/14 1:40:22 PM **River City Services, Inc.**

W2 Electronic Tax Report Summary Page 1 of 1

Federal ID #	471234567	Check Date From 1/1/2014	Check Date To 12/31/2014
State/Local ID #		PSD15	
Industry Code		City ID#	
Mag Auth Code		Private Plan	
Entity Code		Establishment ID	
Total Fed Compensation		Total Number of Employees Listed on this Report	6
Total Fed Withholding			
Total FICA Compensation			
Total Social Security Tips		NY QTR Gross Wages	
Total FICA Withholding			
Total Med Compensation			
Total Med Withholding		Local Taxable Wages	$3,631.83
Total State Compensation		Local Withheld	$57.72
Total State Withholding		NJ FLI	
EIC		Health Savings Account	
401k	$0.00	Total Allocated Tips	
Nontaxable Sick Pay	$0.00	Uncollected SS Tax on Tips	
GTLI		Uncollected Med Tax on Tips	
Non-Qualified Plan		Uncollected SS Tax on GTLI	
Dependent Care		Uncollected Med Tax on GTLI	
Moving Expense		Roth 401k	
Employee Business Expense		Roth 403b	
409A Deferral	$0.00		
409A Income	$0.00	20 % Excise Tax	$0.00
Combat Pay	$0.00	Health Care Costs	$0.00

8. Print out the summary page and close the preview. The system will prompt you to Save the Electronic file to a location of your choice and display a message confirming the file was created successfully.

Reconciling the W-2 Electronic Tax Report Summary

If you have multiple PSD codes that are being reported to the same Tax Collection District, all activity will be combined into one file. Ensure the Local Taxable Wages and the Local Withheld dollars tie back to the Employee W-2 Report.

Employee W-2 Report Totals

The circled tax lines are an example of how multiple codes can be tied to one Tax Collector. The W-2 description for these codes was set up as PSD15 so that they would be combined since they are reported to the same Tax Collection District.

River City Services Inc.

River City Services, Inc.

Employee W-2 Report

Date Range: 01/01/14 To 12/31/14

11/14/14 1:47:20 PM **Page 1 of 2**

Maximum Pay Security Level 9

		Gross Earnings		Taxable Earnings		Taxes		Counts	
		Amount	YTD	Amount	YTD	Amount	YTD	Amount	YTD
River City Services, Inc.									
Company Totals									
37	Federal	5,444.40	5,444.40	5,419.40	5,419.40	446.65	446.65	4	4
39	FICA	5,444.40	5,444.40	5,419.40	5,419.40	227.62	227.62	4	4
44	Medicare	5,444.40	5,444.40	5,419.40	5,419.40	78.58	78.58	4	4
41	NY	750.00	750.00	750.00	750.00	23.07	23.07	1	1
26	PA	4,694.40	4,694.40	4,669.40	4,669.40	129.81	129.81	4	4
322	PA, Avondale Boro	1,128.25	1,128.25	1,112.63	1,112.63	31.18	31.18	3	3
327	PA, Franklin Twp	344.00	344.00	344.00	344.00	10.22	10.22	1	1
328	PA, London Grove Twp (C	2,675.20	2,675.20	2,175.20	2,175.20	16.32	16.32	2	2
330	PA, Plymouth Twp (Luzern	546.95	546.95	537.57	537.57	7.14	7.14	2	2
137	Pittsburgh, PA	750.00	750.00	750.00	750.00	5.63	5.63	1	1
143	Yonkers, NY	750.00	750.00	750.00	750.00	1.26	1.26	1	1
55	PA UC	5,444.40	5,444.40	5,419.40	5,419.40	0.00	0.00	4	4
75	FUTA	5,444.40	5,444.40	5,419.40	5,419.40	0.00	0.00	4	4
Company Employer Tax Totals									
39	FICA	5,444.40	5,444.40	5,419.40	5,419.40	336.00	336.00	4	4
44	Medicare	5,444.40	5,444.40	5,419.40	5,419.40	78.58	78.58	4	4
55	PA UC	5,444.40	5,444.40	5,419.40	5,419.40	162.58	162.58	4	4
75	FUTA	5,444.40	5,444.40	5,419.40	5,419.40	43.35	43.35	4	4

Section M: Special Notes for Local Taxing Authority Electronic Reporting

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Overview

If you create electronic files to submit to any local tax entity, read this section.

The information below may not be comprehensive. If you do not see a locality listed below, and you think you need to file electronically, please call a TEAM Support Representative for clarification.

If the locality accepts this form of reporting and they follow the standard SSA format, you will be able to process for year-end. If the locality has a unique format, you may still be required to file via paper since programming changes would be necessary. The specific localities TEAM has been asked to track that do not allow electronic reporting are listed in the **Paper Only** section.

Electronic File Creation Options

There are two lists of localities below that can be filed electronically. The first list requires that the W-2 Description start with specific characters since the locality’s format is unique. The second list of localities all follow the standard SSA format and do not require that the W2 Description begin with any particular set of characters.

The W-2 Description set up with the tax code MUST begin with the bold characters listed in the W-2 Description Required column below. This is the only way WinTeam will know what locality you are running. The letters of the W-2 Description can be in either upper or lower case.

Locality Name	State Code	W-2 Description Required	Filing Method	Comments
Jefferson	AL	**Jeffe**	CD	
Kansas City	MO	**Kansa**	CD or Electronic	
Saint Louis	MO	**Saint** or **St L**	CD	
Cincinnati	OH	Cinci	CD	See Section L Part 1: Special Notes for IN, OH, MD, NY and CA Reporting for special notes.
Cleveland	OH	Cleve	CD	See Section L Part 1: Special Notes for IN, OH, MD, NY and CA Reporting for special notes.
Columbus	OH	Colum	CD	See Section L Part 1: Special Notes for IN, OH, MD, NY and CA Reporting for special notes.
RITA	OH	RITA	CD	See Section L Part 1: Special Notes for IN, OH, MD, NY and CA Reporting for special notes.
Pittsburgh	PA	PSD70	CD	See Section L Part 1: Special Notes for IN, OH, MD, NY and CA Reporting for special notes.
Pittsburgh LST	PA	PGH L	CD	Optional – LST's are not required to be reported on W-2s or Electronically.

The following localities follow the standard SSA format and do not need a W-2 Description that starts with a particular set of characters.

Locality Name	State Code	Filing Method	Comments
Wilmington	DE	CD	
Louisville	KY	Electronic	
Akron	OH	CD	
Canton	OH	Electronic	
Dayton	OH	Electronic	See Section L Part 1: Special Notes for IN, OH, MD, NY and CA Reporting for special notes.
Mansfield	OH	CD	
Marysville	OH	CD	See below special note for Marysville, OH.

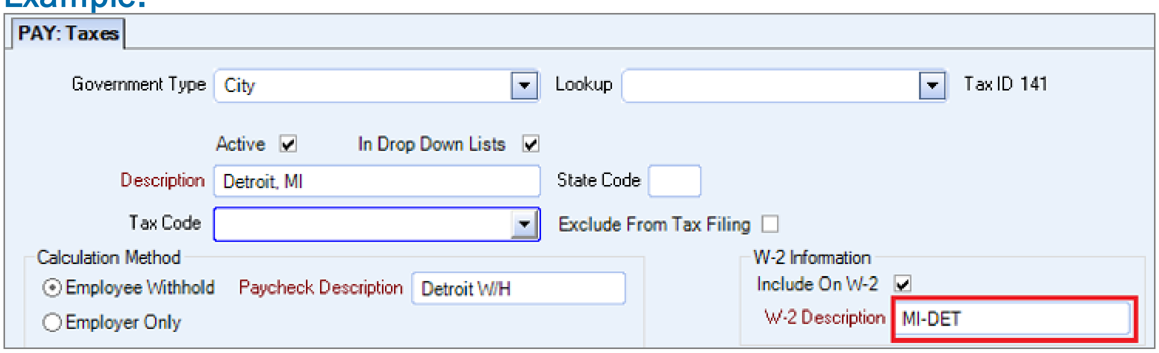
Locality Name	State Code	Filing Method	Comments
Sidney	OH	CD	
Springfield	OH	CD	
Toledo	OH	Paper	
Westerville	OH	CD	
Philadelphia	PA	Electronic	

Marysville, OH: When creating the electronic file for Marysville, OH, you will need to enter the code **MRYSV** in the Entity Code field on the Transmitter Information screen

Special Instructions for Michigan (MI) City Tax Codes

For all Michigan City Tax Codes, beginning with 2015 W-2s, the Authorized City Name Abbreviation to use for completing Form W-2, Box 20, Locality Name must be the 5 character abbreviation that is indicated in Column B or C in the below chart. When creating the W-2 Electronic File for any of these cities, if you were using the Column C abbreviation that includes the dash, it will be “stripped” automatically by WinTeam (making it consistent with Column B). Please make sure that the 5 character abbreviation is entered into the W-2 Description field in PAY: Taxes for all of your Michigan City tax codes BEFORE running W-2s or processing electronic files for Michigan cities.

Example:



You will also want to be sure that before creating the electronic file for any Michigan city, the Tax Payer ID is filled in for each company in your database. You can use the name of the city as the ID. For instance, for Lansing, MI the Tax Payer ID should be entered as “Lansing". If there is no Tax Payer ID entered, the electronic file will not be created for that company.

Example:

Company Taxpayer ID Setup for Detroit, MI

Company #	Company Description	Taxpayer ID Number
1	River City Services Inc.	Detroit
2	Company #2 - XYZ Company	Detroit
3	Company #3 - 123 Company	Detroit
4	Company #4 - 789 Company	Detroit
*		

INCOME TAX WITHHOLDING COMMON FORMS FOR MICHIGAN CITIES

Revised 01/28/2016

APPENDIX D

Authorized City Name Abbreviations to Use for Completing Form W-2, Box 20, Locality Name and Related RS Record Data for EFW2 Transmittals

MICHIGAN CITIES LEVYING AN INCOME TAX	AUTHORIZED LOCALITY NAME ABBREVIATIONS FOR USE IN FORM W-2, BOX 20 (LOCALITY NAME) AND EFW2 RS RECORD LOCATIONS 298-307		
COLUMN A CITY NAME	COLUMN B 5 CHARACTER ABBREVIATION FOR PRINTED FORM W-2 FOR MIICHIGAN CITIES	COLUMN C 6 CHARACTER ABBREVIATION FOR PRINTED FORM W-2 FOR MIICHIGAN CITIES	COLUMN D EFW2 RS RECORD DATA LOCATIONS 298-307 (n=BLANK) "MI{CN}nnnnn"
ALBION	MIALB	MI-ALB	MIALBnnnnn
BATTLE CREEK	MIBCK	MI-BCK	MIBCKnnnnn
BIG RAPIDS	MIBRR	MI-BRR	MIBRRnnnnn
DETROIT *	MIDET	MI-DET	not available
FLINT	MIFLT	MI-FLT	MIFLTnnnnn
GRAND RAPIDS	MIGRR	MI-GRR	MIGRRnnnnn
GRAYLING	MIGRA	MI-GRA	MIGRAnnnnn
HAMTRAMCK	MIHAM	MI-HAM	MIHAMnnnnn
HIGHLAND PARK	MIHPK	MI-HPK	MIHPKnnnnn
HUDSON *	MIHUD	MI-HUD	MIHUDnnnnn
IONIA	MIION	MI-ION	MIIONnnnnn
JACKSON	MIJAC	MI-JAC	MIJACnnnnn
LANSING	MILNS	MI-LNS	MILNSnnnnn
LAPEER	MILPR	MI-LPR	MILPRnnnnn
MUSKEGON	MIMKG	MI-MKG	MIMKGnnnnn
MUSKEGON HEIGHTS	MIMHT	MI-MHT	MIMHTnnnnn
PONTIAC	MIPNT	MI-PNT	MIPNTnnnnn
PORT HURON	MIPHN	MI-PHN	MIPHNnnnnn
PORTLAND	MIPOR	MI-POR	MIPORnnnnn
SAGINAW	MISAG	MI-SAG	MISAGnnnnn
SPRINGFIELD	MISPR	MI-SPR	MISPRnnnnn
WALKER	MIWAL	MI-WAL	MIWALnnnnn

* Cities not accepting the income tax withholding common forms

Detroit, MI: An employer who wishes to submit an electronic file in lieu of W-2 forms must obtain prior permission from the Director of the City of Detroit Income Tax, 512 CAYMC, Detroit, MI 48226. For telephone assistance with your registration and account record, call 313-224-3332 or 224-3315

Paper Only (No Electronic Files Accepted)

TEAM has been asked to track the following localities, which were found to not allow electronic file submissions. You should contact the locality to find out its accepted form of paper reporting. For example, some may accept a simple report listing provided by the Multi-City/County tax report listing. Others may require actual hard copy paper W-2 forms to be sent.

Locality Name	State Code	Filing Method
Birmingham	AL	Paper Only
Aurora	CO	Paper Only
Denver	CO	Paper Only
Glendale	CO	Paper Only
Greenwood	CO	Paper Only
Sheridan	CO	Paper Only
Ashland	KY	Paper Only
Boone County	KY	Paper Only
Bowling Green	KY	Paper Only
Covington	KY	Paper Only
Frankfort	KY	Paper Only
Lexington/Fayette	KY	Paper Only
Lexington School Tax	KY	Paper Only
London	KY	Paper Only
Madison	KY	Paper Only
Owensboro	KY	Paper Only
Padukah	KY	Paper Only
Pikeville	KY	Paper Only
Troy	OH	Paper Only
Charleston	WV	Paper Only
Huntington	WV	Paper Only

Section N Part 1: Printing Employee W-2 Laser Forms

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Overview

USA Companies Doing Business in a US Territory

It is important that you review your Employee W-2 information for the current calendar year to ensure that you do not have any employee with intermixed activity in the USA, Puerto Rico and the Virgin Islands. You cannot have an employee number with activity for both US states and US territories. If you have this situation, it will cause problems in your reporting and you will end up having to file corrected forms. Please call a TEAM Representative for guidance in splitting the earnings and withholdings apart into separate employee numbers.

Important: To ensure you do not have an employee with both USA activity and US Territory activity, run the Employee W-2 Report for one US Territory at a time, choosing Report Type: Total By Employee, and selecting the tax code from the Tax Codes Pick From List. Review the Grand Totals section to ensure there is no USA or other US territory recapped. If there is some other state or territory listed than what you were running, you have problems that need to be resolved before you continue with W-2 processing.

If the company you are processing W-2s for has both USA Employees and also US Territory employees, the US Territory employees need to be excluded from the USA W-2 printing. If you do not do this properly, you will be sending out a USA W-2 form to a US Territory employee. Each of these territories have their own unique form. Hopefully all of your PR (Puerto Rico) and VI (Virgin Islands) employees are neatly packaged under a particular category such as Employee Type or Distribution code so that they can be easily excluded. Do not use the Tax Codes pick from list to exclude tax codes PR or VI since this will not properly exclude these employees (since all will have other tax code activity that is not being excluded). If you have any questions, please call a TEAM Representative. When you are ready to process W-2s for a US Territory, follow the instructions given in Section N Part 4: Printing U.S. Virgin Islands Form W-2VI and Section N Part 5: Printing Puerto Rico Form 499R-2/W-2PR.

USA W-2 Forms

When printing the USA W-2 Forms, make sure neither of the following Custom Settings exist. If they do exist, change the Section name to make it invalid. For example, you could put the letters ZZ at the end of the section name(s) so that it becomes an invalid custom setting and is not recognized. The Custom Settings screen can be accessed from the System **Setup** menu, **Custom Settings** option.

Section	Item	Value
LaserW2ZZ	State	Puerto Rico
LaserW2ZZ	State	VirginIslands

Once you are sure that the Custom Settings for printing Puerto Rico and Virgin Islands W-2 forms do not exist, or the section name has been altered to be invalid, you can process W-2 forms for the U.S.

Warning: Ensure you are selecting the appropriate criteria on the Employee W-2 report to limit the employees picked up to only those in the U.S.A. since Puerto Rico and Virgin Islands employees will not automatically be excluded.

Printing W-2 Laser Forms

The following will print when running Employee W-2 Laser forms. Each will be preceded by prompts so you know what will be processed next:

1. W-2 Laser Tax Report Summary
2. W-2 Duplicates Report - shows any employee who will have more than one W-2 form printed because of earnings or withholdings in more than one state or locality
3. W-2 forms

Because the W-2 forms do not print first, do not load the W-2 forms into the printer until a message displays asking if you would like to print W-2 laser forms at this time. Before clicking **Yes**, load the forms in the printer. If you are printing on blank paper, this does not apply. See **Section G: Testing Employee W-2 Print Program** for printing options.

Running W-2 Laser Forms

When you are ready to run your W-2 forms, click the W-2 Laser Forms option. Select the Employees you want to include and the option for how you want them sorted. Normally, you would not exclude anyone from your laser run, but in some instances, it might be necessary.

For example, you could run all W-2 forms for Active employees, and then run all W-2 forms for Inactive employees. You must run through the process for all Employees first in order to check your Summary Page Totals against the Employee W-2 Report totals. This will ensure that the W-2 program picks up everything in the Employee W-2 File for the year. Once you verify that all totals are correct, you may then process them in two separate groups, if necessary.

Important: The Summary Totals for each of your passes must equal your combined totals.

If you choose to print your W-2 forms in Distribution Code order, WinTeam will print the Distribution Code ID number on the Employee copy of the W-2 form in the upper left-hand corner of the second form. Likewise, if you choose to print your W-2 forms in Primary Job order, the Primary Job number will be printed in the upper left-hand corner of the second form. This will assist you in the sorting process.

Once you have your options selected, preview or print the W-2 Summary and Duplicates Reports. Clicking the **Preview** button enables you to review the information before printing. You can print from the Preview screen, or by clicking the **Print** button. Clicking the Print button will send the reports directly to the printer. None will be previewed first. You will see three different messages prompting you to print the particular Report.

The first is the W-2 Tax Report Summary. This should be printed and all totals compared to the Company Totals of the Employee W-2 Report. There should be no variances.

The next prompt will be for Employee Duplicate W-2 forms. We suggest that you also print the Employee duplicates listing. This report lists anyone who is going to receive a Duplicate W-2 because they have earnings and/or withholdings in more than one state or more than one locality. This is a helpful report if you want to distribute these Employee W-2 forms in the same envelope. Many times, this report will be blank (no duplicates).

After closing the Duplicate Report, you will be prompted with a message asking if you would like to print the Laser W-2 forms. If you click **Yes**:

- and you are in Preview Mode, the Employee W-2 forms will be shown in Preview where you can review and from there you can print them out if ready to do so.
- and had selected the Print button, the Employee W-2 forms will print immediately to your printer. Make sure you are ready for actual printing before selecting **Yes** to this prompt.

This process may be run multiple times. If you are unprepared to process the W-2 forms at this time, you can run through this process again when you are ready.

PDF Forms When Ready

When you are ready to store the PDF copy of the form, use the PDF button and follow the prompts. This will create the PDF that will then be accessible from the Employee Master file, W-2 Summary screen and eHub.

This button displays when the Output Type is **W-2 Laser Forms** and the **Store PDF Copy of the W2** check box is selected on the PAY: Defaults Paycheck Properties tab. For more information about PDF copies of W-2 forms, see PAY: Creating PDFs of Employee W2's.

Special Reporting Notes for the States of MD, MI, MN, NJ, OH and WI

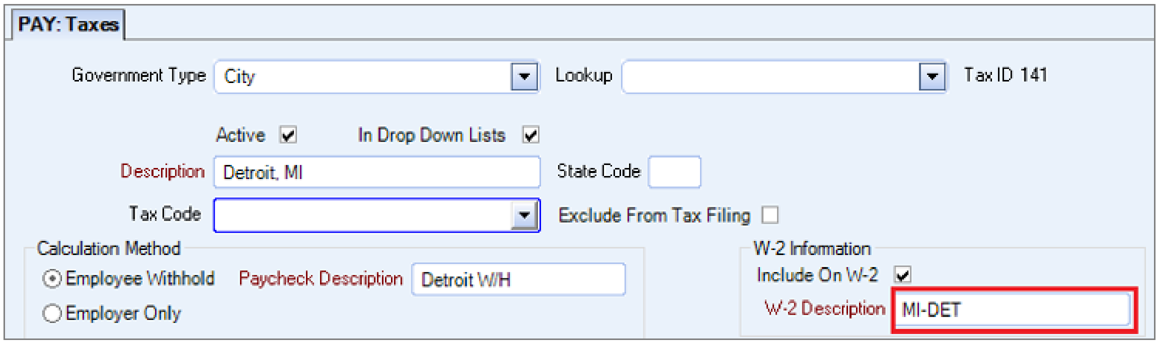
Reporting for Maryland on W-2 Forms

The **Group Maryland Counties with State of Maryland** option is selected by default on the Employee W-2 Report screen. The state of Maryland allows you to combine the county tax withheld (including Baltimore City) and any Maryland tax withheld, and show it as one entry on the W-2 under state withholding. Only those counties (and Baltimore City) set up with a description beginning or ending with **MD** are included in the special grouping. If the country description does not begin or end with **MD**, it will print separately on the Employee W-2. You are not required to combine the county and state tax for the applicable counties on the W-2; the state of Maryland accepts printed W-2 forms either way. However, combining the county and state tax is required for electronic file creation. See also Section F: Reviewing Maryland City and County Tax Tables.

Special Instructions for Michigan (MI) City Tax Codes

For all Michigan City Tax Codes, beginning with 2015 W-2s, the Authorized City Name Abbreviation to use for completing Form W-2, Box 20, Locality Name must be the 5 character abbreviation that is indicated in Column B or C in the below chart. When creating the W-2 Electronic File for any of these cities, if you were using the Column C abbreviation that includes the dash, it will be “stripped” automatically by WinTeam (making it consistent with Column B). Please make sure that the 5 character abbreviation is entered into the W-2 Description field in PAY: Taxes for all of your Michigan City tax codes BEFORE running W-2s or processing electronic files for Michigan cities.

Example:



You will also want to be sure that before creating the electronic file for any Michigan city, the Tax Payer ID is filled in for each company in your database. You can use the name of the city as the ID. For instance, for Lansing, MI the Tax Payer ID should be entered as “Lansing". If there is no Tax Payer ID entered, the electronic file will not be created for that company.

Example:

INCOME TAX WITHHOLDING COMMON FORMS FOR MICHIGAN CITIES

Revised 01/28/2016

APPENDIX D

Authorized City Name Abbreviations to Use for Completing Form W-2, Box 20, Locality Name and Related RS Record Data for EFW2 Transmittals

MICHIGAN CITIES LEVYING AN INCOME TAX	AUTHORIZED LOCALITY NAME ABBREVIATIONS FOR USE IN FORM W-2, BOX 20 (LOCALITY NAME) AND EFW2 RS RECORD LOCATIONS 298-307		
COLUMN A CITY NAME	COLUMN B 5 CHARACTER ABBREVIATION FOR PRINTED FORM W-2 FOR MIICHIGAN CITIES	COLUMN C 6 CHARACTER ABBREVIATION FOR PRINTED FORM W-2 FOR MIICHIGAN CITIES	COLUMN D EFW2 RS RECORD DATA LOCATIONS 298-307 (n=BLANK) "MI{CN}nnnnn"
ALBION	MIALB	MI-ALB	MIALBnnnnn
BATTLE CREEK	MIBCK	MI-BCK	MIBCKnnnnn
BIG RAPIDS	MIBRR	MI-BRR	MIBRRnnnnn
DETROIT *	MIDET	MI-DET	not available
FLINT	MIFLT	MI-FLT	MIFLTnnnnn
GRAND RAPIDS	MIGRR	MI-GRR	MIGRRnnnnn
GRAYLING	MIGRA	MI-GRA	MIGRAnnnnn
HAMTRAMCK	MIHAM	MI-HAM	MIHAMnnnnn
HIGHLAND PARK	MIHPK	MI-HPK	MIHPKnnnnn
HUDSON *	MIHUD	MI-HUD	MIHUDnnnnn
IONIA	MIION	MI-ION	MIIONnnnnn
JACKSON	MIJAC	MI-JAC	MIJACnnnnn
LANSING	MILNS	MI-LNS	MILNSnnnnn
LAPEER	MILPR	MI-LPR	MILPRnnnnn
MUSKEGON	MIMKG	MI-MKG	MIMKGnnnnn
MUSKEGON HEIGHTS	MIMHT	MI-MHT	MIMHTnnnnn
PONTIAC	MIPNT	MI-PNT	MIPNTnnnnn
PORT HURON	MIPHN	MI-PHN	MIPHNnnnnn
PORTLAND	MIPOR	MI-POR	MIPORnnnnn
SAGINAW	MISAG	MI-SAG	MISAGnnnnn
SPRINGFIELD	MISPR	MI-SPR	MISPRnnnnn
WALKER	MIWAL	MI-WAL	MIWALnnnnn

* Cities not accepting the income tax withholding common forms

Changes to W-2 Reporting for Minnesota

Beginning with tax year 2017, employers are required to report all wages paid to a resident of Minnesota no matter what state they earned the wages in (with the exception of those states in a reciprocal agreement with Minnesota which are Michigan and North Dakota). The earnings are also reported to the other states in the same manner they always were. This is part of Minnesota's efforts to fight fraud. This will affect how Minnesota is reported on the Employee W-2. For more information, see Minnesota Requirement for Form W-2.

New Jersey Employers:

Please see Section T: Printing New Jersey Disability on W-2 Forms.

Reporting for Ohio Cities on W-2 Forms

Since employees can work in a number of cities, there is an option to **Combine Cities into Multi** when the Output Type is W-2 Laser Forms. Instead of detailing the cities on several W-2 forms, this option groups all Ohio city wages and withholdings and prints **MULTI** in the Name of Locality field on the W-2 form. Only those cities set up with a description beginning with **OH,** or ending with **, OH** will be included (the descriptions must include the comma). If the city description does not begin or end as indicated, it will print separately on the Employee W-2. This description is underneath the Government Type field on the Tax Table Setup screen.

Since employees will need a breakdown of all city wages and withholdings, a supplemental report should be mailed with the Employee W-2. You can run the Multiple City Tax File Report from the Employee W-2 Report section, selecting Output Type **Report**. Select the **Multiple City Tax File Report** check box. (When this option is selected, WinTeam displays the **Group By City** option, which should not be selected). The system will print a report for each employee, detailing all of the cities in which the employee worked during the year.

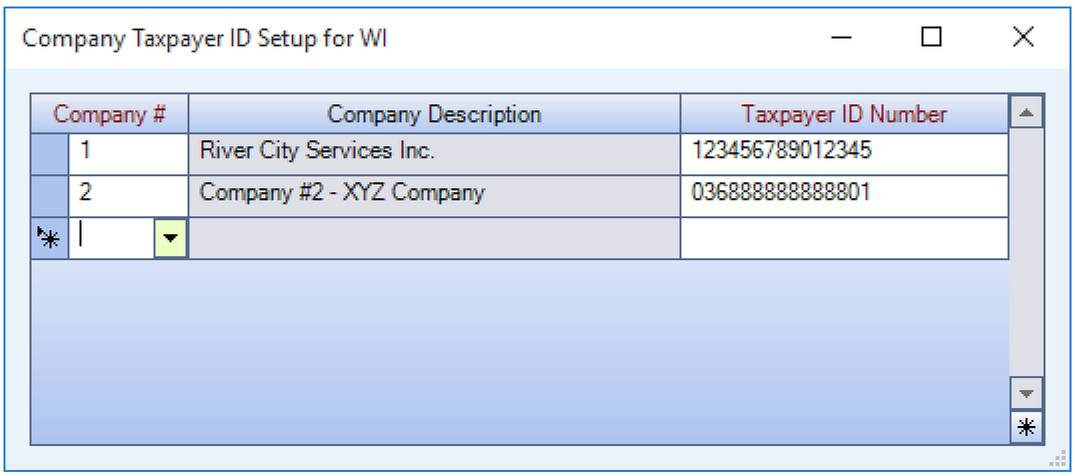
Changes to W-2 Reporting for Wisconsin

Beginning with tax year 2015, employers are required to report all wages paid to a resident of Wisconsin no matter what state they earned the wages in (with the exception of those states in a reciprocal agreement with Wisconsin which are IL, IN, KY and MI). The earnings are also reported to the other states in the same manner they always were. This is part of Wisconsin's efforts to fight fraud. This will affect how Wisconsin is reported on the Employee W-2. For more information, see Wisconsin Requirement for Form W-2.

Special Note

If a Wisconsin resident was an employee during the year of a company that did not do business in Wisconsin, the company is still required to report all of the employee's earnings to Wisconsin (with the exception of the 4 reciprocal states). The state has instructed the employer to use: 036888888888801 as the 15 digit Taxpayer ID number if the company does not have a Wisconsin withholding tax number. This is set up in PAY: Taxes.

Here is a screen shot of an example showing the Taxpayer ID screen for the state of WI (Wisconsin). This database has two companies. Company 1 does do business in Wisconsin and has their own Taxpayer ID number. Company 2 does not and therefore will need the default Taxpayer ID set up.


Company Taxpayer ID Setup for WI

Company #	Company Description	Taxpayer ID Number
1	River City Services Inc.	123456789012345
2	Company #2 - XYZ Company	036888888888801

TEAM Software

Section N Part 2: Printing Employee T4 Slips

The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

Overview

Warning:
TO CANADIAN COMPANIES

It is important that you review your Employee W-2 Report for the current calendar year to ensure that you do not have any employee who has earnings and/or withholdings in both Quebec as well as another Canadian province. If you have this situation, it will cause problems in your reporting and you will end up having to file corrected forms. Please call a TEAM Representative for guidance in splitting the Quebec and other province earnings and withholdings apart into separate employee numbers.

The information that is printed on the T4 Slip for Quebec Employees is handled differently than the other provinces. No Quebec tax withholding is included on the T4 Slip since this is, instead, reported on the RL-1 Slip (Quebec's special form). All Quebec employees should receive an RL-1 Slip as well as a T4 Slip. If you have any questions, please call a TEAM Representative. When you are ready to process RL-1 Slips for your Quebec employees, follow the instructions in Section N Part 3: Printing Quebec RL-1 Slips.

Prerequisites for Printing T4 Slips:

When printing the Canadian T4 Slips, make sure the following custom settings do not exist. If they do, change the Section name to make it invalid. For example, you could put the letters ZZ at the end of the section name(s) so that it becomes an invalid custom setting and is not recognized. The Custom Settings screen can be accessed from the **System Setup** menu, **Custom Settings** option.

Section	Item	Value
CANADA	T4A	True
CANADA	RL1	Yes

Once you are sure that the Custom Settings do not exist, or the section name has been altered to be invalid, you can process T4s Slips for Canada. Make sure if your company prints T4A slips that you exclude the Employee Type that your sub-contractors are set up in since Subcontractors should NOT be given a T4 but rather a T4A slip.

Printing T4 Slips:

You will be using the Employee W-2 Report, W-2 Laser Forms option, to create your T4 Slips for Canada. Fill in your criteria by following the below steps:

1. Select Report Format: W-2 Laser Forms
2. Select the Employees to Include: normally this would be Both (Active and Inactive) unless you are doing two passes, printing inactive separately from active.
3. Select the Sort By: order.
4. Enter the Check Date range of the current calendar year you are wanting to print T4s for.
5. If you have Subcontractors set up as employees (who are not given a T4 but rather a T4A slip), you need to choose the appropriate category (example: Employee Types), choose Pick From List, choose All and then deselect the appropriate type that your subcontractors are listed under.

> **Tip:** You might have an Employee Type called Subcontractors. As long as all of your subcontractors are listed under this employee type, you could easily exclude these individuals from receiving a T4 slip by having all Employee types selected except for the one type that the subcontractors are assigned to.

6. If you are not already providing the T4 instructions to the employee in some other fashion (preprinted on the back side of a blank piece of paper), you will want to be sure to have the system print the T4 instructions on the back side of the T4. To do this, you need to have duplexing ability though. If you do have this ability, select the check box called "Include W-2 Instructions on back of form".
7. Press Preview to have the T4 report summary and slip preview before you print it, or press Print to print directly to your printer.
8. You will first be brought to the Transmitter information screen. If you were needing to Print the Employer Copy Only of the T4, this would be the time you would check this check box. Note that this form is not printed by WinTeam. This means you would have had to order preprinted forms in order to print these on the required form. All of the other information on this screen is ignored by the T4 slip creation and is only used for Electronic file creation which you are not creating at this time. You will be required to enter the User ID/PIN # and Contact E-mail address on this screen. You can enter anything you want in these fields to bypass since the T4 slip does not use this information.
9. Press Proceed on the Transmitter Information screen once you have satisfied the required fields.

You will be prompted with a message before each of the following:

1. W-2 Tax Report Summary – This is first item that can be displayed and printed. You will want to print this and verify all totals to your Employee W-2 Report. Once you are sure all totals match up against your final W-2 report, you can proceed on with printing your T4 Slips.
2. W-2 Duplicates Report - Canada is not set up to have duplicate T4s. No records will display for this.
3. T4 Slips – Go ahead and print these after you have verified the totals on your W-2 Tax Report Summary to your final Employee W-2 Report for the year.

PDF Forms When Ready

When you are ready to store the PDF copy of the form, use the PDF button and follow the prompts. This will create the PDF that will then be accessible from the Employee Master file, W-2 Summary screen and eHub.

This button displays when the Output Type is **W-2 Laser Forms** and the **Store PDF Copy of the W2** check box is selected on the PAY: Defaults Paycheck Properties tab. For more information about PDF copies of W-2 forms, see PAY: Creating PDFs of Employee W2's.

Create the Electronic file for T4 Slips

Follow the instructions listed in Section P Part 2: Preparing Electronic Files for Canada.

T4 Slip Explanation of Boxes

Box Number	Description	Where it comes from
10	Province of Employment	Will print the current Province set up in the Employee Master File, Tax Info screen
14	Employment Income	Federal Taxable Earnings
16	Employee's CPP Contributions	CPP withholding (this is for all employees except Quebec)
17	Employee's QPP Contributions (Quebec)	CPP withholding (Quebec Employees)
18	Employee's EI Premiums	Employment Insurance, Canada
20	RPP Contributions – handled similar to 401k for USA	All deferred activity for the year is added and reported in this box
22	Income Tax Deducted	Includes taxes withheld for Federal, all Provinces (except for QC), and Ontario Health Premium withholding
24	EI Insurable Earnings	Employment Insurance, Canada earnings
26	CPP/QPP Pensionable Earnings	CPP Earnings (QPP for Quebec)
44	Union Dues	All activity for an Other Deduction code with a Deduction Type that includes the words "union" and "dues" in it is added into this total
46	Charitable Donations	Special W-2 Description – See Section H Part 4 for more information

Box Number	Description	Where it comes from
50	RPP Registration Number	Prints whatever is in custom field 19 of the employee master file. This should represent the registration number of the retirement plan the employee is contributing to (Required to be printed on the T-4 if there is an amount printing in Box 20)
52	Pension Adjustment	Special W-2 Description – See Section H Part 4 for more information
55	Employee’s PPIP premiums	QPIP withholding – Quebec only (Provincial Parental Insurance Plan premium deducted)
56	PPIP Insurable Earnings	QPIP Earnings - Quebec only
Other Information Boxes	See Section H Part 4 for a list of the special items available to print in the Other Information Box section	.

Section N Part 3: Printing Quebec RL-1 Slips

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Overview

Warning:
TO CANADIAN COMPANIES

It is important that you review your Employee W-2 Report for the current calendar year to ensure that you do not have any employee who has earnings and/or withholdings in both Quebec as well as another Canadian province. If you have this situation, it will cause problems in your reporting and you will end up having to file corrected forms. Please call a TEAM Representative for guidance in splitting the Quebec and other province earnings and withholdings apart into separate employee numbers.

A Quebec employee will receive both, an RL-1 and T4 slip at the end of the year. The RL-1 Slip reports all Quebec Province related items and is used by individuals to complete their personal income tax return for Quebec (TP-1-V). The T4 slip will report all other tax items for a Quebec employee (i.e. Federal Income Tax withholding, QPP earnings and withholdings, and any other items not reported on the RL-1).

This section covers the printing of Quebec RL-1 Slips. See Section N Part 2, Printing Employee T4 Slips when ready to print T4 Slips.

When printing RL-1 Slips (choosing Report format: W-2 Laser forms), the system will automatically limit the records to only those employees with Quebec activity for the year (QC earnings and/or withholdings). Therefore, you do not have to be concerned with using a Category, such as Employee Type or Location, to limit your employee records.

Prerequisites for Printing RL-1 Slips:

To create RL-1 Slips, WinTeam requires that the database be Canadian **(Country ID 2)**.

When creating RL-1 Slips, the following RL1 Custom Setting must be set up:

Section	Item	Value
LaserW2	RL1	Yes

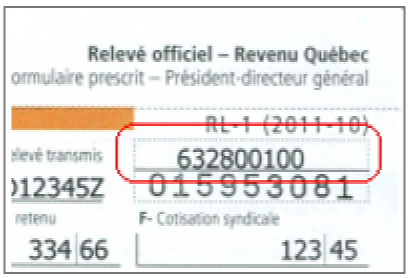
Warning: The following **MPR** Custom Setting for printing custom forms will override the **RL1** Custom Setting and should be disabled:

Section	Item	Value
LaserW2	MPR	Yes

Tip: To temporarily disable the MPR Custom Setting, type zzz in front or after the section name. Example: **LaserW2zzz**

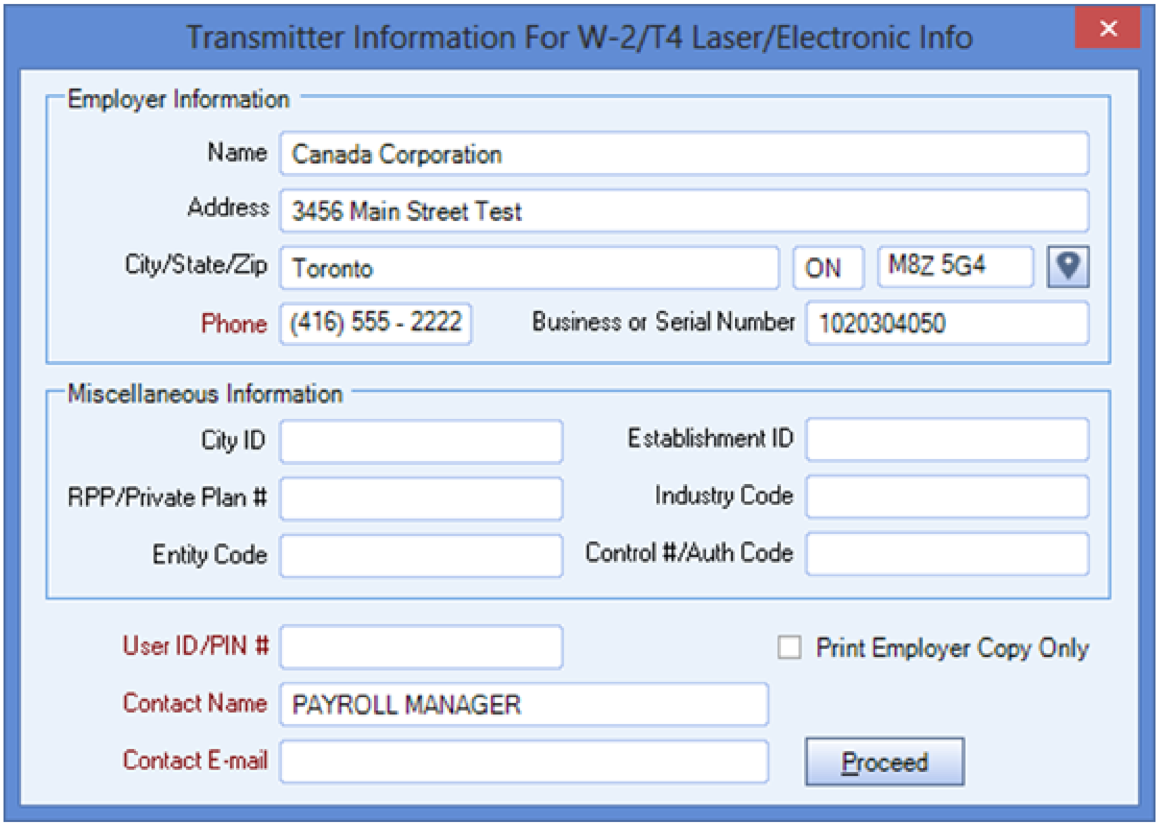
To Create RL-1 Slips:

> **Note:** There is a unique number that will print on each RL-1 Slip in the box underneath the Form name, beginning with the 8-digit number you specify on the Transmitter Information screen, in the Control #/Auth Code field. Per Quebec's RL-1 instructions, WinTeam will add the additional 9th digit (check digit). This number is assigned alphabetically by Last Name.


Relevé officiel – Revenu Québec
ormulaire prescrit – Président-directeur général
RL-1 (2011-10)
elevé transmis
632800100
)12345Z
015953081
retenu
F- Cotisation syndicale
334 66
123 45

You will be using the Employee W-2 Report, W-2 Laser Forms option, to create your RL-1 Slips for Canada. Fill in your criteria by following the below steps:

1. Select Report Format: W-2 Laser Forms.
2. Select the Employees to Include: normally this would be Both (Active and Inactive) unless you are doing two passes, printing inactive separately from active.
3. Select the Sort By: order.
4. Enter the Check Date range of the current calendar year you are wanting to print RL-1s for.
5. Press Preview to have the RL-1 report summary and slips previewed before you print it, or press Print to print directly to your printer.
6. You will first be brought to the Transmitter Information screen.



The Employer Information displayed on this screen should be reviewed for accuracy.

7. There are three fields on the Transmitter Information screen that must be filled in on this screen before pressing Proceed: **Control #/Auth Code, User ID/Pin #, Contact E-mail.**
   a. Since the **User ID/PIN #** field is a required field, enter a period (.) to satisfy the requirement. This will appear in the Box marked “No du dernier releve transmis”. This box is used when amending RL-1 slips already issued and is supposed to indicate the number of the slip that is being amended. At this time, WinTeam does not have the ability to create amended slips. In the future, this may change.
   b. Within the **Control #/Auth Code** field, enter the first 8-digit number in the range of numbers that were assigned to your company by Revenu, Quebec. Each RL-1 slip is then assigned a unique number based on the first number given. WinTeam programmatically figures the ninth digit (check digit) that is added so ultimately the number becomes a 9-digit number. This will be printed underneath the form name of the Slip. This number is stored in the Employee Master File, Custom Field 24 and is used when the Electronic File is prepared.

   c. The **Contact E-mail** is a required field. Enter anything in this field to satisfy the requirement. It is not used by the RL-1 Slip itself.

8. Press **Proceed** to start processing RL-1 information when ready.

You will be prompted with three different messages before each of the following:

1. W-2 Tax Report Summary – This is first item that can be displayed and printed. You will want to print this and verify all totals to your Employee W-2 Report. Once you are sure all totals match up against your final W-2 report, you can proceed on with printing your RL-1 Slips.

   This summary includes all W-2 activity for the employee for the year. This does not mean that all of this information gets printed on the RL-1 slip but rather a way to check to be sure that your totals match to what you expect them to be. Make sure to run the Employee W-2 Report choosing Tax Codes, Pick From List: QC only, and you should be able to tie all of the totals on this summary report to the Employee W-2 report.

   Important: Make sure your summary report only includes the province of Quebec and no other provinces are listed. If there are, this means you have employees who have a mixture of activity. You will need to move any activity for other provinces, to a new employee number before proceeding since this will cause the information on the RL-1 slip to be incorrect.

2. W-2 Duplicates Report – Once the W-2 Tax Report Summary is printed, the next prompt will be for the W-2 Duplicates report. Canada is not set up to have duplicate T4s. No records will display for this. Once this is printed, the RL-1 Slips will be printed. Make sure that you have the preprinted forms loaded in your printer before you start printing these slips.
3. RL-1 Slips – Go ahead and print these after you have verified the totals on your W-2 Tax Report Summary to your final Employee W-2 Report for the year.

Reprocessing RL-1 Slips

It is important not to reprocess RL-1 slips that were already processed unless you have not released ANY RL-1 Slips and have not created your Electronic File for Quebec. Each time you run the RL-1 process, even on the screen, the numbers in the employee master file, custom field 24, will be deleted and reassigned based on the number entered in the Control #/Auth code field. Quebec uses this number to identify the employee (RL-1 slip must match what is in the Electronic File). If an RL-1 form needs to be reprinted for someone, you must be sure to use the same number that the system originally assigned (Employee Master File, Custom Field 24) so as to not reissue a new number to an employee or issue the same number that is already assigned to a different employee.

Tip: To reprint a particular RL-1 Slip, go to the Employee Master File Custom Field tab and copy the FIRST 8 digits of the number stored in Custom Field 24. This was the number assigned to the Employee's RL-1 Slip when you first printed the RL-1 Slips. It is important you do not use the 9th digit since this is the 'check digit' and would cause the number to change if you reprint the RL-1. Paste the first 8 digits of the number in the Control #/Auth Code field before reprinting. Because there is logic built in to figure the 'check digit', you can only reprint one Rl-1 Slip at a time. This will ensure that you are not reissuing a new number to the employee accidentally and that you are not assigning a number already assigned to another employee.

PDF option for RL-1 Slips not recommended

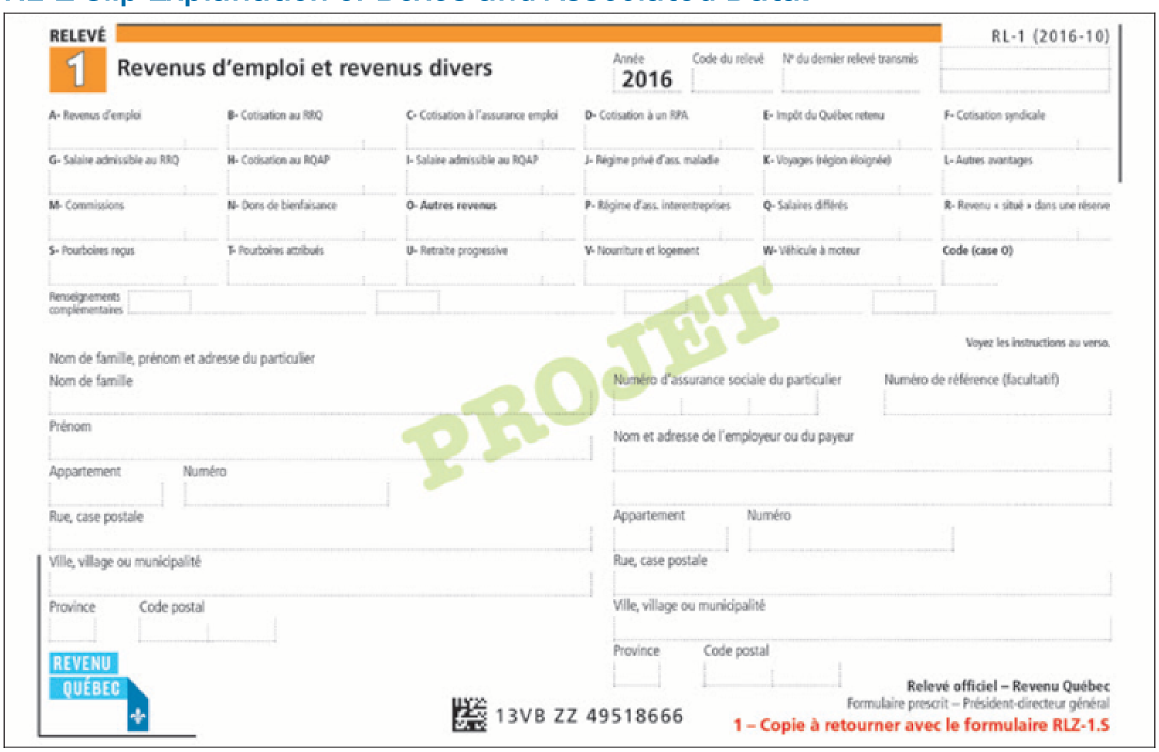
Since the RL-1 Slip is preprinted, it is not recommended that you select to PDF these forms for two reasons:

1. The PDF will not show any verbiage on it other than the data itself so not extremely helpful for the employee.
2. More importantly, at this time, only one year- end tax form can be stored for a Canadian employee record for a tax year. Since all Quebec employees will also be receiving a T4 Slip (for their federal reporting items), the T4 Slip should be what is PDF'd. This is a formless form too which means it can be previewed easily showing what was issued to the employee. For more information on creating PDFs for T4 Slips, see Section N Part 2.

Create the Electronic File for RL-1 Slips:

Follow the instructions listed in Section P Part 2: Preparing Electronic Files for Canada

RL-1 Slip Explanation of Boxes and Associated Data:


RELEVÉ 1 Revenus d'emploi et revenus divers

RL-1 (2016-10)

Année 2016 | Code du relevé | N° du dernier relevé transmis

A- Revenus d'emploi | B- Cotisation au RRQ | C- Cotisation à l'assurance emploi | D- Cotisation à un RPA | E- Impôt du Québec retenu | F- Cotisation syndicale

G- Salaire admissible au RRQ | H- Cotisation au RQAP | I- Salaire admissible au RQAP | J- Régime privé d'ass. maladie | K- Voyages (région éloignée) | L- Autres avantages

M- Commissions | N- Dons de bienfaisance | O- Autres revenus | P- Régime d'ass. interentreprises | Q- Salaires différés | R- Revenu « situé » dans une réserve

S- Pourboires reçus | T- Pourboires attribués | U- Retraite progressive | V- Nourriture et logement | W- Véhicule à moteur | Code (case O)

Renseignements complémentaires

PROJET

Voyez les instructions au verso.

Nom de famille, prénom et adresse du particulier

Nom de famille

Prénom

Appartement | Numéro

Rue, case postale

Ville, village ou municipalité

Province | Code postal

Numéro d'assurance sociale du particulier | Numéro de référence (facultatif)

Nom et adresse de l'employeur ou du payeur

Appartement | Numéro

Rue, case postale

Ville, village ou municipalité

Province | Code postal

REVENU QUÉBEC

13VB ZZ 49518666

Relevé officiel – Revenu Québec

Formulaire prescrit – Président-directeur général

1 – Copie à retourner avec le formulaire RLZ-1.S

The below chart shows the fields of information that are currently printed on the RL-1 Slip. If there are any other requirements for your company, please contact a TEAM Representative.

Note: Customers must order their own RL-1 Slips. WinTeam is unable to print the actual Slip (form), but instead will print the data in the appropriate boxes. When you have your Slips ready, please email a copy of one to supportstaff@teamsoftware.com to insure compatibility.

Box Letter	Box Name	Where it comes from in WinTeam
A	Employment Income	Federal Taxable Earnings YTD
B	QPP Withholding	CPP Withholding YTD
C	EI (Employment Insurance) premium	EI Withholding YTD
D	Registered Pension Plan contribution	401K contribution YTD
E	Income Tax Withholding	Quebec Provincial Withholding YTD
F	Union Dues	Special W2 Tax code: Union Dues
G	QPP Taxable	CPP Taxable Earnings YTD
H	QPIP Withholding	QPIP Withholding YTD
I	QPIP Taxable	QPIP Taxable Earnings YTD
J	Private Health Services Plan Amt	Special W2 Tax code: Health Savings Account
K	Trips to designated area - not applicable	N/A - this is not available in WinTeam at this time
L	Other Benefits	Special W2 Tax Code: Benefits
M	Commissions	Special W2 Tax Code: Commissions
N	Charitable Donations	Special W2 Tax Code: Charitable Donations
O	Eligible Retiring Allowances	Special W2 Tax Code: Eligible Retiring Allowances
P	Contribution to multi ER Insur Plan	N/A - this is not available in WinTeam at this time

Box Letter	Box Name	Where it comes from in WinTeam
Q	Deferred Wages	401K Earnings
R	Income paid to an Indian	Special Tax code: Status Indian
S	Tips not included in income	(same as Box 7 on W-2)
T	Tips allocated by Employer	N/A - this is not available in WinTeam at this time
U	Amt for Pension employment	Special Tax Code: Pension Adjustment
V	Meals and Lodging	Special W2 Tax Code: Housing
W	Use of motor vehicle	Special W2 Tax Code: Auto

Here is some information on the sequential numbers assigned by Quebec.

http://www.revenuquebec.ca/en/entreprises/releves-sommaires/transmission/internet.aspx

Sequential numbers

A sequential number must be entered on each RL slip in your RL-slip data file in XML. The sequential numbers have nine digits:

The first eight digits are assigned by Revenu Québec.

The ninth digit is a check digit, which is calculated by your software.

The sequential numbers identify each RL slip you send using our **Transmitting RL Slips Online** service. **These numbers are mandatory, non-repeating and are specific to each transmitter for all types of RL slips.**

Example

Once you are registered as a transmitter, we assign you a series of sequential numbers from 10145875 to 10146174 for RL-1 slips. You prepare RL-1 slips for three clients (the issuers) that have 25, 70 and 150 employees, respectively. For each of these clients, you must use the following series of sequential numbers:

client with 25 employees: 10145875 to 10145899;

client with 70 employees: 10145875 to 10145944;

client with 150 employees: 10145875 to 10146024.

The series of sequential numbers is reused each year, provided there are **enough numbers** for the number of RL slips the issuer must file and you begin with the first number in the series each fiscal year.

To obtain a series of sequential numbers, contact the Division de l'acquisition des données électroniques:

by email at edi@revenuquebec.ca

by telephone at 418 659-1020 or, toll-free, at 1 866 814-8392.

Employer's identification and file numbers

The employer's identification and file numbers, which identify the issuer of each RL slip, **must** be entered in each RL-slip data file in XML you send, **with the exception of** the RL-8, RL-15, RL-24, RL-30 and RL-31 slips. The XML file will be rejected if the numbers are invalid or omitted.

The employer's identification number is composed of 10 digits, and the file number contains the letters “RS,” followed by four digits. "RS" indicates the business is registered for source deductions. This number appears on the Summary of Source Deductions and Employer Contributions (RLZ-1.S-V). An employer's identification and file number looks like this: 0000000000RS0001.

Québec enterprise number of the RL slip issuer

The Québec enterprise number (NEQ) of the RL slip issuer can be entered in the RL-slip data files in XML you send, **with the exception of** the RL-8, RL-30 and RL-31 slips.

The NEQ has 10 digits.

Social insurance number of the recipient

Individuals are required to provide their social insurance number to any person who must file an RL slip on their behalf. Individuals who do not have a social insurance number must apply to Service Canada to obtain one. Failure to provide this number may result in a penalty for both the individual and the person filing the RL slip on the individual's behalf.

Section N Part 4: Printing U.S. Virgin Islands Form W-2VI

The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

Warning: Employee W-2 earnings and withholdings for the current calendar year must not include activity for both US states and US territories (e.g., Puerto Rico and the Virgin Islands). Combining this information would cause reporting problems, and require that corrected forms be filed. Please contact TEAM for guidance with separating state and territory information.

Printing Form W-2VI (Virgin Islands):

WinTeam prints the Form W-2VI (Virgin Islands) when the following custom setting exists:

Section	Item	Value
LaserW2	State	VirginIslands

However, the Puerto Rico custom setting cannot exist. If it does exist, ensure it has an invalid section name:

Section	Item	Value
LaserW2ZZ	State	Puerto Rico

> **Tip:** To temporarily disable the Puerto Rico Custom Setting, type **zz** before or after the Section name. Example: LaserW2: **LaserW2zz**.

To create W-2VI forms, follow the normal W-2 Print process using the instructions in Section N Part 1: Printing Employee W-2 Laser Forms.

You do not need preprinted forms. However, ensure the instructions are printed on the reverse side of the W-2VI form. Select the **Include W-2 Instructions on the back of form** check box and the duplex (both sides) printing option.

Below are some items worth noting when reconciling the amounts that get included on the Employee Form W-2VI. Other than the below items, all of the rest of the information printed on the W-2VI should be self-explanatory.

1. Box 1 Wages, tips, other compensation: will print the VI Taxable Earnings.
2. Box 2 VI income tax withheld: will add any Federal withholding tax to the VI withholding tax and print this total in Box 2.

   This is due to some companies having an actual VI formula and table set up to mimic the Federal withholding tables. Normally, companies leave the VI formula and table set up as WinTeam sends out (with no formula and table) so that no taxes are calculated for VI. With this method, they rely on the normal Federal formula and table set up to calculate the necessary withholding. This approach is easiest as it does not require set up of employees as Exempt from Federal tax. In the event of a mixture of Federal and VI, or one or the other, it gets combined together on the W-2VI form (Box 2), and in the Electronic reporting and ADP Tax Filing (if applicable).

Creating the Electronic File for VI (Virgin Islands):

To create the Electronic File for VI, you can follow the general instructions in Section Q: Preparing Electronic Files for State & Local Codes

1. Balance back to your Employee W-2 Report to ensure all totals match.
2. Keep in mind that the State withholding on the W-2 Electronic Tax Report Summary for VI will sum both the Federal withholding and VI withholding together and use this total for the State withholding.

PDF Forms When Ready

When you are ready to store the PDF copy of the form, use the PDF button and follow the prompts. This will create the PDF that will then be accessible from the Employee Master file, W-2 Summary screen and eHub.

This button displays when the Output Type is **W-2 Laser Forms** and the **Store PDF Copy of the W2** check box is selected on the **PAY: Defaults Paycheck Properties tab**. For more information about PDF copies of W-2 forms, see **Creating PDFs of Employee W2's**.

Section N Part 5: Printing Puerto Rico Form 499R-2/W-2PR

The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

Warning: It is important that you review your Employee W-2 information for the current calendar year to ensure that you do not have any employee with intermixed activity in the USA, Puerto Rico, and the Virgin Islands. You cannot have an employee number with activity for both US states and US territories. If you have this situation, it will cause problems in your reporting and you will end up having to file corrected forms. Please call a TEAM Representative for guidance in splitting the earnings and withholdings apart into separate employee numbers.

Test Form Printing Alignment

Preprinted 499R-2/W-2PR forms must be ordered from Puerto Rico. It is recommended that once you receive your preprinted forms that you print a couple of samples to ensure that the data aligns properly on the form.

Obtain Required Electronic Filing Confirmation Number that MUST be printed on the W-2PR Form

As of Tax Year 2014, the Department of the Treasury requires that every 499R-2/W-2PR form include a 10-digit Electronic filing Confirmation Number(preceded by a letter), which is issued by the government once you have submitted your Electronic File and it has been approved. This number must appear in the Electronic Filing

Confirmation Number field on each employee's 499R-2/W-2PR form. When printing the forms, you will need to enter this number in the "City ID" field of the Transmitter Information screen. Please call a Team representative if you have any questions.

Important: Effective with Tax Year 2018, Puerto Rico will no longer be assigning Control Numbers to an Employer. This makes the printing of W-2PR forms much less complicated since beginning in 2018, WinTeam will be using the Employee Number as the unique Control Number for both the employee record in the Electronic File and the on the W-2PR form. (Note: This is DIFFERENT than the electronic confirmation number that is required to be printed on the W-2PR form.)

Follow Filing Procedures

Before printing your Laser W-2PR forms on your preprinted forms, you must have already uploaded your Puerto Rico Electronic File and obtained your Electronic Filing Confirmation Number. You cannot print your forms before receiving this number since it is required to be printed on each employee's 499R-2/W-2PR form. Please call a TEAM representative if you have any questions.

Follow the below procedures before creating your Electronic File and Printing your 499R-2/W-2PR Forms.

Important: The pre-printed forms that are needed for 2018 should be ordered through Puerto Rico. This program will print the proper data in the appropriate boxes of the pre-printed forms obtained from the government.

1. First, ensure that the following custom setting is activated so that the W-2PR forms print in the correct format for Puerto Rico. The Custom Settings screen can be accessed from the System - Setup Menu, Custom Settings option.

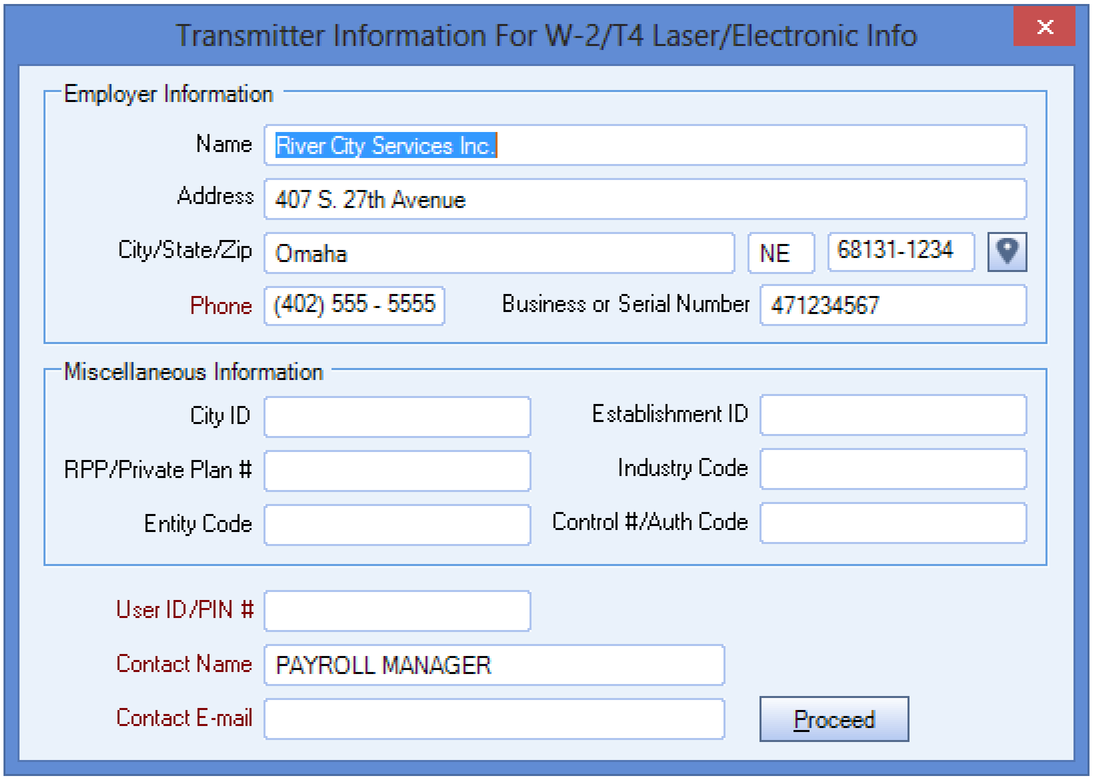
Section	Item	Value
LaserW2	State	Puerto Rico

2. Be sure that the custom setting for printing Laser W-2s for the Virgin Islands does NOT exist (this is used by companies who print Virgin Island W-2s). If it does, make sure the section name is invalid by putting zz after it as shown below:

Section	Item	Value
LaserW2zz	State	VirginIslands

3. Ensure that you have verified ALL of your Employee W-2 data before you start the filing process to avoid at all costs having to file any corrections.
4. **One HUGE item for this year as it has been since 2015 is the PR Youth Exemption. Ensure that you have identified ALL of your employees who qualify for the PR Youth Exemption. Do not go any further unless you understand what this is and have created the necessary Tax Adjustment identifying these individuals.
5. Run the Employee W-2 Report for all of 2018 (1/01/18 thru 12/31/18), choosing Report Type: Total By Employee, and choosing Pick From List for the category, Tax Code and selecting **PR** (Puerto Rico).
    a. Ensure that all employees who meet the PR Youth Exemption have this code description in their employee detail. For more information on how this is applied, see: **Setting Up Youth Wage Tax Exemption for Puerto Rico.**
    b. Ensure that all other items that are required to be printed on the W-2PR form are entered. (See Section H Part 5, Special Items for Puerto Rico.)
    c. Verify all earnings and withholdings information. Make sure that there are no employees that have ANYTHING OTHER THAN PR earnings and withholdings. If there are some that have other state or local earnings, contact TEAM since these employees will have to be handled special and more than likely a new number given to them in order to move the necessary earnings/withholdings from one number to another.
6. Once you have verified that your W-2 report information is 100% accurate, you will first need to create your electronic file for Puerto Rico. This file must be uploaded and be approved by Puerto Rico in order for you to obtain the Electronic Filing Confirmation number you will need to print your Employee W-2PR forms.
    a. To create the Electronic File, select Report Format Electronic File, Electronic File Option: State - PR, and enter the Check Date Range of 1/01/2018 thru 12/31/2018. Press **Create**.

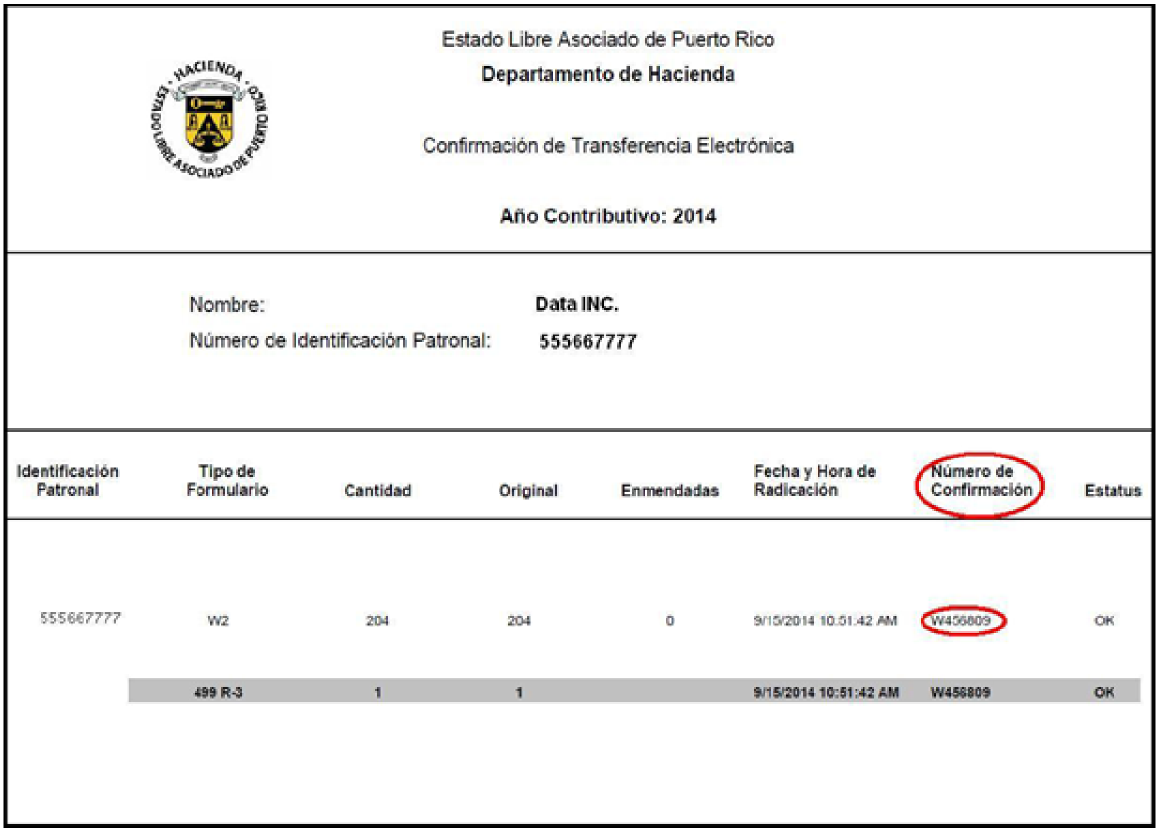
7. You will need to fill in a few fields of information on this screen before you can proceed.



   a. Make sure that your Employer information is correct.
   b. Enter your User ID/PIN # (this is what was issued by the SSA, which was the first item on the checklist of the Year-End Guide).
   c. Enter your Contact Name.
   d. Enter your Contact E-mail.
   e. Click the Proceed button.

8. Once you have the Electronic file created, you can then upload it to the Hacienda's website **www.hacienda.pr.gov**.

9. Once uploaded, your file will be processed through the agency's nightly batch routine. The next business day you should receive notification that the filing confirmation is ready to be viewed in SURI. You will receive a confirmation number for your submission that is 10 digits long preceded by a letter. The below screenshot shows you what it might have looked like in 2014. It's VERY IMPORTANT that the Confirmation Number that was issued for your company be entered in the City ID field of the Transmitter Information screen when you print your Employee W-2PR forms in the next step.


Estado Libre Asociado de Puerto Rico
Departamento de Hacienda

Confirmación de Transferencia Electrónica

Año Contributivo: 2014

Nombre: **Data INC.**
Número de Identificación Patronal: **555667777**

Identificación Patronal	Tipo de Formulario	Cantidad	Original	Enmendadas	Fecha y Hora de Radicación	Número de Confirmación	Estatus
555667777	W2	204	204	0	9/15/2014 10:51:42 AM	W456809	OK
	499 R-3	**1**	**1**		**9/15/2014 10:51:42 AM**	**W456809**	**OK**

10. Once you receive your Electronic Filing Confirmation Number, you can proceed with the actual printing of your Puerto Rico W2s.

11. Fill in the same required information as what was entered originally when creating your electronic file, except this time fill in the Electronic Filing Confirmation Number in the City ID field, that you were issued after uploading your Electronic File (10 digit number, including one Letter at the beginning). This is EXTREMELY important.

Section O: Running City and County Tax Reports

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Special City Tax Report for other Cities (Including Erie, PA)

The City Tax Report can be run for any city if you are not already filing electronically. See Section M: Special Notes for Local Taxing Authority Electronic Reporting for the local tax entities that are set up for electronic file creation. If you are not creating electronic files to send in to the local tax entity and need to send in information to the city, this report provides a separate report for each city. The information includes the Employee Name and Address information, Tax Percentage being withheld, Social Security #, Wages, and Tax information for both Quarter-To-Date and Year-To-Date. To print this report you must select both the **Multiple City Tax Report** and **Group By City** options.

Option to Run County Tax Reports

You can also run County Tax Reports that will include similar information as in the City Tax Report, except for each county. To print this report, you must select both the **Multiple County Tax Report** AND the **Group By County** check boxes.

Section P Part 1: Preparing Electronic File for Social Security Administration (SSA)

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Overview

W-2 information must be filed electronically with the IRS if you are reporting 250 employees or more. (CDs and diskettes are not accepted.) Failure to do so could result in your company being penalized. The User ID obtained in **Section A: Obtaining User ID for SSA E-Filing**, along with the information in the electronic file, provides the IRS with all of the necessary information. You are no longer required to submit Transmittal Form 6559 since all information is now in the electronic file format.

Important: For those companies who do business in US Territories (Puerto Rico and Virgin Islands), make sure these employees are excluded from the SSA file you create for the U.S. by utilizing the category (i.e. Employee Type, Location, etc.) you've selected to isolate the Puerto Rico and Virgin Islands employees from the rest of the employee records. This is necessary due to the territories requiring a slightly different record format. A separate SSA file will then need to be created for each territory, using the special custom setting assigned to the territory. The custom setting identifies what record format to use for the file. See Section N Part 5 (Puerto Rico) and Section N Part 4 (Virgin Islands) for the custom setting.

If you are reporting under 250 employees you can still send in paper copies, but TEAM recommends that you file electronically.

Keep a copy of the electronic file for your records. Also, verify the totals printed on the W-2 Electronic Tax Report Summary match the final Employee W-2 Report.

Electronic File Option

Effective 2016, Iowa and Oklahoma are no longer included in the electronic SSA file. Separate filing for each state is now required.

California is the only state that does not require a separate annual electronic file since the employee wage and withholding details are reported quarterly through the Unemployment Compensation filing. California does have its own Annual Reconciliation form that will need to be filled out and sent in for year-end reporting, but other than that, as long as you are filing your quarterly information timely and accurately, no other details are needed.

New York is also unique in the fact that you will not create the fourth quarter unemployment file through the Unemployment Compensation screen, and instead will create the fourth quarter file from the Employee W-2 Report , Electronic file option.

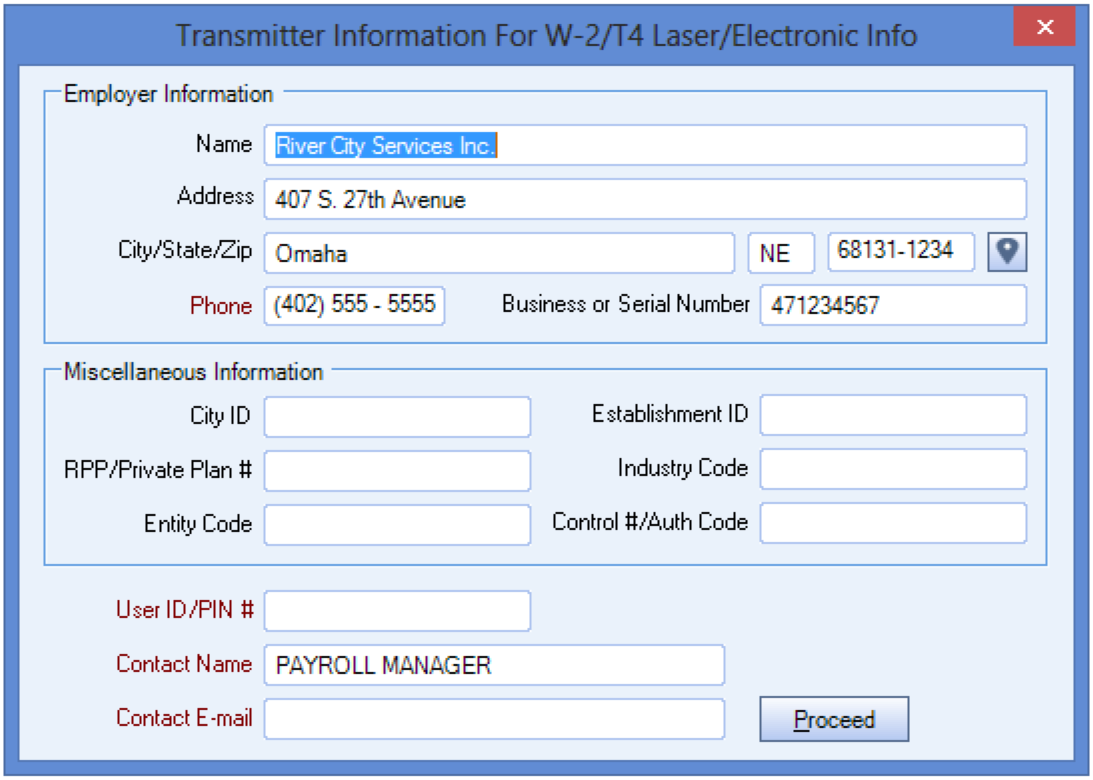
Below is a brief explanation of how WinTeam creates the electronic files.

Federal Reporting: Preparing Electronic File for SSA

All employers reporting more than 250 employees must file their W-2 information to the IRS electronically. See the registration and electronic filing instructions given in Section A: Obtaining User ID for SSA E-Filing.

To prepare your electronic file, from the WinTeam Payroll Reports menu, select **Employee W-2 Report**. Click the **Electronic File** option under Output Type and select the **SSA** (Social Security Administration) Electronic File Option. Under Category, for Employees select **All**. (It would be highly unusual to filter any employees out since you should be reporting all Employees in one file.) For Check Date Range, enter **01/01/18** through **12/31/18**. Click **Write to File**.

WinTeam displays the following screen:



1. Verify that your Company Name, Address, Phone #, and Business/Serial Number are correct since this is what will appear in the electronic file. This information defaults from the Company Setup screen. Overwrite the information if necessary. (Overwriting this information does not change your Company Setup information. Permanent changes must be made directly in the Company Setup screen.)
2. You must enter your User ID (in field shown as User ID/PIN #), Contact Name, and Contact Email Address on this screen when running any electronic file process. You should have already obtained a User ID from the SSA. See Section A: Obtaining User ID for SSA E-Filing for more information.
3. Leave all other information as displayed. (If you are running the Electronic File program for New Jersey, Philadelphia, Puerto Rico or Canada, see Section U: Special Electronic File Creation Instructions for more information, which will instruct you to enter additional information on this screen before running.)
4. To begin the electronic file creation process, click the Proceed button.
5. Once the process is complete, the W2 Electronic Tax Report Summary page(s) will be displayed.
6. Print the Summary pages since you will need to verify these totals in Step 8.

7. Once you close the Summary screen, the system will open up a Save As window where you can indicate where you want this file saved. Once you click Save, you will receive confirmation that the “File created successfully!”.

> **Tip: Create Separate folders for the Tax Year for each Tax Entity.**
> It is suggested that you make separate folders for each tax entity you for which you are creating electronic files, since many of the files created will have identical names (W2report, as an example). If you do not save in a unique location, you run the risk of overwriting an existing file. When ready, copy these either to CD (if your state/local requires filing on CD), or transmit via the internet (if your state/local accepts internet filing).

8. Verify the totals on the Summary Page(s) printed.
9. Compare the totals that print on the W-2 Electronic Tax Report Summary to the totals printed on the Employee W-2 Report. These must match exactly. You can ignore the special fields if they are blank. For instance, when preparing the Electronic File for Social Security Administration (SSA), the State Comp, Withholding, special State fields for NY, CA, NJ and Local fields would not be applicable and therefore will not show any amount on the Summary.
10. All companies are encouraged to file their Federal/SSA information electronically, regardless of how many employees you are reporting. For those companies who are filing their Federal/SSA information electronically, review the Electronic Filing section of Section A: Obtaining User ID for SSA E-Filing. Direct any questions pertaining to this to the SSA’s Employer Helpline at 1-800-772-6270. The government also offers a software program, AccuWage, to test your file format for those who want to use it. Information pertaining to this site can also be found in Section A.
11. Many States now have rules that state if you are filing more than a certain number of W-2s that the information must be filed electronically and not on paper. If you are unsure of what the limitation is before you are required to do electronic reporting, you will need to contact your State Government office(s).
12. You can now proceed with creating the next applicable electronic file (State/Local governments if applicable). See Section Q: Preparing Electronic Files for State/Local Codes for more information.

Section P Part 2: Preparing Electronic Files for Canada

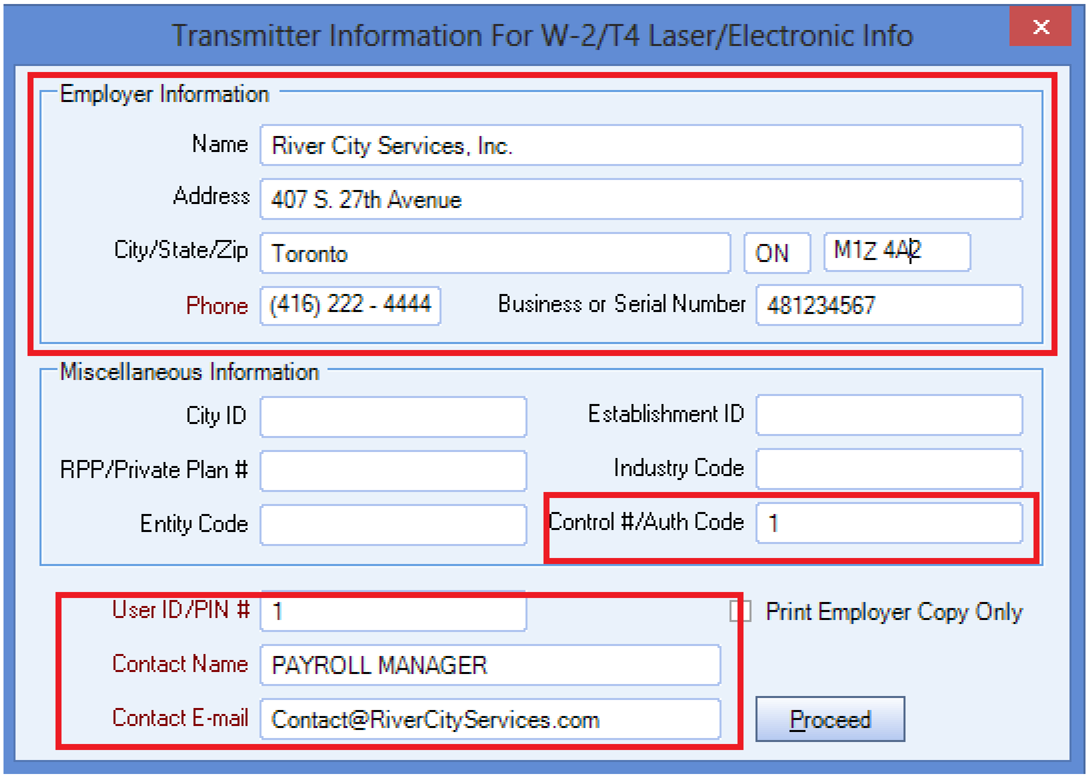
The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

T4 and T4A XML Procedure

To create your T4 and T4A electronic files, use the Employee W-2 Report, Electronic File option, for SSA. **Note:** If your company needs to issue both T4 and T4A slips, ensure that you have your employees separated by one of the Categories listed in the Category/Records area. If this is not done properly, you will be reporting incorrect information to the government. For questions or further assistance, please contact a TEAM representative.

1. Go to the Employee W-2 Report, choose Report Format: Electronic File, and select Electronic File option: SSA.
2. Enter the Check Date Range of the calendar year you are reporting.
3. If your company has both T4 and T4A's to process, select the appropriate Category to filter the records to which file you are creating. If you do not have both to process, you do not have to filter by any category unless there is some reason to.
4. Press Create button.

5. Fill in the information circled in the following screen.



6. The Employer Information section is defaulted from what is set up in the Company Setup screen. Make sure that all fields are filled in and accurate. If necessary, you can change this information on this screen. However, if you want permanent changes to be made, you will need to go to the Company Setup screen and make any permanent changes there.

7. The Control #/Auth Code and the User ID/PIN # fields are not applicable for T4 and T4As but since they are required, they must be filled in. Fill 1 in both of these fields to satisfy the requirement.

8. Enter the Contact Name and Contact E-mail information.

9. Click the **Create** button.

10. The W2 Electronic Tax Report Summary will be displayed. Print this and validate the totals on summary page(s) against your final Employee W-2 Report totals to be sure that the amounts and information match up.
11. Close the Summary. A window will display giving you the option to save the XML file you created to a folder of your choice.
    a. For the T4 it is T4001.xml
    b. For the T4A it is T4A001.xml
12. Verify this file with a parser (like Stylus Studios or some other reliable software). If you need help verifying the file, email it to Darrell Uttecht at TEAM: darrell.uttecht@teamsoftware.com
13. If the parser comes back with errors, they must be corrected. If you need help, send the file to Darrell so he can correct.

Once the file is error free, it can then be sent to the Canadian government.

T4A Form Custom Setting

This Custom Setting must be in place for processing T4A slips. For more information, see Section H Part 6: Printing - Canadian T4A Slips.

Section	Item	Value
CANADA	T4A	True

Section Q: Preparing Electronic Files for State & Local Codes

The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

Overview

This topic contains specifics for filing state and local electronic files. For steps on how to create these electronic files, refer to **Section P Part 1: Preparing Electronic File for Social Security Administration (SSA)**, which includes the actual creation of the file, copying the file to another location (i.e. CD or another location of your hard drive), and verifying the totals listed on the W-2 Electronic Tax Report Summary. If you are unsure as to what you need to send in with your electronic file, contact the appropriate government office(s). Make sure you keep a copy of both the electronic file and any transmittal created for your files.

Find the states applicable to you in the listing at the end of this section to determine what the acceptable filing methods are for the state. These differ greatly from state to state. Some allow on-line reporting, while others require that you send in a CD. Some may not allow actual on-line electronic filing but rather require you to send in the information on CD. There are a few localities that also offer electronic reporting. These are listed in **Section M: Special Notes for Local Taxing Authority Electronic Reporting**. There are a handful of states and localities that require prior approval before this can be done. If this is the first time you are creating an electronic file for a state or local entity, we suggest that you contact the agency for any special instructions.

To prepare your electronic file for the state or local government, click the **Electronic File** option under Output Type, and select **State or Local** depending on the file you want to create. From the list of States and Locals, select the applicable entity. Select **All Employees.** It would be highly unusual to filter any employees out since you should be reporting ALL employees in one file. Enter a Check Date Range of **01/01/18** through **12/31/18**. Follow same instructions as detailed in Section P Part 1: Preparing Electronic File for Social Security Administration (SSA).

Maryland, New Jersey, Philadelphia, and Canada have special information that must be entered on the Miscellaneous Information screen. This screen displays after selecting the**Write to File** option. For more information, see Section U: Special Electronic File Creation Instructions.

File Names

Many state/local governments require a specific file name be used for the electronic file. WinTeam will create each file with the appropriate name. Files be created with a name of w2report (caps do not matter), unless they are listed below. If your state/-locality is an exception below, the electronic file that you submit to the government must match the name appearing in the list below. If you rename your files when saving to another location on your hard drive, you must be aware of this so you are filing with the state/locality using the proper name.

State/Local	Electronic File Name Should Be
Arkansas	Must end with .TXT (all caps)
Connecticut	CTTAX18
Iowa	IAW2
Kansas City	KCMOTAX
Kentucky	STATREPT
Maine	METAX
New York	NYWR12018.RPT
OHIO	18W2IT2
Columbus, OH	CCG_W2.TAX
Wisconsin	STATREPT

Review each of the W-2 Electronic Summary sheets printed for each State or Local and verify the following information:

State Electronic Media

Make sure that the following fields match those shown on the Employee W2 Report. Other fields are not applicable.

- Total State Compensation
- Total State Withholding
- Total Number of Employees

Note that in some states (Indiana, Ohio and Maryland), these fields may not match due to some additional local information. If you need assistance verifying that this information is correct, you may fax Team your Grand Total pages from the Employee W2 Report and the W2 Electronic Tax Report Summary. We can help you determine that it is correct.

Local Electronic Media (necessary for some cities)

Make sure that the following fields match what is shown on the Employee W2 Report. Other fields are not applicable.

- Local Taxable Wages
- Local Withheld
- Total Number of Employees

Report on Paper or Electronically for each State, Locality and Federal Agencies

If you did not prepare an electronic file to send in for Federal, State or Local governments, make sure you are prepared to send in paper copies of this information if required to do so.

Electronic Filing via the Internet

Even though more and more state entities are allowing electronic filing of your information, electronic filing instructions will vary by state. Contact your state office or visit your state web site to determine whether you can file your year-end state W-2 information electronically via the Internet or if you need to send it through the mail on CD. You can use the link below to help locate your state's web site:

https://www.irs.gov/businesses/small-businesses-self-employed/state-government-websites.

Acceptable Filing Methods for Each State

The below list defines what filing methods are available for each state. Most states will accept paper copies of the W-2 as long as the number you are reporting is under a certain amount of employees. This varies state to state so it is suggested that before sending in paper copies, you research the states your company does business in to find out what the limitations are for this. There are a couple of states that have a threshold as low as 10 employee W-2s, which means if you are reporting more than 10, you need to file electronically.

Only electronically via the Internet

- Alabama
- Arkansas
- California
- Colorado
- Connecticut
- DC (District of Columbia)
- Delaware
- Georgia
- Hawaii
- Idaho
- Illinois - Failure to participate in electronic filing can result in a penalty per W-2. See http://www.revenue.state.il.us/Publications/Pubs/Pub-110.pdf for W-2 filing requirements and procedures for the Electronic W-2 Transmittal Program.
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine

- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- Utah
- Vermont
- Virginia
- West Virginia
- Wisconsin

Only CDs

- Arizona
- Ohio
- Virgin Islands

Most localities will only accept electronic files sent on CD and not via Internet but there are a few that now have the ability to upload the file through the internet. If you have specific questions regarding a locality, contact the appropriate local office. See list in Section M: Special Notes for Local Taxing Authority Electronic Reporting for the localities that are set up through WinTeam to be reported electronically via their website, whether the file must be submitted on CD and mailed to the local tax authority, or whether it can only be reported by mailing paper copies.

TEAM suggests that if your local code is not listed and you have under 100 employees to report, you check with the individual locality to see if you can report on paper (run hard copy W-2 forms for the locality or run the Multi-City/County tax report). If you have more than 100 employees, TEAM can research whether the locality allows for electronic filing and, if so, what format they require. As long as it is determined that the entity uses the EFW2 standard format, you can create the Electronic file without any changes to the program. If they require a different format, a program change would be necessary to add the special format.

Section R Part 1: Adjusting 1099 Form Vendor Payment Balances

> The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Use **Adjustments** to adjust 1099 vendor payment balances. If you began using WinTeam other than at the beginning of a calendar year,1099 amounts will be inaccurate. Payments made to vendors prior to using WinTeam must be added to present an accurate history of payments.

This procedure can also be used to correct a vendor’s 1099 balance for other reasons that make it necessary to adjust 1099 balances before printing the Vendor 1099's.

Preparation

1. Identify all vendor payments made year-to-date from your old system that were 1099 reportable.
2. Verify that all other activity has been updated to the General Ledger. This is important if you want to show only 1099 vendor checks.

Adjusting the Vendor Payments

1. From the Accounts Payable menu, select **Payment Processing Wizard**.
2. Select the **Create a New Batch** Function and **Adjustments** Batch Type, and click **Finish**. The Accounts Payable Payments screen displays with the Payment Type defaulted to **Adjustment**.
3. Enter an adjustment **Date**. Ensure the date is within the calendar year you want the adjustment to be recognized.
4. Enter the total **Amount** to adjust. Normally this would be a positive amount, but if you want to reduce a vendor’s 1099 reportable amount, enter a negative number.

5. Enter the **Vendor Number** in the Number field, or use the Lookup to locate the Vendor Number.
6. Select the **Include on 1099** check box.

Section R Part 2: Preparing 1099 Forms for Accounts Payable Vendors

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

To print your 1099 forms for the year, use the **AP: Vendor 1099 Report**. The purchase of actual 1099 forms is unnecessary; WinTeam prints the format when you run the 1099 option. When you prepare to run the 1099 forms, you are required to enter a phone number (the IRS requires that this print on the 1099). You will run the forms twice. Once to print the Recipient copies, and then again to print the Employer Copies.

Important: If you did not prepare electronic files, you will need to obtain Transmittal Form 1096 to include with the 1099 forms filed.

If you have used WinTeam for only part of the calendar year, you must record 1099 vendor payment information that occurred on your former system. If you were to issue 1099 forms from only those checks written in WinTeam, your 1099 amounts will be incorrect because WinTeam will not have any record of checks issued on your prior system. In order for a payment to be reflected on a 1099, it must have been paid through WinTeam.

See **Section R Part 1: Adjusting 1099 Form Vendor Payment Balances** for specific procedures on how to enter beginning payment balances for the applicable vendors before running 1099 forms. The adjustments that are entered will not affect the General Ledger.

We suggest you review all payments made to a 1099 vendor to ensure that the payments and invoices paid were marked **Include on 1099**. It is possible to create an Accounts Payable invoice or an Accounts Payable payment that is not marked to be included on 1099 forms. Unless the check box is selected, WinTeam will not include these amounts in the 1099 reportable payments total. If the vendor was set up to Compute 1099 forms at the beginning of the year prior to any payments made, WinTeam would have automatically selected the **Compute 1099** check box on each Accounts Payable invoice and also on each manual Payment record (Applied to Expenses) made to the vendor.

To review, run a 1099 Reportable Payments report for the calendar year, and also a Vendor Activity report with Payments detail for the calendar year. (When running the Vendor Activity report, make sure to select the check box to **Include Manual Payments**. All payment records with an asterisk (*) after their check date indicates it is included for 1099 forms.)

If there are unexpected differences, change the appropriate Accounts Payable invoice and/or payment record to be included in the 1099 balance (by selecting the **Include on 1099** check box) or you can make an Adjustment by following the guidelines in Adjusting Vendor Payment Balances for 1099 forms in your WinTeam Help program.

> **Note:** If you have voided a check in the current year and the original check was from the prior year, the voided check amount will be included in the 1099 Reportable payment amount for the current year's 1099 form.

In the example below, the 2018 1099 reportable amount would include the Void amount, bringing the 1099 reportable amount for 2018 to $1,499.70.

Check Date	Check Number	Check Amount
09/30/18	126000	$2,300.50
01/31/18	-111111	($800.80)
10/30/17	111111	$800.80

If you want the voided amount to be excluded from this year's 1099 balance, create an Accounts Payable Adjustment, increasing the payment amount by $800.80.

Section S: Preparing Electronic File(s) for Vendor 1099 Forms

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

You can only report 1099 information electronically or on paper. If you have 250 or more 1099 forms to report, you are required to file electronically. Failure to do so could result in your company being penalized.

You must receive prior permission from the IRS to file electronically. You may not report electronically unless you have filed Form 4419 with the government. Once you have filed this form, they will send a notification sheet showing your Transmitter Control Code. When running the Electronic File option, you will be indicating this code in order for the file to be created properly. If you enter the wrong code, the IRS will reject your electronic file.

To create the electronic file for 1099 Forms:

1. From the Vendor 1099 Report screen, choose **Electronic File** and then **Electronic File For:** IRS.

Important: If you have fewer than 250 1099 forms to report, you are allowed to report either electronically or on paper. If your company is filing on paper, you will need to run the Laser 1099 option to produce the necessary information. When printing out the IRS copy of your Laser 1099 forms, you must use a color printer since the IRS requires the form be printed with red drop ink.

2. Enter the Transmitter Control Code. This MUST be filled in with the correct 5-digit number assigned. If you do not know this number, or if you do not have one, you will not be able to file electronically. You will then need to file using the **Laser 1099 Forms** printed through this program.
3. The second field of the Transmitter Control Code is used only when sending in a Replacement electronic file. You will be given a 2-character replacement code by the government to use in this case. Normally you would leave this blank.
4. Many states are in a combined program with the Federal government so that when the electronic file is sent in to the IRS, the state information is also being reported. There are states that are NOT part of this combined reporting program. Below is a chart showing the Participating States for 2018. For 2018, Vermont was removed from the Combined Federal and State Filing (CF/SF). If a state is not listed below, they are among those that are not a part of the Combined program for 2018:

Table 1: Participating States and Codes*

State	Code	State	Code	State	Code
Alabama	01	**Indiana**	18	Montana	30
Arizona	04	Kansas	20	Nebraska	31
Arkansas	05	Louisiana	22	New Jersey	34
California	06	Maine	23	New Mexico	35
Colorado	07	Maryland	24	North Carolina	37
Connecticut	08	Massachusetts	25	North Dakota	38
Delaware	10	Michigan	26	Ohio	39
Georgia	13	Minnesota	27	Oklahoma	40
Hawaii	15	Mississippi	28	South Carolina	45
Idaho	16	Missouri	29	Wisconsin	55

*The codes listed apply to the CF/SF Program and may not correspond to state codes of agencies or programs outside of the IRS.

5. Once the Transmitter Control Code is filled in, click the **Create** button. WinTeam displays the 1099 Miscellaneous Info screen.
6. Verify the Company Number and enter the Contact Information for the selected company.
7. WinTeam will begin creating the 1099 information for the year indicated. When the system has finished exporting information, it displays a message indicating the file name and location.

8. Save this file to a folder on your system as your permanent record. Once saved, a message will display stating “File created successfully!”. If filing electronically, this is the file to transmit.

Note: There is an option for creating an Electronic File for States, although currently there is no way to filter vendor records down to a particular state. TEAM research finds the majority, if not all states (PA and OR are two states in question), do not want 1099 information reported unless there was State Withholding deducted from their payment(s). Since WinTeam does not have this ability (to withhold anything from the vendor for state withholding purposes), there would be no need to report electronically to most states. TEAM recommends companies that have vendors in other states not listed in the combined program should call the appropriate State Office(s) to confirm whether filing 1099 information with the state is required.

Important: As of Tax year 2018, Pennsylvania is requiring a CSV format and no longer will accept the EFW2 format. Currently this format is not available through WinTeam. You will need to enter each appropriate Vendor's 1099 reportable information manually through Pennsylvania's eTIDES site.

If you have questions, contact the IRS at (304) 263-8700 or (800) 829-1040.

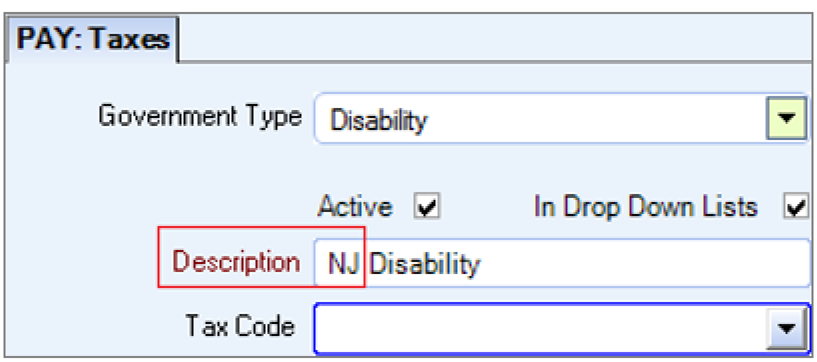
Section T: Printing New Jersey Disability on W-2 Forms

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

The New Jersey Disability tax will print in Box 14 of the W-2 form. The state of New Jersey has a specific way it wants the disability tax separated on the W-2 Form for anyone who had New Jersey Disability withheld during the year. The Employee W-2 program in WinTeam will automatically separate this information in the manner the state requires.

The Tax rate varies company to company, but also varies depending on whether your company has a Private Plan or not. Make sure that you read the information in the Private Plan section since this will require a special custom setting.

Special Note: WinTeam determines if the Disability tax is New Jersey by looking at the main Description of the tax code and if the description begins with NJ, the system will breakout the total tax withheld in the manner described in this section.



Example of what will print in Box 14:

NO PRIVATE PLAN: If the custom setting for Private Plan does not exist, the tax will be split apart in three sections, all totaling back to the total tax withheld during the year. This is considered a State Disability Plan.

This is based on $9,715.00 of NJ Disability earnings. Total withheld amount is $68.49 split as follows:

FLI	8.74
UI/WF/SWF	41.29
DI	18.46

2018 Calculations:

WinTeam calculates the amounts for Box 14 by using the following formula. This formula is based on the tax rate of the fund /2018 Employee Percentage portion.

UI/WF/SWF = 0.6028368 x DS withheld (this portion receives any extra penny left over from the split.)

DI = 0.2695036 x DS withheld

FLI =0.1276596 x DS withheld

This would compute to:

UI/WF/SWF = 0.00425 x Wages

DI = 0.0019 x Wages

FLI = 0.0009 x Wages

Special Note for Disability Insurance Private Plans:

If you have a Disability Insurance Private Plan number, it must print in Box 14 along with the FLI and the UI/WF/SWF amounts. With private plans, there is normally no state disability portion.

If your company has a private plan, and pay no Disability into the Temporary Disability Benefits Plan of the state, the following custom setting is required. With this custom setting, the tax is appropriately split into just two parts instead of the normal three parts. If you have any questions pertaining to this, please call a TEAM representative for further clarification (402)345-5660.

Section	Item	Value
LaserW2	PrivatePlan	True

If your company has a Private Plan, you will need to print your Private Plan Number in Box 14. Use the following custom setting to complete this.

Section	Item	Value
LaserW2	DIPP	"enter private plan number"

In our example below, the value would be entered as 008545-123.

Example of what will print in Box 14 (when using the Private Plan custom setting).

This is based on $9,715.00 of NJ Disability earnings: (0.09%-FLI and 0.425%-UI/WF/SWF). In this case, only $50.03 should have been withheld for the year.

FLI	8.74
UI/WF/SWF	41.29
DI PP#	008545-123

For those with a private plan, the system calculates the amounts for Box 14 by using the following formula:

UI/WF/SWF = 0.8253 x DS withheld

FLI = 0.1747 x DS withheld

This would compute to:

UI/WF/SWF = 0.00425 x Wages

FLI = 0.0009 x Wages

2019 Calculations:

Due to the rate change for the 2019 calendar year, the ratios used will change effective 1/01/2019.

UI/WF/SWF = 0.6296296 x DS withheld

DI = 0.2518518 x DS withheld

FLI =0.1185186 x DS withheld

This would compute to:

UI/WF/SWF = 0.00425 x Wages

DI = 0.0017 x Wages

FLI = 0.0008 x Wages

For those with a private plan, the ratios would be:

UI/WF/SWF = 0.8416 x DS withheld

FLI = 0.1584 x DS withheld

This would compute to:

UI/WF/SWF = 0.00425 x Wages

FLI = 0.0008 x Wages

Section U: Special Electronic File Creation Instructions

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

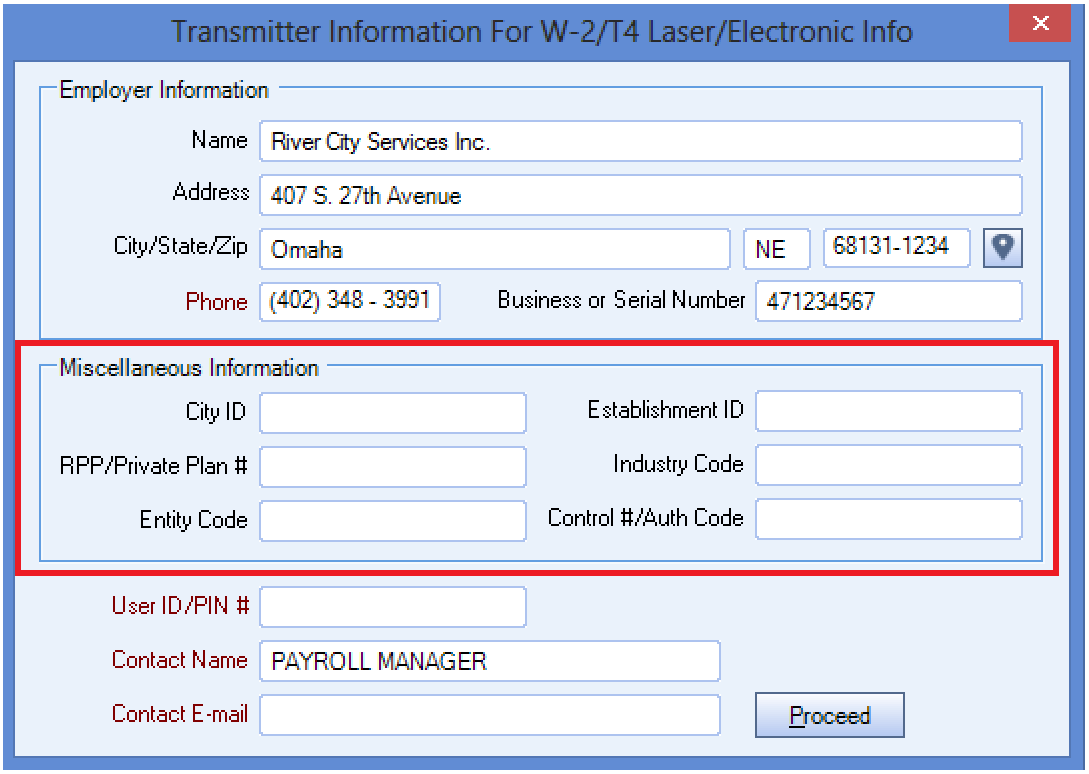
Overview

When creating electronic files, you are required to fill in your Company Phone Number in the Employer information section on the Transmitter Information screen. The phone number will default to the phone number that is set up in the Company Setup screen, but can be overwritten if necessary.

When creating electronic files, you are required to fill in your Company Name, Address, Phone #, Business/Serial Number, and contact 3-mail address. This information defaults from the Company Setup screen. Overwrite the information if necessary. (Overwriting this information does not change your Company Setup information. Permanent changes must be made directly in the Company Setup screen.)

You must enter your User ID (in field shown as User ID/PIN #), Contact Name, and Contact Email Address on this screen when running any electronic file process.

When running the electronic file creation for Maryland, New Jersey, Oregon, Philadelphia, or Canada, there are other fields on the Transmitter Information screen that need to be filled in. Most of the fields referred to are in the Miscellaneous Information section:



Maryland

Beginning in Tax Year 2015, the state of Maryland is now requiring that employers indicate their NAICS code in the Electronic File transmission. This is a 6-digit number that classifies the type of business you have.

You will need to find the appropriate code for your business on the Census Bureau website at http://www.census.gov/eos/www/naics/ and place this in the **Industry Code** field of the Miscellaneous Information section. If you forget to do this, your file will be rejected.

New Jersey

Within the Private Plan #, enter your company's Disability Insurance Private Plan #. If you do not have one, you can leave blank. If you are uncertain whether you have one, call (609) 292-9626.

Oregon

Beginning 7/01/2018, Oregon established a new tax for Oregon State Transit tax that is required to be withheld from each employee based on the earnings they earn in Oregon. The earnings and withholdings of this new tax code is required to be reported inside the Oregon Electronic File. To do this, it is important that before you create the Electronic File for Oregon that you indicate this tax code as being a State Transit Tax.

1. Go to **PAY: Taxes** and choose **Government Type:** City.

2. From the drop down, find the Oregon State Transit Tax code that you would have had to set up prior to your first payroll dated in July 2018.

3. Make sure the check box called "Statewide Transit Tax" is checked. This is the only way that the system will know to include the earnings and the withholdings for this tax code in the Oregon State electronic file. If this check box is not checked, it will not be picked up in the State file. See the topic called Oregon Statewide Transit Tax for more information.

Philadelphia

Within the City ID # field, enter the Seven-Digit Phila Business Tax Account Number.

Section V: Fiscal Year-End Procedures

> The information contained in the Year-End Guide pertains to year-end processes for 2018 ("Current Tax Year") and set-up processes for 2019 ("New Tax Year").

Overview

This topic is for companies with fiscal years that end with the calendar year. Yours may end at a different time during the year. You may skip this topic if your fiscal year does not end on December 31 and refer to this at the appropriate time in the future. Below is a checklist to guide you through the Fiscal Year End procedure.

It is important that you indicate the holidays for the new fiscal year so that your Daily Labor Budgets for each applicable Job reflect these holidays. Make sure that New Year's Day of the NEXT calendar year is set up as well. This way, you will not have to worry about having the holidays set up by the first of the year.

There are two options for adding holidays for the new year. The second option tends to be easier if you have multiple holiday years already established. Review both options to determine which is best for your company.

Option #1

1. From the Job Costing Menu, click **Defaults**.
2. Add all of the new fiscal year's holidays to the existing holidays list.

For companies whose fiscal year corresponds to the calendar year, make sure you include New Year's Day of the FOLLOWING year, so you don't have to remember to have these new holidays entered before the first of the year. Those whose fiscal year ends at a different time during the year should ensure that there are holidays existing for your future fiscal year to ensure that budgets for the year after are accurately calculated.

To add a new holiday:

1. Click the ***** in the List of Holidays grid to add a new Holiday.
2. Enter a **Description** for the Holiday.
3. Enter the Date of the Holiday.
4. Indicate whether it is a Standard Holiday.

WinTeam will use any Holidays that you mark on this grid as a Standard Holiday to create budgets for all Jobs that are set up to use Standard Holidays.

If there are particular Jobs set up to recognize only certain holidays (Pick List), you will have to go into each of these Jobs and physically mark each new holiday added for the fiscal year. Instead of adding to your list of holidays, another option would be to use the "like" holidays that exist from an older year and simply change the dates of the holidays to reflect the new year. If you do this, you do not have to go into the Job File and "pick" the new holidays that were set up. This option is detailed in Option #2.

Option #2

This option eliminates the need to reselect (pick) the new holidays for Jobs that are set up to use the Pick List option (rather than look at Standard Holidays).

1. From the Job Costing Menu, select **Defaults**.
2. Ordinarily, you should have at least two full years of holidays set up, as well as the first holiday of the new year.
3. Change the dates of the oldest year's holidays so that they reflect the new year's holiday dates. Since the Jobs that are set up using the Pick From List Holiday option already have the appropriate boxes checked from the older year, you don't have to go through and check any new holidays that you want the system to recognize for the job. **WARNING:** Do not change the purpose of the Holiday since this will cause all Jobs that have this particular holiday box checked to now recognize this unrelated holiday.

How the holiday table appears before changes are made:

ID	Description	Date	Standard
1	New Year's Day	01/01/17	Yes
2	Presidents Day	02/20/17	No
3	Christmas Day	12/25/17	Yes
4	New Year's Day	01/01/19	Yes
5	President's Day	02/19/18	No
6	Christmas Day	12/25/18	Yes
7	New Year's Day	01/01/18	Yes

To add another year to the holidays table, change existing dates only* to reflect the new year:

ID	Description	Date	Standard
1	New Year's Day	01/01/20	Yes
2	Presidents Day	02/18/19	No
3	Christmas Day	12/25/19	Yes
4	New Year's Day	01/01/19	Yes
5	President's Day	02/19/18	No
6	Christmas Day	12/25/18	Yes
7	New Year's Day	01/01/18	Yes

*If you change an ID's **Description** to a different holiday, jobs set up to look at that ID could then be looking at the incorrect holiday.

ID	Description	Date	Standard
1	New Year's Day	01/01/20	Yes
2	**St Patricks**	03/17/19	No

ID	Description	Date	Standard
	Day		
3	Christmas Day	12/25/19	Yes
4	New Year's Day	01/01/19	Yes
5	President's Day	02/19/18	No
6	Christmas Day	12/25/18	Yes
7	New Year's Day	01/01/18	Yes

Important: At some point, change your Current Fiscal Year to the New Fiscal Year to create the new year's Daily Budgets for Job Costing.

Verify Job Default Options:

Verify Job Defaults to see which option is being used for the Number of Fiscal Years to Project in the Future for Job Budgeting and Recurring Projects.

1. From the Job Costing menu, select JOB: Defaults.
2. Under the **Number Fiscal Years to Project in the Future for Job Budgeting and Recurring Projects in Work Scheduling**, select one of these options.
   - If you set the option to calculate **Only thru the end of this fiscal year**, WinTeam creates budgets only through the end of the Current Fiscal Year. (For instance: If your current fiscal year is set to be 2019, budgets would only calculate up through the last day of your fiscal year for 2019).
   - If you set the option to calculate **Thru the end of the NEXT fiscal year**, budgets are calculated for two full years (current fiscal year plus one). If you will be using this option, make sure that all of your NEXT fiscal year holidays have been set up in the Job Defaults area. If you will be changing your current fiscal year to 2019, you will need to have your holidays for 2020 already set up prior to the change in order for the holiday budgets for the next fiscal year to be created properly.

Change the Current Year to the New Fiscal Year:

1. From the **Fiscal Year Set Up** screen, verify that the Current Year list includes Fiscal Year 2020.
2. If it does not, you will need to create the future year 2020.
   Click **Create Next Fiscal Year**. WinTeam adds Year 2020 to the table.
   The Current Year list will NOT include the last fiscal year in the list that you have created. Because of this, you must create the NEXT year in order to choose 2019 as your new Fiscal Year.
3. Once you have changed the Current Fiscal Year to 2019 on the Fiscal Year Setup screen, upon closing the screen WinTeam begins projecting all Active Work Schedules and Daily Job Budgets into the next Fiscal year. Click **OK**.
4. On the Change Details Date dialog box, enter the start date you want to use to begin recalculating Work Scheduling Details, and Click **OK**. The Effective Date will default to the first day of the Fiscal Year.
5. Once the Work Scheduling Details are calculated, you will then receive a message to ask if you want to project all Jobs Daily Budgets for the new fiscal year. If you answer **Yes** the daily budgets will be calculated for all active jobs for the new fiscal year. If you answer **No**, these daily budgets will not be created.

Year-End Rollover (Balance Sheet Rollover):

At some point (normally after doing your final Audit entries for 2018) you will want to perform the Year-End Rollover process. (From the General Ledger Menu, click Year End Rollover. See GL: Performing Year End Rollover for details.). The Rollover process creates an Adjusting Entry containing all ending balances for all Asset and Liability accounts, as of the last day of the prior Fiscal Year. WinTeam also calculates and includes the entry to your Retained Earnings account. (The Retained Earnings GL Number is indicated on the System Defaults screen.)

Rollover General Ledger Budgets for each Job:

Any General Ledger Budgets previously set up for each of your Jobs can be easily rolled over into the new fiscal year.

1. From the General Ledger Menu, click **Budgets**.
2. Lookup an existing budget for one of your Jobs.
3. Click the **Rollover** button on the toolbar. Fill in the Fiscal Year **From** which you want to copy, and the Fiscal Year **To** which you want to copy. (As the message states on this screen, this will make a copy of all of your budgets for the new fiscal year as they existed in the prior fiscal year.)
4. Once they are copied, go into your 2019 budgets and make any corrections for the new fiscal year for each of the Jobs rolled over.

Change GL Budget Amounts for New Fiscal Year:

Once the new fiscal year budgets have been created, you can change the budget amounts. You must have security rights to the GL Budgets screen, with the **Can Copy Budgets from a Period** feature selected.

You can use the **Copy Budgets from a Period** button on the GL: Budgets screen to rollover a particular Fiscal Period's budget into all of the other fiscal periods for the year. Many companies use the last period's budget (fiscal period 12) as the template for the other fiscal periods (1 through 11), as an alternative to rolling over a mirror image budget. For more information on this alternative, see Section W: Changing GL Budgets for the New Fiscal Year.

Section W: Changing GL Budgets for the New Fiscal Year

The information contained in the Year-End Guide pertains to year-end processes for 2018 (“Current Tax Year”) and set-up processes for 2019 (“New Tax Year”).

Overview

If you want to change your fiscal period budgets to equal a selected fiscal period’s budget you must have security rights to the GL Budgets screen with the 'Can Copy Budgets from a Period' Feature selected. Once security rights are set up, you will see a **Can Copy Budgets from a Period** button on the GL: Budgets screen. This would be used after you have rolled over your General Ledger Fiscal Period budgets from the previous year into the new fiscal year. Many companies want to use the last period’s budget (fiscal period 12) as their template for rolling over the other fiscal periods (1 thru 11).

If you want to run this update, please read the details first.

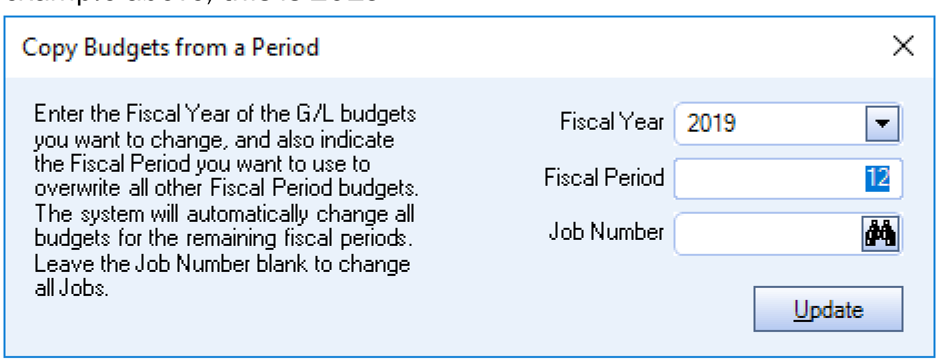
Once you have rolled over your new year General Ledger Budgets using the Rollover button from the toolbar, you may want to consider using the **Copy Budgets from a Period** button to force the budgets for each fiscal period for a given year to equal a particular fiscal period budget of the same year.

Tip: You may want to force fiscal periods 1 thru 11 to equal the fiscal period 12 budgets since there may have been new jobs starting and old jobs falling off within the prior fiscal year. (Since the budgets that were rolled over into the new year still reflect the same budgets as the previous year, you would more than likely rather force the budgets that are in fiscal periods 1 thru 11 to equal that of fiscal period 12 since this was the ending monthly budget. If you want to do this, follow the below instructions.

Important: Since running this update will modify your data, ensure you have a backup of your database beforehand. Once modified, there is no way to restore pre-update budgets.

To rollover General Ledger Budgets for each Job:

1. Make sure you have already rolled over your new GL Budgets to the new Fiscal Year. See Section V: Fiscal Year-End Procedures.
2. On the GL: Budgets screen, click **Copy Budgets from a Period** to display the Copy Budgets From a Period dialog box.
3. Enter the **Fiscal Year** of the GL Budgets that you want to change. In the example above, this is 2019.



4. Enter the **Fiscal Period** you want to use to overwrite all other Fiscal Period budgets for this fiscal year. The default for the Fiscal Period is set to 12, since this is typically the fiscal period that is used for overwriting the other period budgets.
5. Enter the **Job Number** you want to change GL Budgets for, or use the Lookup to locate the Job Number. Leave the Job Number blank to change all Jobs.

> **Warning:** If you leave the Job Number blank this special update will run for ALL Jobs.

6. Click **Update** (or press **ALT + U**) when you are sure that you have selected the correct Fiscal Year, Fiscal Period, and Jobs (if applicable).
7. Based on the Fiscal Year, Fiscal Period, and Jobs you indicated, you are prompted to confirm the update.
   Select **Yes** to proceed or **No** to stop the process. (Make sure that you have checked your entry. Once you click **Yes** the update is performed and there is no turning back.)
8. If you select **Yes**, WinTeam displays the update status when complete.

TEAM Software

Appendix: Year-End ACA Compliance Guide

Overview

Employers with 50 or more full-time equivalent employees must complete an IRS Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) for each full-time employee.

The form uses an extensive **set of codes** to report information about the health coverage (if any) offered to an employee, whether the coverage was affordable and whether an employer used any safe harbors. For more information, see **determining if an employee should receive a Form 1095-C**.

> **Note:** Employees who purchase health insurance coverage through the Health Insurance Marketplace can use 1095-C information to determine eligibility to claim the premium tax credit.

Affordable Care Act (ACA) Resources

In understanding how ACA legislation affects your business, **these resources** may be useful. ACA resources are for reference only. Please consult your legal, financial or tax professional to determine the best plan for your company.

Prepare to Create Form 1095-C in WinTeam

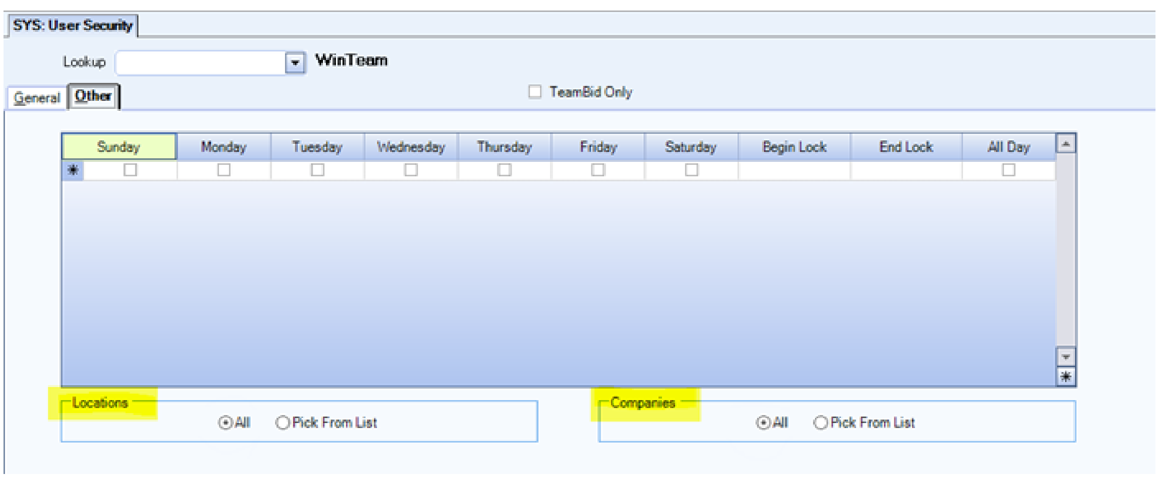
Review Security

To see the Employee 1095-C Report screen, you must have one of the following System security groups:

- SYS ALL
- INS ALL
- A custom security group that contains the screen **INS Report 1095-C**

Your **Pay Checks** Security level (entered in the SYS: User Security General tab in the Pay Security box) allows you to create 1095-C forms only for those employees with a less than or equivalent **Security Level** (entered in the Employee Master File General tab).

Your **Locations** and **Companies** access (entered in the SYS: User Security, Other tab) must include the **Location** and **Company** of any employee for whom you want to create a Form 1095-C. In this example, you would have access to all Locations and Companies:



Review ACA Settings

You can use the **ACA Settings Review** screen to confirm that Insurance Benefits setup across all **Offerings**, **Benefits** and **Eligibilities** will yield the expected codes for 1095-C reporting.

On the Offerings tab, you can review all Benefit Offerings at a glance and their resulting 1095-C Line 14 codes. You can expand Offerings to see individual Benefits.

When you click the plus symbol to the left of a particular Offering, a second grid displays all associated Benefits. (You can view all Benefits in the system on the Benefits tab.) The Benefits Field Chooser allows you to include all or any of dozens of fields, including:

- ACA (whether plan is marked as an ACA plan)
- Carrier Cost Per Month
- Employer Cost
- Monthly Employee Cost
- MEC (whether benefit meets Minimum Essential Coverage requirements)
- MV (whether benefit provides Minimum Value)
- Safe Harbor (under IRS guidelines, the Affordability Safe Harbor Rule that applies to the benefit)

The Benefits tab displays all Benefits and associated Plan Options by Pricing Effective date. The Field Chooser allows you to include dozens of fields including the ACA settings of Minimum Essential Coverage, Minimum Value, Safe Harbor and Self-Insured. The Line 14 field displays the 1095-C line 14 code that will be yielded by a benefit's setup. Double-click a blue entry in the Benefit field to open the associated Benefit Setup screen.

Among other fields you may choose to review, the eligibilities tab indicates whether a plan is denoted as ACA-compliant and the plan start month. Double-click a blue entry in the Eligibility field to open the associated Eligibility Setup screen.

Review Defaults

If you plan to generate 1095-C forms from WinTeam, and your company uses eHub and is licensed for My Insurance Benefits/Online Enrollment or Tax Forms viewer:

- Before processing the Employee 1095-C Report, select the **Store PDF Copy of each Employee 1095-C** option in WinTeam Insurance Benefits Defaults. This will ensure that reporting data is not only archived, but that PDF files of each Employee Form 1095-C will be created and made available to employees via eHub. If this check box is cleared, individual employee 1095-C forms will be accessible only from the WinTeam Employee Master File.
- Employees will have the ability to access 1095-C forms from the **Tax Forms** screen (formerly the **W2 History** screen). From this same screen, they will also be able to access W-2/W-2C and T4/T4-A forms created in WinTeam.

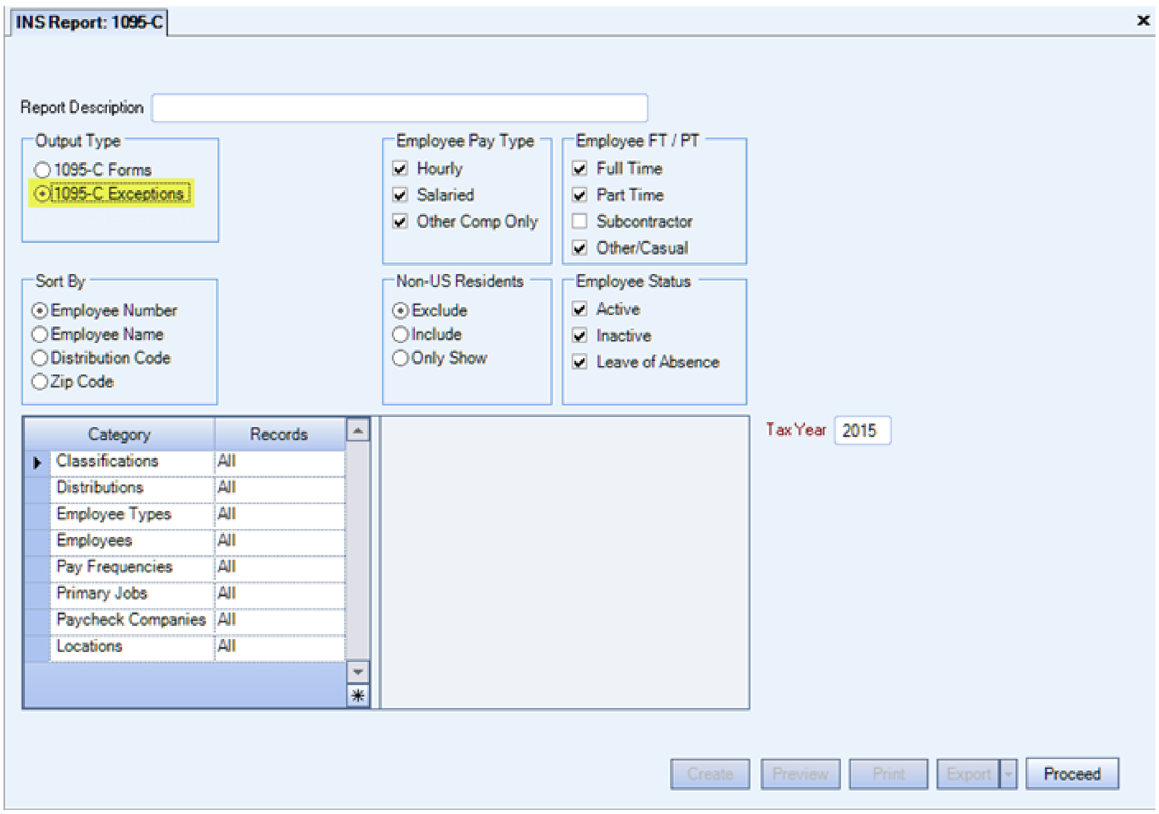
Analyzing and Creating 1095-C Forms Automatically

If your company uses the WinTeam Insurance Benefits module as your ACA solution, you can produce 1095-C forms and reports automatically from WinTeam. Before running 1095-C Reports, you may wish to review **Setting up IRS Form 1095-C**.

The **INS: Employee 1095-C Report** criteria screen will help you analyze form data for any exceptions or patterns you may wish to address, and produce Employee 1095-C forms in compliance with ACA and IRS reporting requirements.

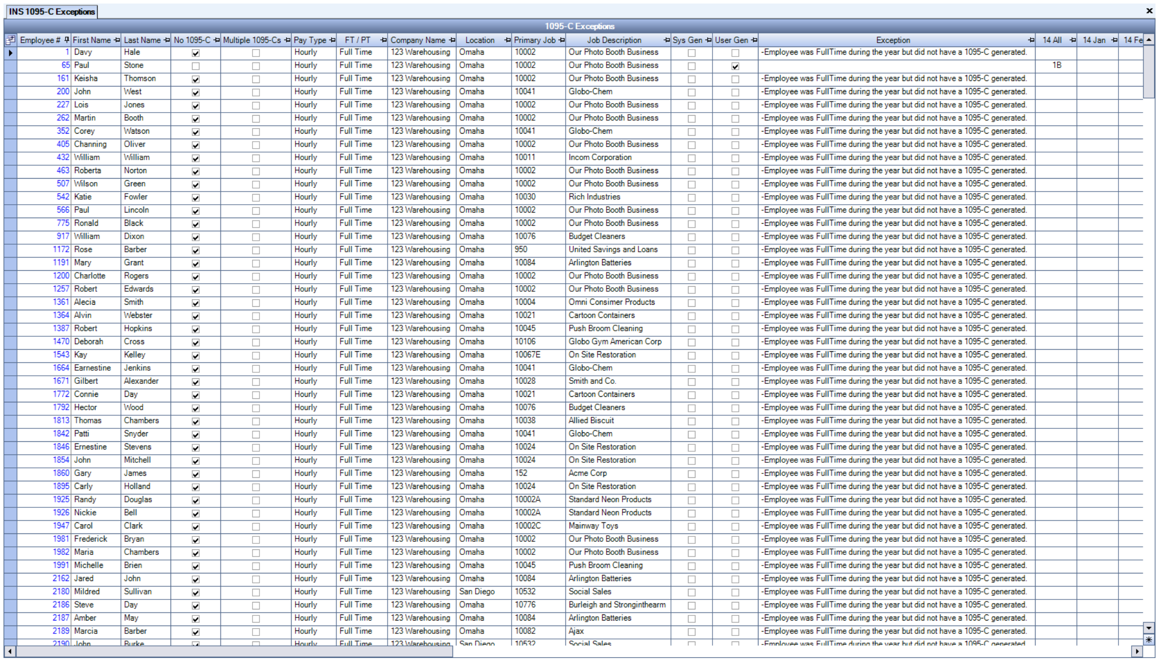
To analyze 1095-C form exceptions:

1. Select the Output Type of **1095-C Exceptions** and enter the **Tax Year**.



2. Select the employees to include, and your sorting and filtering options.

3. Click the **Proceed** button to display the Insurance Benefits 1095-C exceptions grid.



INS 1095-C Exceptions

1095-C Exceptions

Employee #	First Name	Last Name	No 1095-C	Multiple 1095-Cs	Pay Type	FT / PT	Company Name	Location	Primary Job	Job Description	Sys Gen	User Gen	Exception	14 All	14 Jan	14 Fe
1	Davy	Hale	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
65	Paul	Stone			Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business		✓		1B		
161	Keisha	Thomson	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
200	John	West	✓		Hourly	Full Time	123 Warehousing	Omaha	10041	Globo-Chem			-Employee was FullTime during the year but did not have a 1095-C generated.			
227	Lois	Jones	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
262	Martin	Booth	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
352	Corey	Watson	✓		Hourly	Full Time	123 Warehousing	Omaha	10041	Globo-Chem			-Employee was FullTime during the year but did not have a 1095-C generated.			
405	Channing	Oliver	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
432	William	William	✓		Hourly	Full Time	123 Warehousing	Omaha	10011	Incom Corporation			-Employee was FullTime during the year but did not have a 1095-C generated.			
463	Roberta	Norton	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
507	Wilson	Green	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
542	Katie	Fowler	✓		Hourly	Full Time	123 Warehousing	Omaha	10030	Rich Industries			-Employee was FullTime during the year but did not have a 1095-C generated.			
566	Paul	Lincoln	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
775	Ronald	Black	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
917	William	Dixon	✓		Hourly	Full Time	123 Warehousing	Omaha	10076	Budget Cleaners			-Employee was FullTime during the year but did not have a 1095-C generated.			
1172	Rose	Barber	✓		Hourly	Full Time	123 Warehousing	Omaha	950	United Savings and Loans			-Employee was FullTime during the year but did not have a 1095-C generated.			
1191	Mary	Grant	✓		Hourly	Full Time	123 Warehousing	Omaha	10084	Arlington Batteries			-Employee was FullTime during the year but did not have a 1095-C generated.			
1200	Charlotte	Rogers	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
1257	Robert	Edwards	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
1361	Alecia	Smith	✓		Hourly	Full Time	123 Warehousing	Omaha	10004	Omni Consimer Products			-Employee was FullTime during the year but did not have a 1095-C generated.			
1364	Alvin	Webster	✓		Hourly	Full Time	123 Warehousing	Omaha	10021	Cartoon Containers			-Employee was FullTime during the year but did not have a 1095-C generated.			
1387	Robert	Hopkins	✓		Hourly	Full Time	123 Warehousing	Omaha	10045	Push Broom Cleaning			-Employee was FullTime during the year but did not have a 1095-C generated.			
1470	Deborah	Cross	✓		Hourly	Full Time	123 Warehousing	Omaha	10106	Globo Gym American Corp			-Employee was FullTime during the year but did not have a 1095-C generated.			
1543	Kay	Kelley	✓		Hourly	Full Time	123 Warehousing	Omaha	10067E	On Site Restoration			-Employee was FullTime during the year but did not have a 1095-C generated.			
1664	Earnestine	Jenkins	✓		Hourly	Full Time	123 Warehousing	Omaha	10041	Globo-Chem			-Employee was FullTime during the year but did not have a 1095-C generated.			
1671	Gilbert	Alexander	✓		Hourly	Full Time	123 Warehousing	Omaha	10028	Smith and Co.			-Employee was FullTime during the year but did not have a 1095-C generated.			
1772	Connie	Day	✓		Hourly	Full Time	123 Warehousing	Omaha	10021	Cartoon Containers			-Employee was FullTime during the year but did not have a 1095-C generated.			
1792	Hector	Wood	✓		Hourly	Full Time	123 Warehousing	Omaha	10076	Budget Cleaners			-Employee was FullTime during the year but did not have a 1095-C generated.			
1813	Thomas	Chambers	✓		Hourly	Full Time	123 Warehousing	Omaha	10038	Allied Biscuit			-Employee was FullTime during the year but did not have a 1095-C generated.			
1842	Patti	Snyder	✓		Hourly	Full Time	123 Warehousing	Omaha	10041	Globo-Chem			-Employee was FullTime during the year but did not have a 1095-C generated.			
1846	Ernestine	Stevens	✓		Hourly	Full Time	123 Warehousing	Omaha	10024	On Site Restoration			-Employee was FullTime during the year but did not have a 1095-C generated.			
1854	John	Mitchell	✓		Hourly	Full Time	123 Warehousing	Omaha	10024	On Site Restoration			-Employee was FullTime during the year but did not have a 1095-C generated.			
1860	Gary	James	✓		Hourly	Full Time	123 Warehousing	Omaha	152	Acme Corp			-Employee was FullTime during the year but did not have a 1095-C generated.			
1895	Carly	Holland	✓		Hourly	Full Time	123 Warehousing	Omaha	10024	On Site Restoration			-Employee was FullTime during the year but did not have a 1095-C generated.			
1925	Randy	Douglas	✓		Hourly	Full Time	123 Warehousing	Omaha	10002A	Standard Neon Products			-Employee was FullTime during the year but did not have a 1095-C generated.			
1926	Nickie	Bell	✓		Hourly	Full Time	123 Warehousing	Omaha	10002A	Standard Neon Products			-Employee was FullTime during the year but did not have a 1095-C generated.			
1947	Carol	Clark	✓		Hourly	Full Time	123 Warehousing	Omaha	10002C	Mainway Toys			-Employee was FullTime during the year but did not have a 1095-C generated.			
1981	Frederick	Bryan	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
1982	Maria	Chambers	✓		Hourly	Full Time	123 Warehousing	Omaha	10002	Our Photo Booth Business			-Employee was FullTime during the year but did not have a 1095-C generated.			
1991	Michelle	Brien	✓		Hourly	Full Time	123 Warehousing	Omaha	10045	Push Broom Cleaning			-Employee was FullTime during the year but did not have a 1095-C generated.			
2162	Jared	John	✓		Hourly	Full Time	123 Warehousing	Omaha	10084	Arlington Batteries			-Employee was FullTime during the year but did not have a 1095-C generated.			
2180	Mildred	Sullivan	✓		Hourly	Full Time	123 Warehousing	San Diego	10532	Social Sales			-Employee was FullTime during the year but did not have a 1095-C generated.			
2186	Steve	Day	✓		Hourly	Full Time	123 Warehousing	Omaha	10776	Burleigh and Stronginthearm			-Employee was FullTime during the year but did not have a 1095-C generated.			
2187	Amber	May	✓		Hourly	Full Time	123 Warehousing	Omaha	10084	Arlington Batteries			-Employee was FullTime during the year but did not have a 1095-C generated.			
2189	Marcia	Barber	✓		Hourly	Full Time	123 Warehousing	Omaha	10082	Ajax			-Employee was FullTime during the year but did not have a 1095-C generated.			
2190	John	Burke	✓		Hourly	Full Time	123 Warehousing	San Diego	10532	Social Sales			-Employee was FullTime during the year but did not have a 1095-C generated.			

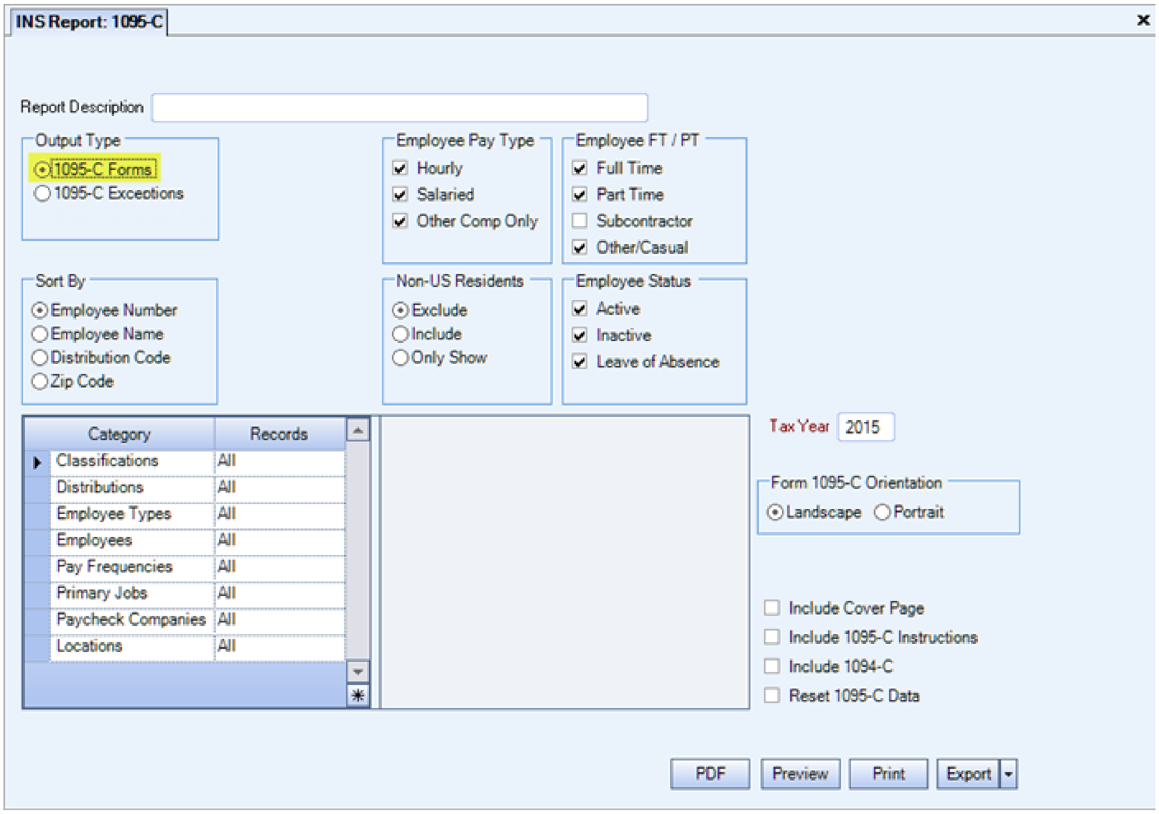
4. Review all employees for possible 1095-C reporting exceptions. Exceptions include but are not limited to things like Full Time employees for whom no Form 1095-C has been generated, whether 1095-C Forms were System Generated or User Generated using the **Employee 1095-C Entry** screen.

5. screen, and the Codes and Amounts that appear on 1095-C Lines 14, 15 and 16.

6. Make any necessary changes before creating 1095-C forms and reporting.

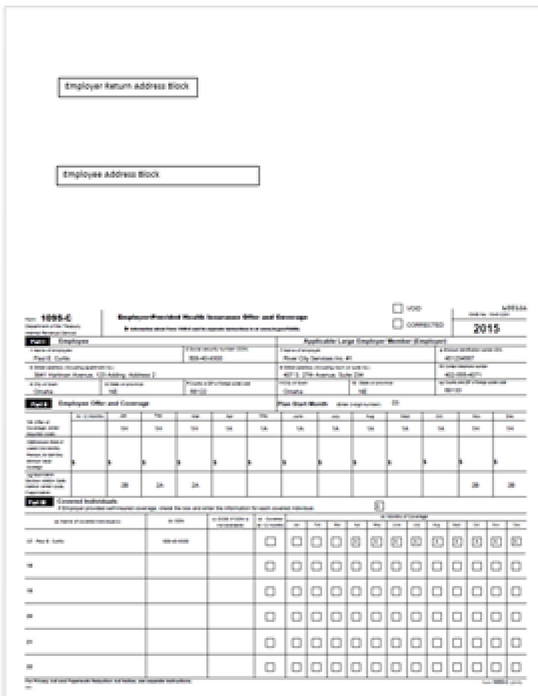
To create 1095-C forms:

1. Select the Output Type of **1095-C Forms** and enter the **Tax Year**.



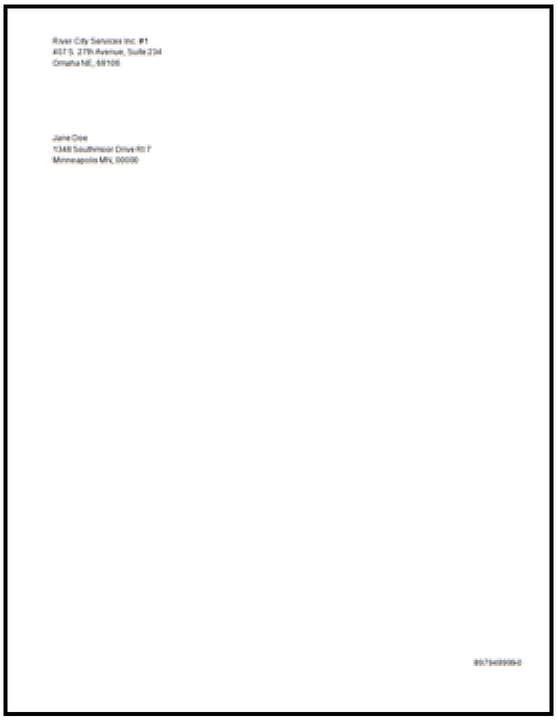
2. Select the employees to include and your sorting options.

3. Select from **Landscape** layout (the standard format accepted by the IRS for filing) or **Portrait** layout (approved only for employee reporting). With the landscape layout, the Form 1095-C is rotated 90 degrees and printed to fill the entire page. With the portrait layout, the 1095-C facsimile will be positioned at the bottom of the page. The top of the page will display the employee's address and the employer's return address, formatted to appear through a standard double-window envelope. You may select the **Include 1095-C Instructions on back of form** option, or use preprinted instruction forms with a blank side on which to print the 1095-C facsimile and address information.

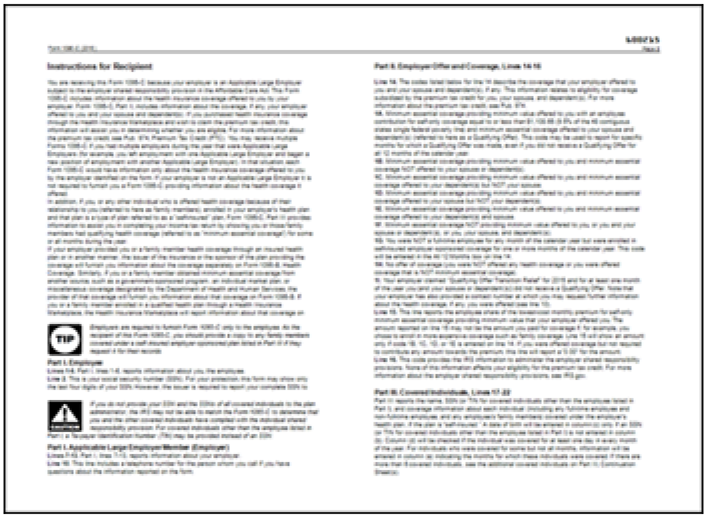


Example: The portrait layout is IRS-approved only for employee reporting.

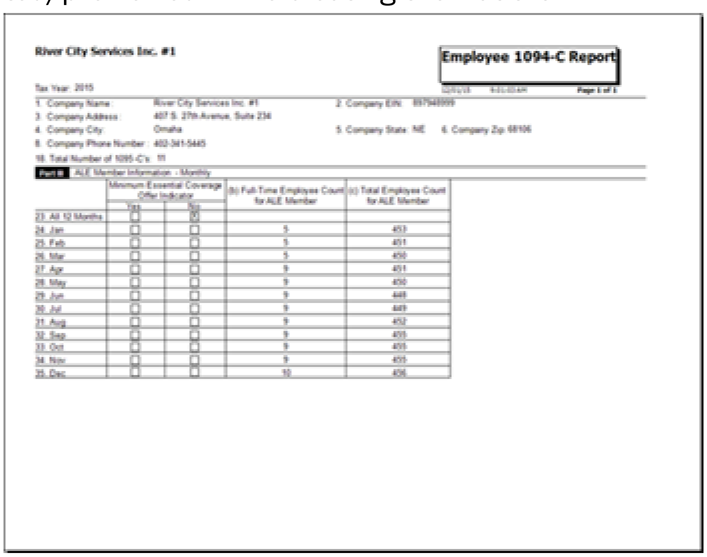
4. Select **Include Cover Page**to print a cover page in portrait layout followed by a blank page, preceding the Employee Form 1095-C and Page 2 and Instructions in print order. The cover page includes a unique mail identifier, which consists of the Employer's Federal Tax ID and Employee Number. It also includes the employee mailing address and company return address, printed to be visible through a standard generic double-window envelope. When you select this option, the **Include 1095-C Instructions** option is selected by default, but may be cleared.



5. Select the **Include 1095-C Instructions** option to include instructions following the 1095-C form. The instructions are provided by the IRS and explain the details of the 1095-C for an employee. Select to include **Instructions for Recipient** content as a page following the 1095-C form. These instructions are provided by the IRS and explain the details of the 1095-C for an employee. The instructions will be created and displayed when previewing forms or creating PDFs. You may select this option or use preprinted 1095-C instruction forms with a blank side on which to print the 1095-C.



6. Select the **Include 1094-C** option to see the data compiled from WinTeam used to manually fill out Form 1094-C. The 1094-C can be printed/previewed while creating the 1095-C.



River City Services Inc. #1

Employee 1094-C Report

Page 1 of 1

Tax Year: 2015

1. Company Name: River City Services Inc. #1 — 2. Company EIN: 897948999
3. Company Address: 407 S. 27th Avenue, Suite 234
4. Company City: Omaha — 5. Company State: NE — 6. Company Zip: 68106
8. Company Phone Number: 402-341-5445
18. Total Number of 1095-C's: 11

Part III ALE Member Information - Monthly

	Minimum Essential Coverage Offer Indicator Yes	No	(b) Full-Time Employee Count for ALE Member	(c) Total Employee Count for ALE Member
23. All 12 Months	☐	☒		
24. Jan	☐	☐	5	453
25. Feb	☐	☐	5	451
26. Mar	☐	☐	5	450
27. Apr	☐	☐	9	451
28. May	☐	☐	9	450
29. Jun	☐	☐	9	448
30. Jul	☐	☐	9	449
31. Aug	☐	☐	9	452
32. Sep	☐	☐	9	455
33. Oct	☐	☐	9	455
34. Nov	☐	☐	9	455
35. Dec	☐	☐	10	456

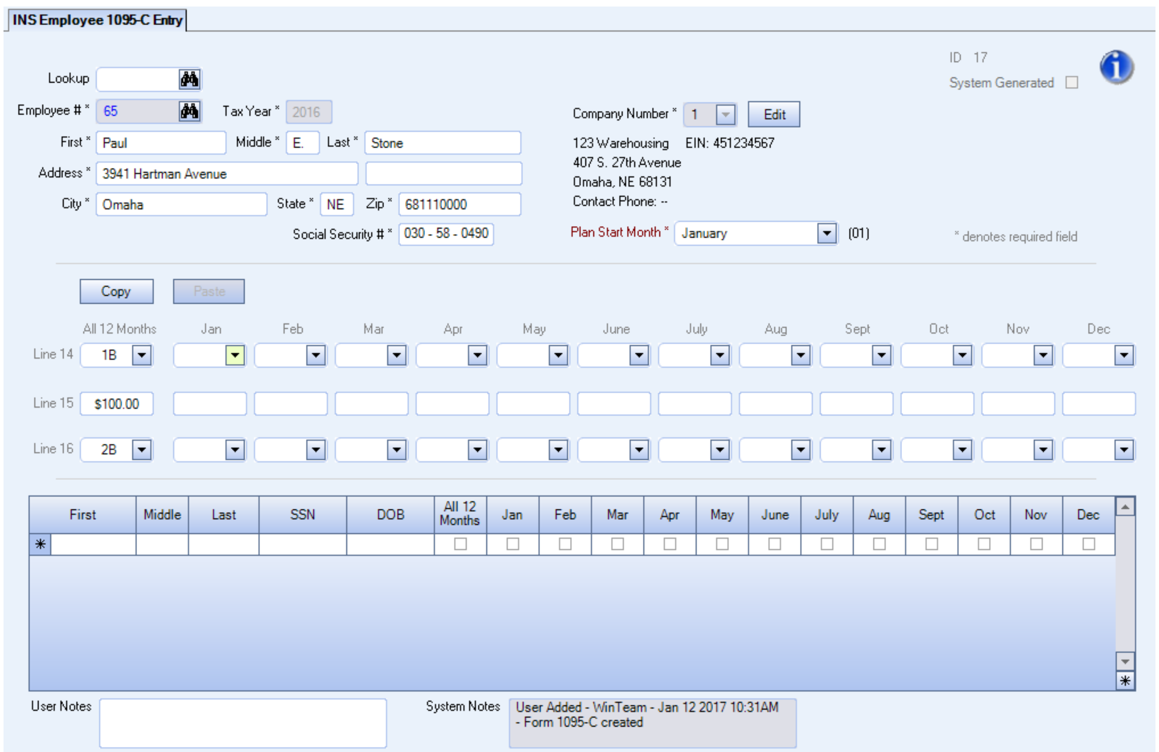
7. The **Reset 1095-C Data** option is displayed when the Output Type of **1095-C Forms** is selected. Select to delete all corrections and regenerate 1095-C Forms from the assigned **Benefits by Employee** Package. Reset will not apply to 1095-C forms entered manually on the **Employee 1095-C Entry** screen. When you select **Reset 1095C Data**:
   - The system displays a warning and the opportunity to Cancel.
   - The system disables the Preview and Export buttons, and allows only the PDF/Save option.
   - The Reset will apply to just the filtered data set you have chosen. Previous system notes on those records, which appear on the Employee 1095-C Entry screen, will be removed.
8. Click the **Preview** button to verify 1095-C reporting data on-screen before creating a PDF file or printing.
9. Click the **PDF** button to create the Employee 1095-C Report.
10. (Optional) Click the **Print** button to send the 1095-C forms to your default printer.
11. (Optional) Click the **Export** button to export the report to a specified format. Reports may be exported to Adobe Acrobat (PDF), Excel, Comma-Separated Values (CSV), Grid View and E-mail (available for premise-based clients only).

Creating 1095-C Forms Manually

For employees whose benefits were not tracked in WinTeam Insurance Benefits, you can use the WinTeam **Employee 1095-C Entry** screen to create IRS-compliant forms manually.

To manually enter a Form 1095-C:

1. Enter an Employee Number and Tax Year. The system will display a message indicating that a 1095-C doesn't exist for the employee and tax year. Click **Yes** to continue. Employee and Company information will display by default from the Employee Master File.



2. Enter the Plan Start Month.

3. Manually enter the appropriate codes for each month in Line 14 to populate the 1095-C form. **Line 14 Codes** provide details about your offer of coverage to the employee. There are 9 different codes for each of 12 calendar months. Codes indicate whether you offered minimum essential coverage (MEC), whether you had ACA transition relief from requirements, whether the MEC provided Minimum value, whether you used an Affordability Safe Harbor and who was offered coverage.
4. Line 15 is the affordability section. Complete this section only if the coverage offered to the employee provided minimum value AND the Line 14 code was 1B, 1C, 1D or 1E, meaning the Federal Poverty Line Safe Harbor wasn't used and the coverage offered was for any combination of employee, spouse and dependents. If needed, enter the dollar amount of the lowest cost monthly premium for self-only minimum value coverage.
5. Line 16 covers which Safe Harbors you used. There are 9 more possible **Line 16 Codes**. There is an option to leave the fields blank if no codes apply. This indicates a possibly penalty.
6. If the employee was self-insured, you must enter the appropriate information in the bottom grid.
7. To sync the information entered on the 1095-C Entry screen, you must create the PDF on the Employee 1095-C Report screen. After the PDF report is generated, the system will provide an option to Preview the report.

Printing, Distributing and Filing Forms and Reports

If you plan to outsource printing and distribution of 1095-C forms:

- The proper security is necessary for handling the sensitive Personally Identifiable Information (PII) on the forms. This includes names, addresses, family members, social security numbers (or last four digits), employment and insurance information. Ensure your vendor holds compliance certifications in payment cards, HIPPA, payroll or tax. A demonstrated track record of accuracy, quality, reliability and verification reporting will be important for these time-sensitive IRS materials. Consider print/distribution vendors that guarantee turnaround within a couple of business days from the time an approved file is received.
- Some traditional printers/distributors of tax information are not accepting 1095-C work. If your company is processing more than 100 forms, TEAM offers a service to print and distribute the forms directly to employees. This service is available only to TEAM clients who will generate the 1095-C form from WinTeam. For more information on outsourced 1095-C printing and mail fulfillment services, contact TEAM Sales at 800.500.4499. If you are using TEAM's outsourced solution, more information is available **here**.

If you plan to generate 1095-C forms from WinTeam, and your company uses eHub and is licensed for My Insurance Benefits/Online Enrollment or Tax Forms viewer:

- Before processing the Employee 1095-C Report, select the **Store PDF Copy of each Employee 1095-C** option in WinTeam Insurance Benefits Defaults. This will ensure that reporting data is not only archived, but that PDF files of each Employee Form 1095-C will be created and made available to employees via eHub. If this check box is cleared, individual employee 1095-C forms will be accessible only from the WinTeam Employee Master File.
- Employees will be able to access their forms online via eHub with the next WinTeam release, slated for early January.

Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns, must be filed with your 1095-C forms to the IRS. This form is used to report summary employer information to the IRS and to transmit 1095-C forms for each employee to the IRS. The IRS uses Forms 1094-C and 1095-C to determine whether an employer owes a payment under the ACA employer shared responsibility provisions.

- Small employers (under 250 employees) using WinTeam Insurance Benefits can run the **1094-C Report** to assist with manually filling out the IRS Form 1094-C fillable PDF form. The 1094-C can be printed/previewed while printing the 1095-C Report.
- Large employers (over 250 employees) will be able to create the electronic files/reports with the next WinTeam release, slated for early January.
- Clients who are using WinTeam Insurance Benefits will use the "UI" transmission method. They will create an electronic file from WinTeam and upload that file manually on the IRS website. This process is very similar to how they file their W-2 forms.

Affordable Care Act (ACA) FAQs

Q: Does TEAM have an outsourced printing and mailing service for 1095-Cs?

A: Yes, TEAM has partnered with a local printing company to provide a 1095-C printing service, which will be available to your company if you generate your 1095-Cs from WinTeam Insurance Benefits, or if you plan to manually enter 1095-C information into WinTeam. The minimum quantity is 100 forms. Contact your Sales Manager at 800.500.4499 for details and pricing.

Q: Will TEAM file 1095-Cs and 1094-Cs on our behalf?

A: If you are using WinTeam Insurance Benefits, this is an optional service available from TEAM. Contact your TEAM representative for details and pricing.

Q: Is there a portrait option for 1095-C printing?

A: Yes. A portrait layout of the 1095-C is available. This format is approved by the IRS only for reporting to employees.

Q: What method should a client use to submit the 1095-C forms electronically to the IRS – the "A2A" or the "UI" transmission method?

Clients who are using WinTeam Insurance Benefits will use the "UI" transmission method. They will create an electronic file from WinTeam and upload that file manually on the IRS website. This process is very similar to how they file their W-2 forms.

Q: Does TEAM have a provider of preprinted forms for 1095-Cs?

A: Yes. You can print the portrait version of the 1095-C on a blank sheet of paper with 1095-C information on the front and instructions on the back (Use the Include 1095-C Instructions on back of form option on the INS Report: 1095-C screen in WinTeam). But if you want to skip duplexing, you can also order forms with the instructions preprinted on the back from Gary Moser at Leading Edge Printing at 800.765.8868.

Q: Do I need to provide/report the 1095-B if I'm already providing the 1095-C?

We don't believe our clients will need to report the 1095-B. Although there may be some exceptions to this, clients should be able to use our ACA solution to meet their needs, even for non-employees (COBRA qualified beneficiaries, retirees, non-employee directors). See the IRS website for more details on the 1095-B.

Q: Do I need to report COBRA information?

A: In general, an offer of COBRA to an employee is not reported on the 1095-C unless: 1) a former employee enrolled in COBRA, or 2) an employee and/or dependent enrolls in COBRA of a self-insured plan.

1) A former employee enrolled in COBRA

- On Form 1095-C Line 14
  - The Code entered is representative of elected coverage
    - Code is 1E for family
    - Code is 1B for employee only
- On Form 1095-C Line 15
  - Enter COBRA premium for the lowest-cost self-only coverage
- On Form 1095-C Line 16
  - Enter Code 2C (denotes that employee enrolled)

2) An employee and/or dependent enrolled in COBRA self-insured plan

- Select months that individuals were covered.

For more information, see **IRS FAQs on COBRA reporting**.