



Prepare Now for Earlier Payroll Reporting Deadlines (revised)

12/01/2016

W2 and 1099-MISC Forms Filing Requirements

For tax year 2016, there are new return filing requirements with respect to Forms W-2 and Form 1099-MISC when used to report non-employee compensation (Box 7). Beginning in 2017, these form types must be filed with the IRS and Social Security (SSA) by January 31, 2017. This applies to BOTH paper and electronic submissions. In prior years, facilities had the opportunity to file forms until March 31st when filing electronically.

ACA Filing Requirements:

For tax year 2016, there are new filing requirements for Form 1095-C. In 2017, Form 1095-C must be printed and distributed to employees by March 2, 2017. The electronic submission of Forms 1095-C and the transmittal summary Form 1094-C are due by March 31, 2017.

Tips on How to Prepare for W2s Now

- Run PRUPDATE after the last payroll in November with monthly dates of the current month and year to date dates of 01/01/2016 and 12/31/2016.
- Run a Gross Net Detail Report [PR, 6, 1] after the last payroll in November for the entire facility thru December 31st to check for any inconsistencies. If any employees appear with excess FICA noted (***) on the report) please contact client services to resolve.
- Download the AccuWage software required to verify and submit W2 data from <http://www.socialsecurity.gov/employer/accuwage/>. Please see the '2016 Year End Notes' available with CHARTS update #102 [December 2016 release] for complete details.

Tips on Preparing for ACA Reporting Now

- Review the ACA documentation included with CHARTS update #100 [September 2016 release].
- Run a sample ACA Employee Count [PR, 8, 9, 2] and an Auto Update Coverage Report [PR, 8, 9, 3] LISTING report (not posting).
- Classify all employees that have declined coverage in 2016 into ACA' Decline' Group – CHGGENL and enter the appropriate ACA GROUP as DECLINE.
- If the facility monthly charge for 'self coverage only' is greater than \$94.05 monthly, update the ACA Group Table [CTF, 12, 22 - ACA Group] with the lowest monthly charge for 'self coverage only' for 2016.
- For employers who self-insure contact your insurance broker to provide a file for import as soon as possible. Verify that the format of the file has not been altered from the format supplied last year by your insurance broker.