Year End User Group Meeting

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Accounting Systems Consulting Group, LLC

Introductions

- Our Firm members
- Devices on silent please.
- Restrooms
- Meeting time is 12:00 to 1:30
- Feel free to ask questions as we go
- If you need to leave early, no problem
- If you want to stay late and talk, no problem

UGM-Topics

- What new in Sage 100 2019 and HRMS Q3 2019
- Year end processing
- SUTA remitting
- Paya updates
- Current Promo’s/customer upgrade schedules

What’s new in Sage 100 2019 and HRMS Q3 ?

Review of 2019 enhancements

- Auto-update option for DTR
- Task Scheduler (LM) can email reports now
- Expense distribution table in AP attached to vendors now auto populates inv, rep inv, man ck entry
- Document date warning in Co maint
- Ethnicity and EEO job codes added

Changes to HRMS through Q4 update

- Changes were made to accommodate EEO-1 multi-establishments
- Instructional videos were added to HRMS pages
- EEO-1 Component 2 reporting added new fields to Payroll options window and Job Cat and Ethnicity to EE page
- Q4 update will have new W-4 fields (out Dec 19)

Supported Versions for TY 2019

- For Sage HRMS, 2017 with Q4 update
- For Sage 100 without payroll is:
- Sage 100 2017 to 2019
- For Sage 100 with payroll (new W-4 fields):
- Sage 100 2018 or 2019 with Payroll 2.2 (out Mid-December 2019)

Sage 100 Payroll 2.20 with Dec update

W-4 Changes Details

sage

Programming Changes:

Filing statuses from Publication 15-T:

- Need to maintain previous filing statuses of Single and Married for individuals who do not have to submit a new W-4 for 2020. Need to maintain distinction for nonresident alien not filing a W-4 for 2020 or later. Please see separate section for nonresident aliens for more details.
- Add the following new filing statuses for employees who have submitted a new W-4 for 2020 as shown in Publication 15-T (based on second drafts) for rate table data:

New filing Statuses **(available in Payroll 2.20.0 only)**

- HH1 – Head of Hsehold 2020 or Later
- MJ1 – Married FJ 2020 or Later
- NR1 – NR Alien 2020 or Later
- S1 – Single 2020 or Later
- HH2 – Head of Hsehold 2020 Ckbx 2c
- MJ2 – Married FJ 2020 Ckbx 2c
- Single 2020 Ckbx 2c

Pre-existing filing Statuses **(Continue using when pre-2020 W-4 used)**

- M - Married
- NR – Nonresident Alien
- N - None
- S - Single

Note: above verbiage for filing statuses may need to be shortened, depending on size constraints for the filing status field.

Accounting Systems Consulting Group, LLC

SWK Partnership

- Sage Endorsed program whereby local Business partners align with a national business partner for account administration and joint marketing
- So, if you hear from SWK you can certainly check in with us but it is probably legitimate.
- Program just started in 2018 so we are all still getting used to it. Frees us up to do more.

Year End Processing

Archiving

- Instructions found in Help
  - Select LM Main, Company Maintenance
  - In the Company Maintenance window, enter a company code and company name (i.e.: F19 (company code), ABC Distributing 2019 backup (company name))
  - Click Copy
  - In the Copy Data window, at the Source Company field, enter the company you are copying FROM
  - Select the Data Check Box corresponding to each module that you want to copy data from
  - Click proceed
  - Tie the PR QTRLY tax report to verify good copy

Interim Release Disk (IRD)

- Supported versions for year-end are Sage 100 2017 to 2019.
- IRD release date Mid-Dec.
- Sage HRMS Q4 update is Mid-Dec.
- Aatrix will update when first accessed.
- Aatrix maintains all of the tax forms for Sage and allows for either printing and mailing forms or e-filing.

Federal & State E-filing & Reporting

- Plan on using some E-filing services; setup an account now with Aatrix. Test your login if you can.
- Call if you need assistance – 318-213-0375
- Sage100 version info and TTU; run LM/reports/installed modules listing
- Do not install the 2019 TTU until 2019 reporting is finished.
- If on a version prior to 2017, have us download your data and process for you (or upgrade now)
- Your subscription or maintenance must be current to access Aatrix.

Payroll Processing year end

- Health Insurance reporting on W-2's (box 12 code DD):
- ***Interestingly enough, this seems to be still the law! Transition Relief!***
- From IRS Notice 2012-9:" **Q4. What transition relief is being provided by Notice 2012-9? Supersedes Notice 2011-28 also. To which employers and types of coverage does it apply and how long does it last?**
- A. For certain employers and with respect to certain types of coverage listed below, the requirement to report the cost of coverage will not apply for the 2012 Forms W-2 (the forms required for the calendar year 2012 that employers generally are required to provide employees in January 2013) and will not apply for future calendar years until the IRS publishes guidance giving at least **six months** of advance notice of any change to the transition relief. However, reporting by these employers and for these types of coverages may be made on a voluntary basis.
- The transition relief applies to the following:
- (1) employers filing fewer than 250 Forms W-2 for the previous calendar year ."

Payroll processing…

- Employer Sponsored health care coverage reporting is required for tax year 2019.
- What is included in the “health care coverage” dollar amount? There is a chart on the IRS website.
- Tip: Ask your health insurer to provide you with this information because each health insurer is required to report this to the IRS (Code Section 6055 reporting). I would bet the IRS is comparing these numbers!
- We can import these numbers for you!

Payroll Processing…

- FICA limit for 2019 is $132,900/2020 limit is $137,700 (8,537.40)
- FICA limit is adjusted by the TTU, all others must be manually done
- Flexible Spending Accounts limit 2019/$2700 to 2020/$2750
- Recall that the FUTA tax rate had been dropped from .8% to .6% for Louisiana
- For 2013 and beyond; additional Medicare tax withholding of .9% on payroll wages in excess of $200,000 per employee. EE only new marginal rate of 2.35%
- New Medicare Tax on unearned income equal to 3.8% of lessor of net investment income or MAGI over threshold. (FYI, doesn't affect your payroll process but it is a Medicare Tax).
- ACA reporting remains in-tact for now.

W-2 forms and envelops-Sage 100 & HRMS

- Aatrix dictates the forms that may be used:
- Use WWW.SAGECHECKS.COM

- Form number LW2BLANK4 is blank, 4 up perforated with inx on back
- Form numberLW2BK4DWS BUNDLE is the above + self-seal env.'s
- If not e-filing, the W-2 Federal copy can be printed to plain paper (red ink not required any longer) same goes for the W-3.

Year end W-2 Processing

- Use the “Federal and State E-filing and Reporting” options in payroll to print W-2’s (prints on 4-up Blank stock W-2’s) Optional W-3 also if not E-filing
- Program can print the EE notice too.(can use 4UP blank, no backing if you want)
- Each time you access this program, the system will check for the latest forms and will prompt for an internet update if needed.
- If changes are needed, make them in the PR module if possible and not the Aatrix grid.
- If you want us to handle it, just call us to pick up your payroll files remotely and we will print the W-2’s for you and e-file for you.

ACA Deadlines

- The deadline to distribute forms to employees for 2019 is Jan. 31, 2020. The IRS did not change the deadline for filing Forms 1094 and 1095 with the agency. Those deadlines remain Feb. 28 for paper and 03/31 e-file. Over 250 forms, must go electronic. Elective under 250.

Payroll Printing

- No exclusion for moving expenses other than Armed Forces any longer.
- Make sure you check TTU or FICA limit
- E-file pricing in Aatrix is about a $1/EE, it will let you know when you get to that point in processing.

You can verify name/ss# combinations using www.ssa.gov to avoid rejections.

Payroll Printing

- Multiple state W-2s print after the federal forms
- Dependent care and non-qualified amounts must be entered prior to printing.
- Remember to include non-cash fringe benefits before last check issued for the year
- Check your Box 12 codes in deduction maintenance and confirm they are printed on W-2's
- Run a report on the pension box in employee maintenance (driven by check box in emp maint)
- Preview your forms to test your totals (FICA limit is $132,900 for 2019).
- Keep employer copy handy for employee requests for W-2 copies
- Use can use either Aatrix or DSD enhancements (i.e. MRLA) for SUTA filings. DSD may be cheaper if you have a lot of EE's

More on SUTA filing

- Louisiana State Unemployment Quarterly filings require two codes that are not native to Sage 100 prior to version 2018 (with the new payroll 2.0 + updates). Codes are SOC and hourly rate.
- If you have not upgraded to Sage PR 2.0+ then you may have to enter them in as you are in the Aatrix grid.

- Sage HRMS add these codes to the Employee Supplemental page and then Aatrix will pick them up.

Payroll – Closing the Year

- Check your settings in Payroll Setup and Payroll Options
- Archive payroll again if you changed any employee data
- Check your reports and totals before completing the process
- Perform period end when ready
- Change workers comp methods and pension limits before first payroll
- Make any changes to Benefits/deduction limits
- Handouts include YE procedures for 100 & HR

AP and 1099's

- Copy Company
- Print reports and tie totals as needed for purchases, payments, general ledger balances, etc. Tie AP trial Balance to GL.
- Check your settings in Accounts Payable Setup and Accounts Payable Options-especially 1099 history years.
- Copy Company again after changes and also backup
- Process the Check History report
  - Sort by vendor number
  - Use to support the 1099 forms totals

AP and 1099's

- Review Vendor Maintenance additional tab and make changes, as necessary
- Collect Tax ID numbers now!! (W-9's)
- Use AP/Reports/Form 1099 E-filing & Reporting
  - Choose form type to print and limit
  - Program prints on 4 UP Blank 1099 stock with back info or plain paper with instructions
  - Sage does not print a 1096 form
  - As of version 4.2, it is not necessary to "clear 1099 info" because the system now saves 1099 history according to the # of years you enter in A/P Setup Options. System will ask to increment the year.

AP year end processing

- What happens during period end processing?
  - P/E looks to your AP setup options to determine what to keep and what to clear out.
  - AP setup, additional, days to retain paid invoices
  - Check the history tab settings
- What happens when it clears out data?
  - History will be purged according to settings
  - Fiscal year and period settings are incremented by one year and to period one

Taxes and Rules Changes

- The PATH Act from December 2015, changed the reporting deadline to the government for W-2 and 1099 reporting to 1/31. BIG CHANGE! Start reconciling now….
- Changes to the overtime rules under the FLSA were to go into effect 12/01/16; however, a federal judge ordered a nationwide injuction late November. This has not been settled yet but you do not have to follow it for now.
- 401(K) 2020 contribution limit goes up to $19,500 w/ $6,500 catchup finally increased.

Sage Payments is now Paya

- Use Paya for credit card payments because it is integrated into the software.
- We will probably test this out on our sales orders:

> Easily manage integrated invoices with Paya Connect's eInvoice billing capabilities, tailored to the needs of your business. eInvoicing includes the ability to create customized email invoices and options such as pay-by-text and click-to-pay.

Connected services/Upgrades/Services

- Altec document management.
- MapaDoc EDI integration.
- Sage Alerts and Workflows.
- Avalara Sales tax automation.
- Scanco or Scanforce warehouse automation
- Sage Inventory Advisor
- Contact us if you need an upgrade!
- We can prepare your W-2's/1099's/quarterly reporting/assist with ACA reporting or whatever your company may be needing, contact us for scheduling.

SOFTWARE

Sage 100 Enhancements & Extended Solutions

View our Top 20 Sage 100 Enhancements

Multi-Currency 1	A/P Multi-Company 2	G/L Multi-Company 3
SQL Mirroring 4	Electronic Reporting 5	Cash Basis AP/AR 6
G/L DTR by Company 7	Six Decimal Precision and Mask 8	G/L Account Copy Across Company 9

G/L Posted Detail Editor **10**

Multiple Sales Orders On Single Invoice **11**

Multi-Company Financial Consolidation **12**

A/P Distribution Table **13**

P/R Multiple Concurrent Local Taxes **14**

I/M Contract Pricing by Valid Date **15**

A/P Security by Division **16**

Expanded Bank Codes **17**

P/R Employee/Department Allocation **18**

G/L Reports by Company **19**

A/P Multi Company Vendor Synchronization **20**

Productivity

- Let Alerts tell you what you need to pay attention to in HRMS/100
- Use the short cut keys in Sage 100
- Online banking; daily bank rec's
- Repetitive invoices(a/p,a/r) and recurring journals for g/l
- Try the Dashboard for quick info

Questions?

User Group Meeting Suggestions?

Sage 100c User Group Meeting

Accounting Systems Consulting Group, LLC

December 10, 2019
Year End User Group Meeting

1. Registration – 11:45 – 12:00
2. Presentation – 12:00 – 1:30
   Presenters: Keith Perkins, CPA and Shane Lafitte

   - What new in Sage100 2019 and HRMS
   - Year end procedures
   - SUTA and Paya
   - Integrated software and customer upgrade scheduling

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Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

► **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
► **Give Form W-4 to your employer.**
► **Your withholding is subject to review by the IRS.**

OMB No. 1545-0074

2020

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	**(b) Social security number**
	Address		► **Does your name match the name on your social security card?** If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.
	City or town, state, and ZIP code		

(c) ☐ **Single or Married filing separately**
☐ **Married filing jointly** (or Qualifying widow(er))
☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . . ► ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ► $ ________

Multiply the number of other dependents by $500 . . . . ► $ ________

Add the amounts above and enter the total here . . . . **3** $

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . **4(a)** $

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . **4(b)** $

(c) Extra withholding. Enter any additional tax you want withheld each **pay period** . **4(c)** $

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

► **Employee's signature** (This form is not valid unless you sign it.) ► **Date**

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to *www.irs.gov/FormW4*.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 **and** you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1a, 1b, and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at *www.irs.gov/W4App* if you:

1. Expect to work only part of the year;

2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;

3. Have self-employment income (see below); or

4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at *www.irs.gov/W4App* to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.

CAUTION *__Multiple jobs.__ Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.*

Step 3. Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet *(Keep for your records.)*

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than $120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at *www.irs.gov/W4App*.

1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 . . . . **1** $ ______

2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.

a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a . . . . **2a** $ ______

b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b . . . . **2b** $ ______

c Add the amounts from lines 2a and 2b and enter the result on line 2c . . . . **2c** $ ______

3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. . . . . . . **3** ______

4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) . . . . **4** $ ______

Step 4(b)—Deductions Worksheet *(Keep for your records.)*

1 Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 10% of your income . . . . **1** $ ______

2 Enter:
- $24,800 if you're married filing jointly or qualifying widow(er)
- $18,650 if you're head of household
- $12,400 if you're single or married filing separately

. . . . **2** $ ______

3 If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-" . . **3** $ ______

4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information . . . **4** $ ______

5 **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 . . . . **5** $ ______

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$0	$220	$850	$900	$1,020	$1,020	$1,020	$1,020	$1,020	$1,210	$1,870	$1,870
$10,000 - 19,999	220	1,220	1,900	2,100	2,220	2,220	2,220	2,220	2,410	3,410	4,070	4,070
$20,000 - 29,999	850	1,900	2,730	2,930	3,050	3,050	3,050	3,240	4,240	5,240	5,900	5,900
$30,000 - 39,999	900	2,100	2,930	3,130	3,250	3,250	3,440	4,440	5,440	6,440	7,100	7,100
$40,000 - 49,999	1,020	2,220	3,050	3,250	3,370	3,570	4,570	5,570	6,570	7,570	8,220	8,220
$50,000 - 59,999	1,020	2,220	3,050	3,250	3,570	4,570	5,570	6,570	7,570	8,570	9,220	9,220
$60,000 - 69,999	1,020	2,220	3,050	3,440	4,570	5,570	6,570	7,570	8,570	9,570	10,220	10,220
$70,000 - 79,999	1,020	2,220	3,240	4,440	5,570	6,570	7,570	8,570	9,570	10,570	11,220	11,240
$80,000 - 99,999	1,060	3,260	5,090	6,290	7,420	8,420	9,420	10,420	11,420	12,420	13,260	13,460
$100,000 - 149,999	1,870	4,070	5,900	7,100	8,220	9,320	10,520	11,720	12,920	14,120	14,980	15,180
$150,000 - 239,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,190	16,050	16,250
$240,000 - 259,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,520	17,170	18,170
$260,000 - 279,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	13,120	15,120	17,120	18,770	19,770
$280,000 - 299,999	2,040	4,440	6,470	7,870	9,190	10,720	12,720	14,720	16,720	18,720	20,370	21,370
$300,000 - 319,999	2,040	4,440	6,470	8,200	10,320	12,320	14,320	16,320	18,320	20,320	21,970	22,970
$320,000 - 364,999	2,720	5,920	8,750	10,950	13,070	15,070	17,070	19,070	21,290	23,590	25,540	26,840
$365,000 - 524,999	2,970	6,470	9,600	12,100	14,530	16,830	19,130	21,430	23,730	26,030	27,980	29,280
$525,000 and over	3,140	6,840	10,170	12,870	15,500	18,000	20,500	23,000	25,500	28,000	30,150	31,650

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$460	$940	$1,020	$1,020	$1,470	$1,870	$1,870	$1,870	$1,870	$2,040	$2,040	$2,040
$10,000 - 19,999	940	1,530	1,610	2,060	3,060	3,460	3,460	3,460	3,640	3,830	3,830	3,830
$20,000 - 29,999	1,020	1,610	2,130	3,130	4,130	4,540	4,540	4,720	4,920	5,110	5,110	5,110
$30,000 - 39,999	1,020	2,060	3,130	4,130	5,130	5,540	5,720	5,920	6,120	6,310	6,310	6,310
$40,000 - 59,999	1,870	3,460	4,540	5,540	6,690	7,290	7,490	7,690	7,890	8,080	8,080	8,080
$60,000 - 79,999	1,870	3,460	4,690	5,890	7,090	7,690	7,890	8,090	8,290	8,480	9,260	10,060
$80,000 - 99,999	2,020	3,810	5,090	6,290	7,490	8,090	8,290	8,490	9,470	10,460	11,260	12,060
$100,000 - 124,999	2,040	3,830	5,110	6,310	7,510	8,430	9,430	10,430	11,430	12,420	13,520	14,620
$125,000 - 149,999	2,040	3,830	5,110	7,030	9,030	10,430	11,430	12,580	13,880	15,170	16,270	17,370
$150,000 - 174,999	2,360	4,950	7,030	9,030	11,030	12,730	14,030	15,330	16,630	17,920	19,020	20,120
$175,000 - 199,999	2,720	5,310	7,540	9,840	12,140	13,840	15,140	16,440	17,740	19,030	20,130	21,230
$200,000 - 249,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
$250,000 - 399,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
$400,000 - 449,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,450	19,940	21,240	22,540
$450,000 and over	3,140	6,230	8,810	11,310	13,810	15,710	17,210	18,710	20,210	21,700	23,000	24,300

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$0	$830	$930	$1,020	$1,020	$1,020	$1,480	$1,870	$1,870	$1,930	$2,040	$2,040
$10,000 - 19,999	830	1,920	2,130	2,220	2,220	2,680	3,680	4,070	4,130	4,330	4,440	4,440
$20,000 - 29,999	930	2,130	2,350	2,430	2,900	3,900	4,900	5,340	5,540	5,740	5,850	5,850
$30,000 - 39,999	1,020	2,220	2,430	2,980	3,980	4,980	6,040	6,630	6,830	7,030	7,140	7,140
$40,000 - 59,999	1,020	2,530	3,750	4,830	5,860	7,060	8,260	8,850	9,050	9,250	9,360	9,360
$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,780	10,980	11,180	11,580	12,380
$80,000 - 99,999	1,900	4,300	5,710	7,000	8,200	9,400	10,600	11,180	11,670	12,670	13,580	14,380
$100,000 - 124,999	2,040	4,440	5,850	7,140	8,340	9,540	11,360	12,750	13,750	14,750	15,770	16,870
$125,000 - 149,999	2,040	4,440	5,850	7,360	9,360	11,360	13,360	14,750	16,010	17,310	18,520	19,620
$150,000 - 174,999	2,040	5,060	7,280	9,360	11,360	13,480	15,780	17,460	18,760	20,060	21,270	22,370
$175,000 - 199,999	2,720	5,920	8,130	10,480	12,780	15,080	17,380	19,070	20,370	21,670	22,880	23,980
$200,000 - 249,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
$250,000 - 349,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
$350,000 - 449,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,900	25,200
$450,000 and over	3,140	6,840	9,560	12,140	14,640	17,140	19,640	21,530	23,030	24,530	25,940	27,240

Sage HRMS
Payroll year-end checklist

Whether you are processing W-2 forms or installing the latest release, we want to ensure that you have easy access to all of the information and resources available. Use this checklist to guide you through preparing your year-end payroll information

This year-end checklist includes information about year-end payroll reports, and how to process your federal and state tax forms including W-2, W-3, 940, 941, 1099, and 1096 forms.

		Task	Due Date	Assigned to / Completed by	Article
Step 1: Download the product update					
Start by downloading the product update for year-end from the Sage Knowledgebase. For access to the updates you must have a valid business care plan and log in to support.na.sage.com. **Note**: The updates are usually available in the middle of December. We will send you an in-product message to let you know when your year-end product update is available to download					
Step 2: Update earnings, deductions and taxes					
1	☐	Use the **Update Earnings/Deductions** window to change an earning or deduction rate, amount, start date, or other field at the employee level			50530
2	☐	Use the **Federal/State Tax Codes** setup window to update unemployment tax rates and caps.			50411
3	☐	Use the **Workers' Compensation Codes** setup window to update those rates and ceiling amounts.			50413

Step 3: Validate year-end reports and transaction history					
1	☐	Verify the year-to-date values are correct for gross wages, earnings subject to tax, earnings subject to tax (no ceiling), employer expense, and employee withholding.			
2	☐	Two reports you can use to validate this information are **Earnings and Hours** (select Reports **>** Payroll **>** Transaction Reports), and **Tax Calculation Analysis** (select Reports **>** Payroll **>** Transaction Reports).			
3	☐	Compare Earnings and Hours to Tax Calculation Analysis			
4	☐	Using the **Earnings and Hours and Tax Calculation Analysis** reports, select the Report Type of **Calendar Year Totals** to retrieve year-to-date information. Use the **Report Summary pages** and **Year To Date columns** in the reports to balance the following taxes. (See <u>Tax Code</u>)			<u>Tax Code Document</u>
5		If amounts are incorrect, use the **Transaction History** to make adjustments.			<u>47670</u> <u>21088</u>
Step 4: Review taxes and employee information					
1	☐	Review your tax codes (**Setup > Payroll > Federal/State Tax Codes and Local/Other Tax Codes**) to make sure the Reporting IDs and W-2 reporting boxes are correctly listed.			
2	☐	Update employee information such as: • *Address*. On the Demographics detail page (**select, Employees > View/Edit Employee > Personal tab > Demographics**) or Termination detail page			

		(**select, Employees > View/Edit Employee > Personal tab > Termination**). • *Social Security Number (SSN)* On the Demographics detail page (**select, Employees > View/Edit Employee > Personal tab > Demographics > Personal tab.** • *Pension Plan and Third Party Sick Pay indicators.* On the Taxes page (**Employees > View/Edit Employee > Payroll tab > Employee Payroll > Taxes tab,** select the tax, then click **Tax Info…**).			
3	☐	Print W-2 Forms (**select Reports > Payroll > Government Reports > W-2 Forms**). Totals are provided at the end of the report. There should not be negative amounts for employees. **Note**: After you click the Print button on a tax form or file window in Sage HRMS, the system processes the information, creates a file, and the Sage Payroll Tax Forms and eFiling by Aatrix window opens. If your forms are not current, you will be prompted to update them.			
Step 5: Using Sage Payroll Tax Forms and eFiling by Aatrix					
With Sage Payroll Tax Forms and eFiling by Aatrix, you can file more than 250 state, provincial, and federal unemployment, withholding, and new hire reports from the data produced by Sage HRMS. Using Aatrix enables you to print W-2s. and make electronic W-2 forms available to employees through the Aatrix website, accessed directly from Sage HRMS.					
1	☐	To eFile federal forms 940, 943, 944, and 945, Select **Reports > Payroll > Government Reports > Federal Tax Filing**.			
2	☐	Select the form you want to file			
3	☐	Click **Display** to start the process. **The Sage Payroll Tax Forms and eFiling by Aatrix** window opens and walks you through the process of			

		validating the information and creating and filing the form.			
4	☐	To file supported state forms Select **Reports > Government Reports > State Tax Filing**.			
5	☐	Select the state for which you want to file. The supported forms for that state will appear.			
6	☐	Select the form you want and click **Display**. The Sage Payroll Tax Forms and eFiling by Aatrix window opens and walks you through the process of validating the information and creating and filing the form.			
For demos, instructions, and webcasts about using Aatrix for eFiling your payroll tax forms in Sage HRMS, go to https://partner.aatrix.com/sagehrms. If you haven't already registered, review the following online help topic for instructions: About Sage Payroll Tax Forms and eFiling by Aatrix.					
Step 6: Close the General Ledger year					
1	☐	Open General Ledger > G/L Periodic Processing > Create New Year. Click **Process**.			
2	☐	When processing finishes, click **Close**.			
3	☐	Open General Ledger > G/L Reports > Batch Status.			
4	☐	Print the Batch Status report for the transactions created by the Create New Year screen. Click **Close.**			
5	☐	Open General Ledger > G/L Reports > Posting Journals.			

6	☐	Print the posting journal created for the transactions created by the Create New Year screen. Click **Close**.			
7	☐	Open General Ledger > G/L Periodic Processing > Period End Maintenance.			
8	☐	Select **Delete Inactive Accounts, Delete Transaction Detail History, Delete Fiscal Set History.**			
9	☐	Click Process to clear prior-year fiscal sets and transaction details that have been kept for the number of years specified on the Posting tab of the G/L Options screen.			
10	☐	When processing has finished, click Close.			
11	☐	Back up your data.			

Step 7: Prepare for next year's payroll

After you complete year-end processing and before you process payroll for the new calendar year, complete the following:

1	☐	Review the tax rates and wage caps for next year's taxes.			
2	☐	Update next year's tax settings (for example, W4 information) for employees.			
3	☐	If you need to update employee wage caps, use the **Update Earnings/Deductions** task to update the annual and lifetime maximums for multiple or all employees at once.			

4	☐	On the **Employees > Payroll** detail pages, review earnings and deductions that have reached their maximum amounts. For the earnings and deductions to calculate again this year, set the **Calculate** field to **Yes**.			
5	☐	Review accrual balances. You can use the **Accruals** report (**Reports > Payroll > Transaction Reports**) to validate each employee's accruals as they were earned and taken by date.			
6	☐	Define the next fiscal year if you haven't already done so **(Setup > Payroll > Fiscal Year Calendar**).			

Sage Abra Suite
Payroll year-end checklist

Whether you are processing W-2 forms or installing the latest release, we want to ensure that you have easy access to all of the information and resources available. Use this checklist to guide you through preparing your year-end payroll information.

		Task	Due Date	Assigned to / Completed by	Article
Step 1: Back up your data Sage Software strongly recommends full external backups of the ...\Abra Suite\Data folder be performed nightly and retained for at least three months.					
1	☐	Make a backup of Sage Abra Suite			18932
Step 2: Download the product update					
The Sage Abra Suite Q4 product update can be applied as soon as it is available. As we sometimes deliver tax updates for the current quarter that has an immediate impact, you must install the product updates before processing Trial Quarter Close. Visit the Sage Knowledgebase (https://support.na.sage.com) to download the latest product updates. **Important!** Do not update Sage Abra Suite when a payroll or quarter end process has been started but not completed. This is critical to prevent duplicate Unemployment (UI) gross earnings.					
Step 3: Print or save quarterly payroll reports					
1	☐	Run and print or save your quarterly payroll reports *prior* to trial quarter close.			16760
2	☐	From the Navigation Pane, select **Reports > Payroll > Standard Payroll Reports**.			
3	☐	The following reports are most useful at quarter and year end: Employee Earnings (all earnings on file) • Employee Deductions (all deductions on file) • Tax Withholding by Tax Code (in all periods) • Payroll Deposit Requirements (each month and the quarter date range)			

		• Tax Deposit Report (each month and the quarter date range) **Note:** For fourth quarter and full year reports, the system uses the deposit due dates.			
4	☐	Run and print or save your quarterly payroll reports *after* to trial quarter close			
5	☐	. From the Navigation Pane, select **Reports > Payroll > Quarter End Reports**.			
6	☐	The following reports are most useful at year end: • Pre-Close Earnings • Pre-Close Deductions • Pre-Close Employee Taxes			
7	☐	Refer to Knowledgebase article Quarter close tech tips for balancing for help balancing the quarter.			16760
Step 4: Print quarterly tax forms					
1	☐	The 941 Federal tax form is used for filing quarterly payroll information with the federal government.			
2	☐	To print the form, select **Payroll > Reports > Quarter-End and Form 941**			
Step 5: Print year-end reports					
1	☐	Save copies of the following tax reports and forms for company records (**Reports > Payroll > Year End Reports**):			
2	☐	**W-2 Report.** This report represents a hard copy of the W-2 forms on file for your company. Grand totals appear at the end of the register. However, the grand totals exclude Voided W-2s. Subtotal and total amounts are also included.			
3	☐	**W-2 Totals Report.** This report displays W-2 totals by state codes, local codes, and Box 13 codes.			
4	☐	**1099-MISC Forms**. This selection prints 1099-MISC data on pre-printed 1099-MISC forms.			

5	☐	**1099-MISC Report**. This report represents a hard-copy version of the 1099-MISC forms on file for your company. Grand totals appear at the end of the report. However, the grand totals exclude voided forms.			
6	☐	**1099-R Forms**. This selection prints 1099-R data on pre-printed 1099-R forms.			
7	☐	**1099-R Report**. This report represents a hard-copy version of the 1099-R forms on file for your company. Grand totals appear at the end of the report. However, the grand totals exclude voided forms.			
Step 6: Print W-2, W-3, 1096, and 940 forms					
1	☐	To print W-2, W-3, 1096, and 940 forms for your company in Sage Abra Suite, select **Reports** > **Payroll > Year End Reports**.			
2	☐	**W-2 Forms.** This selection prints W-2 data on pre-printed forms or blank forms. You can sort the data in a variety of ways, including employee, social security number or state.			
3	☐	**Form W-3**. This selection prints the Employer's Wage and Tax Report which reconciles to W-2 amounts for the employer. Select an employer and tax year for your report.			
4	☐	**Form 1096**. This selection prints the Employer's Wage and Tax Report which reconciles to 1099 amounts for the employer. Select an employer, a tax year and whether or not this report is for a 1099MISC or a 1099R. In addition, select the check boxes next to Final Return and Use IRS Mailing Label as applicable to your report.			
	☐	**Form 940**. This form is used to report Federal Unemployment Tax Act (FUTA) taxes. The form first calculates the employer's federal unemployment tax liability, then adjusts for any state unemployment taxes paid, then calculates the unemployment tax due.			

Step 7: Using Sage Payroll Tax Forms and eFiling by Aatrix					
Note: You have the option to use the Aatrix W-2 Importer to generate, file, and print your W-2 forms at year end. Using Aatrix also enables you to reprint W-2 forms as needed, and to make electronic W-2 forms available to employees through the Aatrix website.					
1	☐	You must first register with **Aatrix**.			
2	☐	From the navigation pane, select **Help**, **Register for W2 eFiling ...**			
3	☐	Go to efile.aatrix.com and complete the easy online enrollment forms.			
If filing only W-2s, you do not have to complete the payment info or signature page options. This enrolment site allows you to set up your password-protected personal eFile management account. Enter your company information, other reporting details, and POA release to be ready to eFile immediately. This site maintains a complete detailed history of all filings. Personalized messaging from our eFiling administrators provides details about your filings, as well as alerts concerning critical filing information.					
To file W-2 forms through the Aatrix W-2 Importer, you must first complete the year-end close.					
1	☐	From the navigation pane, select **Reports, Payroll, W-2 eFiling**			28827
2	☐	Select the company(s) to process W-2s.			
Note: You can select multiple companies to process only if those companies all share the same EIN. For companies with different EINs, you must process one company at a time.					
1	☐	On the W-2 eFiling page, select a destination location for the W-2 data (EFW2) file.			
2	☐	Click **OK** to open the **Aatrix W-2 Importer**, and follow the prompts			

Sage 100
Year-end checklist

		Task	Due Date	Assigned to / Completed by	Article
Run and Update all final payrolls for the year you are closing. This includes all checks dated in the tax year for which you are filing W-2s. Verify Years to retain eFiling history in Payroll Options is set appropriately.					
1	☐	Print payroll reports in Sage 100			26733
2	☐	**Generate Federal & State quarterly and annual tax forms/Reports** from the Live Company (*if changes were made in a copy company after closing the year, perform this task from the copy company where changes were made)*			52376
3	☐	**Reconcile tax forms generated in Aatrix to your Sage 100 reports**. Make changes as necessary in Sage 100 *(if possible, make changes in live company before closing the year.)*			56085
4	☐	Make a copy/backup of the live company prior to closing the payroll period to retain payroll details for year that will be closed.			19501
5	☐	**Download and Install year-end software updates** Access the Sage 100 download portal			23500
6	☐	**Generate Federal & State quarterly and annual tax forms/Reports from the Live Company** (*if changes were made in a copy company, perform this task from the copy company where changes were made)*			52376
7	☐	**Generate and process W-2s from the Live Company Code** (*if changes were made in a copy company, perform this task from the copy company where changes were made)*			26818
8	☐	Perform year-end processing in Payroll in the **Live Company Code**			19504

		Task	Due Date	Assigned to / Completed by	Article
9	☐	**Download and install tax table updates (TTU)** for the new tax year. Only perform this task after you have posted all checks for the year that you just closed.			94878
10	☐	Review and complete setup requirements for Affordable Care Act (ACA) for the filing year.			48622

What forms do I use to print W2s, 1095s and 1099s

Products

Sage 100

Country

North America

Description

What forms do I order to print W2, 1095 and 1099 forms

Does Aatrix allow for W-2 printing 2 per page?

Disclaimer

Support

Sage Customer Support does not provide assistance for issues related to third party products or enhancements, hardware, report customizations, state or federal tax-related questions, or specific accounting questions. Please contact your Sage business partner, network administrator, or accountant for assistance. Please review this document for additional information on the scope of Sage Customer Support Services.

Resolution

Sage 100 includes "print and sign" tax forms functionality for payroll tax forms using eFiling & Reporting. This feature eliminates the need for some pre-printed forms — allowing you to print on plain paper instead.

However, **IRS regulations require that employee copies of Form W-2 (Copies B, C, and 2) and Form 1099 (except Copy A) be printed on perforated paper** and individual filing instructions be given to each employee (IRS Publication 1141 Sec. 2.05 and 2.19 (http://www.irs.gov/pub/irs-pdf/p1141.pdf) and IRS Publication 1179 Sec. 4.5.3 (http://www.irs.gov/pub/irs-pdf/p1179.pdf)). Sage Checks and Forms offers these plain paper forms in the required perforated format.

W2/W3

- **Employee W2 (Copy B, C and 2-Copy 2s)** = Blank 4 part perforated with Employee notice on back (Sage Forms part # LW2BLANK4 (http://www.sagechecks.com/estore/Tax-Forms/W-2s-and-W-3s/LW2BLANK4/prod1740201_prd.p?navAction=jump&networkId=Sage) or LW2BK4DWS (http://www.sagechecks.com/estore/Tax-Forms/W-2s-and-W-3s/LW-2BK4DWS/prod1740210_prd.p?navAction=jump&networkId=Sage))
- **Federal W2 (Copy A) = Print to Plain Paper** *(The Federal W2-SSA copy cannot be printed on perforated paper)*
- **Federal W3** = **Print to Plain Paper** *(The Federal W3-SSA copy cannot be printed on perforated paper)*
  - *The Federal Copy A & W3 forms **do not** need to be printed on pre-printed forms with red ink, please see Additional Information section below.*
- **State - Copy 1** (prints 4 employees per sheet) **=** system will prompt you to print to Blank 4 part perforated (LW2BLNK4NB (http://www.sagechecks.com/estore/Sage-100-ERP-(MAS90/MAS200)/2013-(5.0)-and-Later-w/E-filing/LW2BLNK4NB/prod1740204_prd.p)) but please contact the State agency for their specific W2 printing/perforation requirements
- **Employer W2 (Copy D)** (prints 4 employees per sheet) = Print to Plain Paper -or- Blank 4 part perforated

1095

- **Employee 1095-B** - Blank Full page w/instructions on back (Sage Forms #L1095BBLK (http://www.sagechecks.com/estore/Sage-100-(MAS90/MAS200)/2014-(5.1)-and-later-w/E-filing-/Laser-1095-B-Blank-w/Instructions/prod3000135_prd.p))
- **Employee 1095-C** - Blank Full page w/instructions on back (Sage Forms #L1095CBLK (http://www.sagechecks.com/estore/Sage-100-(MAS90/MAS200)/2014-(5.1)-and-later-w/E-filing-/Laser-1095-C-Blank-w/Instructions/prod3000136_prd.p))

** *Forms 1094 and 1095 Federal & Employer copies can be to plain paper*

****Note:** When using eFiling and Reporting to print ACA 1095 forms, Aatrix has designed their form templates on both of the 1095 forms to print the employee's address in alignment with the existing W2 envelope, which will help reduce costs.

1099/1096

- **Recipient 1099 (prints 1 recipient per sheet; the Federal, 2-Copy 2's and Copy B)** = Blank 4 part perforated form (Sage Forms part # L99BLANK4 (http://www.sagechecks.com/estore/Tax-Forms/1099s-and-1096s/L99BLANK4/prod1740197_prd.p?navAction=jump&networkId=Sage)) (*Sage Forms bundle part # L99MBKDWS (https://www.sagechecks.com/estore/Sage+100+%28MAS90MAS200%29/2016+%285.30%29+or+Later+w/L99MBKDWS/prod2920092_prd.p) includes Federal Copy A, blank 4 part preforated recipient copies and envelopes)*

- Note: The recipient notice is not printed on the backs of these blank preforated forms, you will need to print the recipient instructions to plain paper from within 1099 eFiling viewer screen.

- **Federal 1099 (Copy A)**** = Copy A **must be** printed on official 2 part **pre-printed** federal forms in **RED** ink. *Please contact Sage Forms for specific part # applicable to the type of 1099 forms you will be printing (MISC,INT or DIV)*
- **Federal 1096 Form**** = 1096 Form **must be** printed on official **pre-printed** federal forms **RED** ink. *Please contact Sage Forms for specific part # applicable to the type of 1099 forms you will be printing (MISC,INT or DIV)*
- **Payer 1099 (Copy C)** (prints 4 recipients per sheet) = Print to Plain Paper or Blank 4 part perforated
- **State 1099** (prints 4 recipients per sheet) = Blank 4 part perforated but please contact the State agency for their specific 1099 printing/perforation requirements. Some states do not require 1099s to be filed.
- **State 1096** = Print to plain paper but please contact the State agency for their specific 1096 printing/perforation requirements. Some states do not require 1096 form.

Order one of the 1099 bundle packages (http://www.sagechecks.com/estore/Sage-100-ERP-(MAS90/MAS200)/2013-(5.0)-and-Later-w/E-filing/cat1750028_ctgy.c?networkId=Sage&softwareSelectorEnabled=true) that will include 4-part perforated blank 1099s, 2-part 1099 Federal Copy A and Federal 1096 (which are **pre-printed** federal forms with **RED** ink).

Sage Forms Division provides approved IRS forms and they *are the only forms we guarantee to be 100% compatible* with Sage 100 integration with Federal and State Tax Reporting.

All of these tax forms can be ordered from Sage Checks & Forms (http://www.sagechecks.com/estore/Tax-Forms/catalog410007_ctlg.ct?_dyncharset=ISO-8859-1&_dynSessConf=-6888454091794049848&%2Fcom%2Fhcrc%2Fcommerce%2Fcatalog%2FBrandNavigationFormHandler.softwareBrand=cat1750074_ctgy&_D%3A%2Fcom%2Fhcrc%2Fcommerce%2Fcatalog%2FBrandNavigationFormHandler.100-ERP-%28MAS90%2FMAS200%29%2F2013-%285.0%29-and-Later-w%2FE-filing%2Fcat1750075_ctgy.c&_D%3A%2Fcom%2Fhcrc%2Fcommerce%2Fcatalog%2FBrandNavigationFormHandler.successURL=+&%2Fcom%2Fhcrc%2Fcommerce%2Fcatalog%2FBrandNavigationFormHandler.submit=&_D%3A%2Fcom%2Fhc or call 800-617-3224.

NOTE: At this time Aatrix **only** supports printing W2s and/or 1099s 4 per page and will no longer print to pre-printed 2-per page W2 forms. The 1099 Copy A is the only exception and can be printed to form L99A 2-part federal RED ink form available when purchasing the L99BK4DWS (http://www.sagechecks.com/estore/Tax-Forms/1099s-and-1096s/L99BK4DWS/prod1740207_prd.p?navAction=jump&networkId=Sage) bundle or by purchasing the L99A form specifically.

For more details and step by step instructions on printing W2s, ACA and 1099 forms, please see related article below ***Guide on how to use eFiling and Reporting***

Need help?

Chat with support (https://chat.na.sage.com/sdcxuser/rrn/issue_new.asp?Kernel::Kernel::sik_iss_type=ec7ecb20-40f2-43f5-9d0d-9d128ac9423b&enforceRequestType=yes&lf=kbarticle&qd=Sage%20100%20Support)

Related resources

How to print 1099 and 1096 Forms
How to print or eFile W2/W3 forms in Sage 100
How to purchase checks, 1099 and W2 tax forms
The background of the Federal W2-Copy A and W3 forms do not print in red when using Federal and State eFiling & Reporting

Additional information

The Federal W2 Copy A and W3 forms that print from within the Federal eFiling & Reporting (Aatrix) program have been certified for submission on plain paper by the IRS. The boxes **are not** required to be printed in red ink on computer-generated forms. You can identify the approved form by looking for the numbers **0000/1048** printed under the year on the **W2 form** and in the **For Official Use Only** box on the **W3** form.

W2 Form:

22222 Void ☐	a Employee's social security number 511-11-1120	For Official Use Only ▶ OMB No. 1545-0008	
b Employer identification number (EIN) 98-7878988		1 Wages, tips, other compensation 7973.66	2 Federal income tax withheld 1020.90
c Employer's name, address, and ZIP code GINAS PAYROLL COMPANY 6595 IRVINE CENTER DRIVE IRVINE CA 92618		3 Social security wages 7973.66	4 Social security tax withheld 494.37
		5 Medicare wages and tips 7973.66	6 Medicare tax withheld 115.62
		7 Social security tips	8 Allocated tips
d Control number		9 Verification code	10 Dependent care benefits
e Employee's first name and initial JANE	Last name JEFFERSON	11 Nonqualified plans	12a See instructions for box 12 DD 55.05
335 PINE CIRCLE LAGUNA HILLS CA 95326		13	12b FF 212.10
		14 Other TAXABLE FB 00.00	12c
f Employee's address and ZIP code			12d

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
CA	133-4567-1	7973.66	395.85	7973.66	79.74	CA-SDI

Form **W-2** Wage & Tax Statement **2018** 0000/1048

Department of the Treasury - Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Copy A For Social Security Administration - Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

Do Not Cut, Fold, or Staple Forms on This Page

W3 Form:

33333 a Control number	For Official Use Only ▶ OMB No. 1545-0008
b Kind of Payer (Check one): 941 ☒ Military ☐ 943 ☐ 944 ☐ CT-1 ☐ Hshld. emp. ☐ Medicare govt. emp. ☐	Kind of Employer (Check one): None apply ☒ 501c non-govt. ☐ State/local non-501c ☐ State/local 501c ☐ Federal govt. ☐ Third-party sick pay (Check if applicable) ☐

c Total number of Forms W-2 13 / d Establishment number	1 Wages, tips, other compensation 70837.85	2 Federal income tax withheld 8662.26
e Employer identification number (EIN) 98-7878988	3 Social security wages 75947.93	4 Social security tax withheld 4708.76
f Employer's name GINAS PAYROLL COMPANY	5 Medicare wages and tips 75947.93	6 Medicare tax withheld 1101.28
6595 IRVINE CENTER DRIVE	7 Social security tips	8 Allocated tips
IRVINE CA 92618 -	9	10 Dependent care benefits
g Employer's address and ZIP code	11 Nonqualified plans	12a Deferred compensation 7030.65
h Other EIN used this year	13 For third-party sick pay use only	12b
15 State X / Employer's state ID number	14 Income tax withheld by payer of third-party sick pay	
16 State wages, tips, etc. 70837.85 / 17 State income tax 3309.63	18 Local wages, tips, etc. 61484.38	19 Local income tax 957.13
Employer's contact person GINA WEATHERSBY	Employer's telephone number 800 555-1212	For Official Use Only 0000/1048
Employer's fax number	Employer's email address GINA.WEATHERSBY@SAGE.COM	

Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature ▶ Title ▶ Date ▶ 12/20/18

Form **W-3** Transmittal of Wage and Tax Statements **2018** Department of the Treasury Internal Revenue Service

Category

Printing and Reporting
Tax forms

ID:52202 **Last modified:**10-29-2019