



Payentry™

2019 Year End



2019 YEAR END

1

Do you expect to have year-end adjustments? Please review the Year-End Hold Checklist. If you answer “YES” to any item listed, please send to Payentry on or before Friday, December 13, 2019.

2

Review our Important Payroll Dates to make sure you communicate pertinent information to us to ensure the accurate reporting and timely delivery of your 2019 tax forms.

3

Review both your company and employee data before your final payroll in 2019.

4

Important information on how to enroll employees in online tax forms, ACA and bonus payrolls.

5

Tax updates for 2020 that will impact your business!



YE HOLD CHECKLIST

1

Complete the below checklist. If anything applies to your business, please complete and return no later than Friday, December 13, 2019.

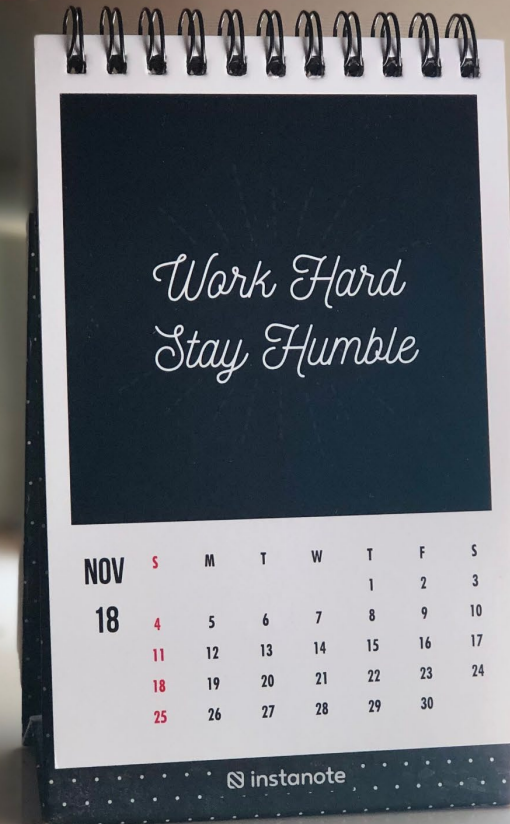
If this form is not returned by December 13, you may incur additional processing and/or amended return fees.

YES	NO	
_____	_____	Do you provide any of your employees with a company car that also can be used for non work-related purposes (PUCC) that have not yet been reported to Payentry?
_____	_____	Are you an S-Corporation and provide health insurance on behalf of your 2% shareholders that have not yet been reported to Payentry?
_____	_____	Have any of your employees been issued third party sick pay (3PSP) in 2019 that have not yet been reported to Payentry?
_____	_____	Will you be paying any year-end bonuses outside of payroll?
_____	_____	Do you pay group term life insurance premiums on behalf of your employees for coverage over \$50,000 that have not yet been reported to Payentry?
_____	_____	Do you have any employer-paid health savings account (HSA) contributions that have not yet been reported to Payentry?
_____	_____	Did you reimburse any employees in 2019 for moving expenses that have not been reported?
_____	_____	Do you have additional 1099M information (contracted labor) over \$600 to report?
_____	_____	Did you issue over 250 W-2s in 2019 and need to report employer/employee health insurance contributions on the W-2 (Box 12DD)?
_____	_____	Other (excluding ACA Reporting)? _____

IMPORTANT PAYROLL DATES

11/28/2019	Office Closed in observance of Thanksgiving – Banking Holiday
11/29/2019	Office Closed in observance of Thanksgiving – Payentry Holiday
12/13/2019	Year-End Hold Checklist Due
12/25/2019	Office Closed in observance of Christmas – Banking Holiday
01/01/2020	Office Closed in observance of New Years – Banking Holiday
01/02/2020	Last Day to submit 2019 Adjustment to ensure accurate filings
01/02/2020	Last Day to submit Service Modification Requests
01/10/2020	Year End Holds Removed
01/15/2020	Online Tax returns, Employee Tax forms and ACA forms available
01/20/2020	Office closed in observance of Martin Luther King Jr.'s Birthday – Banking Holiday
02/07/2020	Begin form W-2C production and deliver to SecureView

2



VERIFY W-2 INFORMATION

To reduce the possibility of printing W-2s/1099s with incorrect information, and to avoid penalties for missing or invalid data, please take the time to verify your employees' critical information.

W-2

- Ensure employee name and social security number (SSN) match their social security card
- Ensure employee mailing addresses are up to date
- Ensure employee is coded to the correct state and local taxing jurisdictions

1099-M

- Ensure contractor/entity name matches the proper tax identification number

Please run the **W-2 Edit Report** in the Company Reports area of Payentry to obtain your employee/contractor demographic information, review and make corrections no later than your final payroll in 2019.

2019 STATE RATE AND

FREQUENCY CHANGES

You may receive state unemployment rate and/or state withholding deposit frequency changes by mail around the end of 2019 or beginning of 2020. Please email service@payentry.com or fax (704) 464-0815 a copy as soon as you receive it.

YEAR END FORM

AMENDMENTS/

CHANGES/REPRINTS

Tax Filing Amendment	\$150 for 1-2 quarters*
Backdated Payroll Process	\$50 per payroll
Tax Form Recalculation	\$50 per file (W-2/1099)
W-2C Production	\$10 per form

Any 2019 adjustments requested after 01/02/2020 will be subject to amendment billing as outlined above

* For adjustments involving more than two quarters, please contact your service team for a quote

SAVING TIME & MONEY

Electronic W-2 Delivery

Managing employee W-2s and 1099-Ms can prove to be a big hassle at the end of the year. From corrections to distribution, making sure that your employees have the information that they need is imperative to every company. But you don't need to drown in paper to make it happen.

Encourage employees to enroll in online tax forms by talking to them about the benefits:

- No need to wait until the beginning of February to get a copy
- Early access means employees can review them quickly and let you know of any issues they notice
- They can't ever "lose" their online copy!

Employees can login to their My Payentry account and choose to receive electronic copies of the W2s by following [these steps](#).

You can review your current setup by following [these instructions](#). You'll also be notified once the tax forms are ready for you to make available to your employees. This helpful guide shows you how to do it: [CLICK HERE](#).

Affordable Care Act

If you are required to file a 1095-C as an applicable large employer, update Payentry with the necessary data to ensure accurate and timely filings. Find out if you're required to file this return [here](#). You can use the "ACA Large Employer Estimate Report" in Payentry to determine your participation.

Contact us with questions or to ensure enrollment in the service. This is critical to avoid potential [penalties](#) from the IRS.

Bonus Payrolls

During the end of the year, if you foresee processing a larger than normal payroll, the payroll may need to be processed **at least 5 business days prior to the check date**. To reduce errors and delays, communicate with your dedicated client advocate prior to processing your payroll. This will help us ensure that your payroll is processed timely without delays. Each client has a predetermined ACH limit based on their average payroll cycle; therefore, some requests may require further review.

WHAT'S NEW NEXT YEAR

Social Security Wage Base

	2019	2020	Change
Social Security	\$132,900	\$137,700	+\$4,800

Tax rates for Social Security and Medicare remain the same at 7.65% for employees at 15.3% for those who are self-employed.

As of January 2013, individuals with earned income of more than \$200,000 (\$250,000 for married couples filing jointly) pay an additional 0.9% in Medicare taxes. For more detailed information about Social Security changes for 2020, [click here](#).

Retirement Plan Contributions

401(k) and 403(b) Plan Changes: Employees who contribute in one of these types of retirement plans can now contribute \$19,500 for 2020. A \$500 increase from the \$19,000 maximum in 2019. Catch-up contributions will also increase to \$6,500; also a \$500 increase from the 2019 maximum.

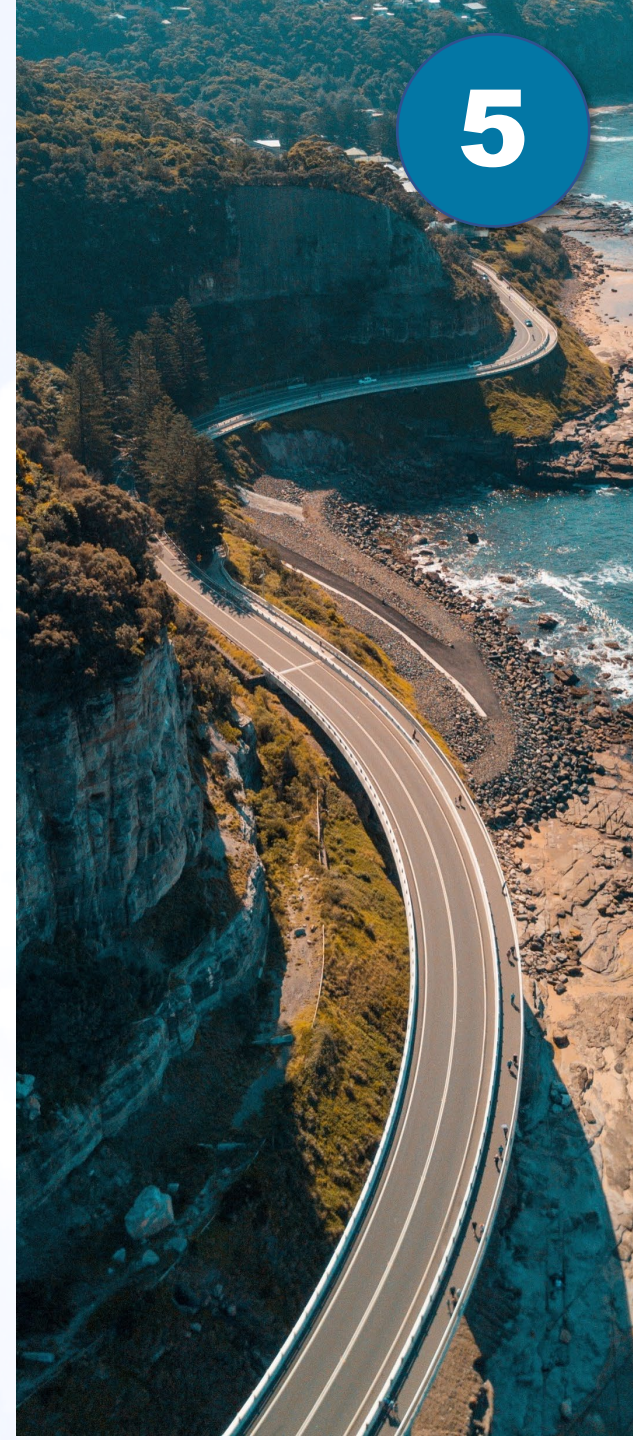
Income phase-out ranges have been increased across all contributor types. The IRA contribution amount remains the same at \$6,000 with a catch-up amount of \$1,000. For details on the 401(k) and IRA changes, [please view this IRS announcement](#).

FUTA Credit Reduction States

The Virgin Islands have a FUTA credit reduction. For more information, [CLICK HERE](#).

Health Savings Accounts

HSA Contribution Limit (Employee + Employer)		
2019	2020	Change
Self: \$3,500	\$3,550	+\$50
Family: \$7,000	\$7,100	+\$100
HDHP Minimum Deductibles		
2019	2020	Change
Self: \$1,350	\$1,400	+\$50
Family: \$2,700	\$2,800	+\$100
HDHP Maximum Out-of-Pocket Amounts		
2019	2020	Change
Self: \$6,750	\$6,900	+\$150
Family: \$13,500	\$13,800	+\$300



**WE ARE
HERE TO HELP!**

www.payentry.com

service@payentry.com

9920 Kincey Avenue Suite 110

Huntersville, NC 28078

(888) 632-2940

