

NEW IRS and MA DOR DEADLINES FOR W-2s and 1099s

In 2017, the IRS changed the due date for filing Form W-3 and the employer's copy of Forms W-2 from March 31st (for electronic filing) or February 28th (for paper filing) to January 31st. The penalty for filing late (February 1-28) is \$50 per form, and \$100 per form for filing between March 1 and August 1. This is a major change in the way this responsibility is completed for our clients, shortening the time that many have needed to confirm accurate information. Also, supporting more than 40 congregations each year, it takes our very busiest month of the year and doubles the work required in January. On the other hand, February is now much more manageable!

In order to complete this work (along with the regular monthly tax deposits and fourth quarter 941 and MA reports that are also due January 31st) on such a drastically shortened timeline, all information will have to be 100% complete by December 31st.

Please review the following timetable and deadlines. **If your data is not complete by 9am on January 2, we cannot guarantee that we can file your forms on time, and any penalties will be your responsibility.**

	CLIENT RESPONSIBILITY	CFLLC RESPONSIBILITY
Always	Make sure than any taxable payment to an employee is included in payroll.	Respond to client questions about unusual situations when asked.
by 10/31/17	Review all employee names, addresses, and Social Security numbers, as well as independent contractor addresses and tax IDs for accuracy, along with review of all payroll data and 1099 data. The process for this review is shown on our website on the services tab, payroll oversight page.	
by 12/31/17	Repeat the review above. This is final.	
By noon Tuesday 1/2/18	All information must be entered accurately and completely into QuickBooks, and a QB backup file submitted to CFLLC. Any changes can potentially result in IRS penalties. Do not enter any additional 2017 checks!	If we do not have your QB backup with 100% complete information, we will move your file to the bottom of our list and cannot guarantee that we will be able to file your forms by the new IRS deadlines.
by Tuesday 1/9/18		Print and mail W-2 forms to employees and 1099 forms to independent contractors.
by Monday 1/15/18		Make federal and state tax deposits.
by 9am Tuesday 1/16/18	Any employee or 1099 corrections must be submitted to us.	
by Friday 1/19/18		We will prepare 4 th quarter 941s and email to you for your signature.
9am, Monday 1/22/18		Begin electronic filing of W-2s and 1099s to the SSA and MA DOR.
by 3pm Tuesday, 1/30/18		File MA Employment & Wage Detail reports.
by 5pm Tuesday, 1/31/18	Sign, copy, and mail 941 to the IRS	

