



## **Important Year-End Information for 2019**

Year-end tax packets will be sent starting January 14, 2020 and should be completed by January 24, 2020. Your account will be billed a base amount of \$70 (\$125 base for inactive clients) and \$7 per W-2 or 1099 with your last scheduled payroll of January.

In order to meet these deadlines, we will need to know as soon possible if we should hold your payroll account open for any special year-end adjustments.

If you want your account to remain open, you must let us know before **December 16, 2019**.

**If we do not hear from you**, your payroll records for the 2019 tax year will automatically close two days after your last regular payroll of the year is processed. We will then begin processing your quarterly and annual returns (including W-2s).

### **Here is a list of actions to take ASAP:**

- By 12/16/19:** [Click here](#) to tell us whether or not to hold open your account. It's very important that we hear back from you quickly. Responses received after your last payroll run of the year will require your payroll account to be reopened at a minimum cost of \$125 and a W-2 re-printing base charge of \$25 plus \$7 per W-2.

[Click here](#) to see a list of items that classify as adjustments for holding open your account.

- By 12/26/19:** Submit, in writing, any 2019 year-end **bonus runs** or **void/manual** checks. Adjustments can't be voided in a 2020 payroll run. Additional fees will be applied if checks that need to be voided are NOT voided with a regularly scheduled 2019 payroll.
- Employee Verification** – Ask your employees to verify that their mailing address is correct on their pay stub and that their name and social security number appear exactly as it does on their social security card. To ensure that we have accurate employee information in our system, we will notify you if you have any employees whose name and social security numbers do not match. There will be a \$20 administrative charge imposed on your last invoice in December 2019 for this service.
- Verify if any employees received disability payments (third-party sick pay) and report this to GTM**

Deadline to report to GTM is **1/10/20**

If you had employees who were on disability in 2019, your insurance company will send you a year-end report that you'll need to forward to us immediately. The payments the employee(s) received must be reported on the employee's W-2 and the employer portion of taxes paid. We will also need to verify that your payroll records match the figures from your insurance

company. **NOTE:** Call your disability carrier to request this information as soon as possible and make sure to keep your account open with GTM so we do not process your tax returns until this has been received and processed.

Let us know if your insurance company files Form W-2 to prevent duplication.

- **Verify if any employees received NYS Paid Family Leave**  
Pursuant to the Department of Tax Notice No. N-17-12, if you have an employee that received Paid Family Leave benefits in 2019, the benefits should be reported by the State Insurance Fund on Form 1099-G and by all other payers on Form 1099-MISC. Please contact your insurance carrier to confirm that they will be providing the 1099-MISC.

- [Click here](#) to review **Thresholds, Updates, and other Changes for 2020**

- **Note the following:**

**2019 Record Retention Fee:** A \$53 annual record retention fee will be added to your last scheduled payroll of 2019. This service will archive all your payroll, employee, and tax information from the time that you started processing payroll with us.

**W-2 & 1099 reporting to the SSA:** Employers are required to remit all W-2s and 1099s to the Social Security Administration by January 31, 2020. Any changes submitted after January 24, 2020 will require W-2Cs and amended returns which are subject to additional fees.