

W-2 Processing Fees

All clients will be rolled over to the 2019 tax year immediately following their last payroll processing in December. We will start working on your quarter-end and annual returns on January 2, 2019. We'll begin printing W-2s on January 5th and expect to have all packages completed and shipped by January 25th.

Note: You will be able to monitor your company's status in this process via the Netchex Home Page > Netchex Info.

It is important to reiterate any requested changes made *after* December 27, 2018 may require us to re-process your year-end returns and W-2 information. This may incur additional year end fees and may also result in delivery of your W-2s later than expected. Any changes made after January 4, 2019 (year-end forms have been filed) may require amended forms. We begin processing amendments in March and you will incur additional year end fees.

IMPORTANT: Tax penalties and interest could result from tax payments made late due to the timing of these adjustments.

W-2 Processing Fees for 2018

\$52 base fee

Includes transmittal of your company's W-2 information to the Social Security Administration and an electronic copy of your W-2s and W-3.

\$4.50 per employee W-2 form

These fees will be debited from your registered Operating Account on Monday, January 21, 2019. An invoice detailing the debit will be included with your W-2 shipment. The following table details fees based on when your final data is sent to Netchex for year-end processing:

All Year-End Data Submitted to Netchex by:	W-2 Forms	Company Forms	Additional Payroll Fees
December 27, 2018	\$52.00 Base \$4.50 per W-2 Form	Included	Normal Payroll Fees apply
January 4, 2019	\$52.00 Base \$4.50 per W-2 Form	Included	\$5.00 per check <i>(\$50.00 minimum per adjustment payroll)</i>
After January 4, 2019	\$52.00 Base \$4.50 per W-2 Form \$15.00 per amended W-2 Form	\$200.00 Base \$100.00 per amended Form	\$5.00 per check <i>(\$50.00 minimum per adjustment payroll)</i>

W-2 Delivery

There are 3 options for distributing W-2s to your employees:

Option 1: Traditional Method

All W-2s will be printed, sealed, and shipped to you in a single package ready for mailing or distribution to your employees. Additional packaging/shipping charges apply (\$15 for first 50 employees, then \$5 for each additional block of 50 employees).

Option 2: Electronic Delivery

For clients using our Employee Self-Service module, employees will be notified via email when their W-2 is available. They can login to Netchex, consent to receiving their W-2 electronically, and retrieve their W-2 as a PDF. For employees that do not consent or retrieve their W-2 timely, Netchex will print and mail them a paper copy to their home address. Visit this link to elect electronic W-2s: <http://netchexonline.com/electronic-w2s/>

Mailing will take place the week of January 21st. Additional packaging/shipping charges apply (\$1.10 per employee needing paper copy).

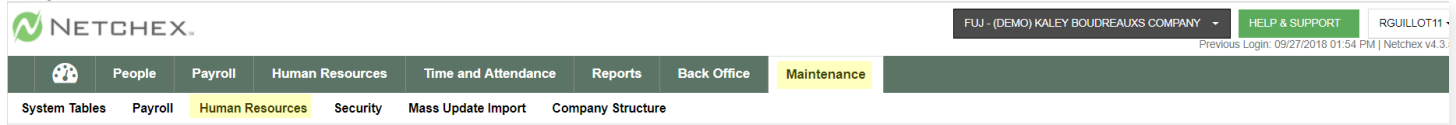
Option 3: Direct Mail

All W-2s will be printed, sealed, and mailed directly to the employee's home address. Mailing will take place the week of January 7th. Additional packaging/shipping charges apply (\$25 base charge per company plus \$1.10 per employee needing paper copy).

Note: You will automatically be setup for Option 1. If W-2s need to be shipped to an address different than where we regularly deliver payroll, you can update your information in Netchex. If you need assistance changing addresses or would like to choose a different Delivery Method please contact your Customer Service Team prior to December 31, 2018.

How to Update Address Information on Your W-2

On your Netchex dashboard, hover over **Maintenance** and click **Human Resources**.



On the next screen, click **Contacts** under the **Human Resources Menu**. From here, you can edit the appropriate information.

