

# Tax

## 2020 Year-End Guidance



# Important Dates

## **December 31, 2020**

- Falls on a Thursday
- Last available check date for 2020
- Semi Weekly depositors have a due date of January 6, 2021 (IRS/VA)
- Adjustments with tax liability owed will be considered late

## **January 8, 2021**

- W-2 Printing Begins

## **January 11, 2021**

- Paper W2s will be delivered with your first payroll processed after the 11th
- Employee Self Service W-2 forms will be available

## **January 25, 2021**

- If you do not have a payroll processed by this date, W-2s will be shipped January 25, 2021
- Deadline to have W-2 forms distributed to employees is January 31, 2021



Paperless  
W2s  
Now  
Available!

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# Paperless W-2s

## Highlights:

- Employee consents when they initially login to ESS
- Each employee must consent
- Setting saves for future years
- Terminated employees automatically receive paper W-2s
- Inactive Employees are still eligible
- Also applies to 1099s and ACA 1095s





## Do The Electronic Slide

- Easy Access
- Receive by Jan. 11
- Save Paper
- Save on postage
- Accurate Filings
- Secure - no paper floating around
- Receive adjustment reprints faster
- Reduce administrative nightmare of distribution
- DP Tax and Customer Service Assistance



# When employees look into iSolved portal....

The screenshot displays the iSolved portal interface for a user named 'Test Tester'. The header bar includes the following information: Employee # 3, Status: Active, Hire Date: 7/15/2017, Pay Group: Weekly, Salary: \$44,444.00, Division: 01, Work Location: RICHMOND, VA, and Department: 100. The main content area is titled 'Welcome back Test' and features a profile picture placeholder. Below the profile picture, the 'MY PROFILE' section shows the user's name 'Test Tester', 'Length of Service: 3 Months', and 'Anniversary: 7/15/2017'. To the right, the 'NOTIFICATIONS' section lists 'Documents requiring your review'. Below this, the 'MY PAY' section displays icons for 'Check Number', 'Gross Pay', 'Net Pay', and 'Direct Deposit'. A modal window titled 'Terms of Use and Consent to Electronic Delivery of Tax Forms' is overlaid on the screen. The modal contains the following text: '1. Electronic Delivery of Tax Forms. By selecting the "I Accept" button, you are signifying your intent to sign this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement and any associated documents. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the task of'. At the bottom of the modal, there are two buttons: 'I Accept' and 'I Decline'.

Test Tester

Employee # 3 Status: Active Hire Date: 7/15/2017

Pay Group: Weekly Salary: \$44,444.00 Division: 01

Work Location: RICHMOND, VA Department: 100

Welcome back Test

MY PROFILE

Test Tester

Length of Service: 3 Months

Anniversary: 7/15/2017

NOTIFICATIONS

Documents requiring your review

MY PAY

Check Number

Gross Pay

Net Pay

Direct Deposit

Terms of Use and Consent to Electronic Delivery of Tax Forms

1. Electronic Delivery of Tax Forms

By selecting the "I Accept" button, you are signifying your intent to sign this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement and any associated documents. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the task of

I Accept I Decline



**Employees must accept...**

**Before the last payroll of the year is  
processed.**





# How to know who has accepted?

Reporting...

Client Reports...

Electronic Tax Form  
Delivery Status...

Search the menu

- EMPLOYEE MANAGEMENT
- PAYROLL PROCESSING
- REPORTING**
- Quarterly Reports On-Demand
- Client Reports**
- My Reports
- My Reports Queue
- Date Range Reports
- Check Print Back
- Continuous Reports Archive
- Year End Report Archive

## Client Reports

Report Category:

Search:

Output Name	Report Type
Earning List	As Of Date
Earning Register By Code	By Payroll Run
Earning Register By Code Export	By Payroll Run
EEO1 Report	As Of Date
<b>Electronic Tax Form Delivery Status</b>	As Of Date
Employee Attendance Export	Date Range
Employee Attendance Report	By Payroll Run



	A	B	C	D	E	F	G	H
	YE Delivery Consent Date	YE Delivery Withdrawn Date	First Name	Last Name	Email Address	EE Status	Date of Hire	Date of Termination
1								
2	10/4/2018		Tim	Whalerton	<a href="mailto:thewhale@dominionpayroll.com">thewhale@dominionpayroll.com</a>	Active	11/14/2018	
3	2/20/2018		Nick	Oatasian	<a href="mailto:flyinhawaii@dominionpayroll.com">flyinhawaii@dominionpayroll.com</a>	Active	11/14/2018	

## Electronic Tax Form Delivery Status

- Reporting...
- Client Reports...
- **Electronic Tax Form Delivery Status**



## Remind your employees

- We've created sample emails you can send to your workforce
- Frequently Asked Questions
- Shows the how they can check if they're getting paper or electronic

[dominionpayroll.com/electronic-w2-faq/](https://dominionpayroll.com/electronic-w2-faq/)





[dominionpayroll.com/electronic-w2-faq/](https://dominionpayroll.com/electronic-w2-faq/)



Dominion Payroll™

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[RESOURCES](#)

[ABOUT](#)

[REQUEST A QUOTE](#)

[LOGIN](#)

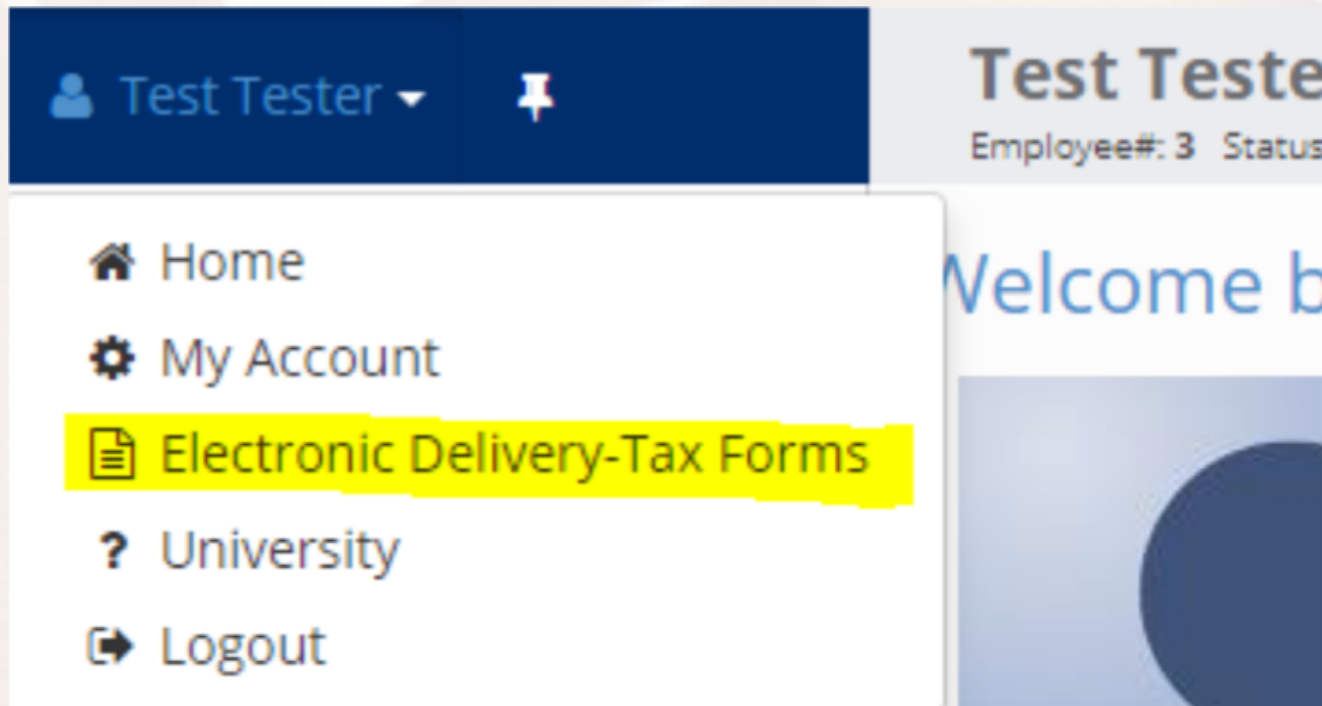
[CONTACT US](#)



[CAREERS](#)

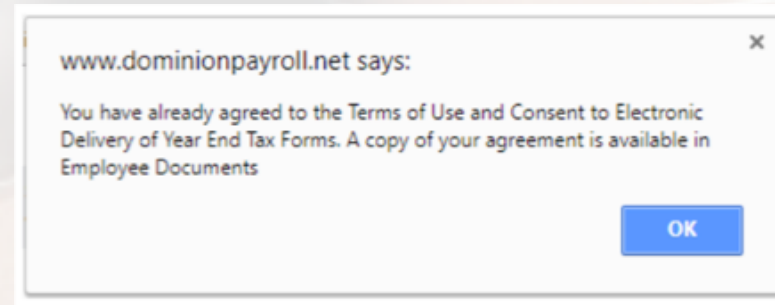
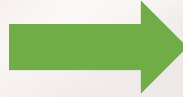
# Paperless Year-End Forms FAQ

# “I forgot what I chose?”

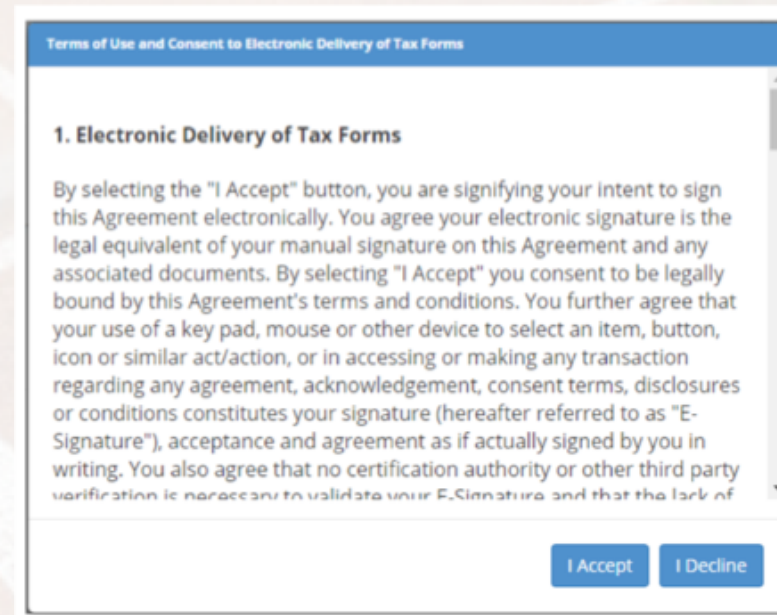
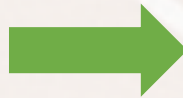




Originally Clicked  
“ACCEPT”



Originally Clicked  
“DECLINE”





# Employee Changes Their Mind

“I Want a Paper W-2!”



**EMPLOYEE MANAGEMENT**

Employee Maintenance <

General

**Electronic Consent**

Electronic Consent Date:

Consent Withdrawn:  

YE Delivery Consent Date: 11/8/2017 5:33:32 PM

YE Consent Withdrawn:  



# Audit Employee Profiles

NOW is the time to audit employee SSN and Address Information

Search the menu

EMPLOYEE MANAGEMENT

PAYROLL PROCESSING

REPORTING

Report Archive

Report Writer

Reports On-Demand

Quarterly Reports On-Demand

Client Reports

My Reports

My Reports Queue

Date Range Reports

Check Print Back

Continuous Reports Archive

Year End Report Archive

Year End Reports On Demand

Reports to CD

Client Reports

Report Category: All

Search: W2

Filter

Output Name	Report Type
Employee W2 Local Wage Listing Report	By Payroll Run
Employee W2 Preview	By Payroll Run
Employee W2 Preview	As Of Date
Employee W2 Verification	By Payroll Run
Year End W2/1099 Employee List	By Payroll Run
Year End W2/1099 Employee List	As Of Date
Year End W2/1099 Employee List	By Payroll Run
Year End W2/1099 Employee List	As Of Date



# Review Your Exception Reports

Search the menu

- EMPLOYEE MANAGEMENT
- PAYROLL PROCESSING
- REPORTING**
- Report Archive
- Report Writer
- Reports On-Demand
- Quarterly Reports On-Demand
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- Check Print Back
- Continuous Reports Archive
- Year End Report Archive
- Year End Reports On Demand
- Reports to CD

## Report Archive

\* Pay Date Year: 2020

Payroll Status	Payroll Type	Run #
Complete	Regular Payroll	173
Complete	Regular Payroll	172
Complete	Regular Payroll	171
Complete	Regular Payroll	170
Complete	Regular Payroll	169
Complete	Regular Payroll	168

### Output Item

- Alerts Export
- Check Register
- Commissions Draw Report
- CS Cane General Ledger Report
- Deduction Register
- Direct Deposit Register
- Exceptions - Invalid Tax ID**
- Hours Detail Export
- Pay Transactions Audit
- Payroll Invoice





Search the menu

EMPLOYEE MANAGEMENT

AYROLL PROCESSING

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Reports to CD

CLIENT MANAGEMENT

EMPLOYEE SELF SERVICE

SYSTEM MANAGEMENT

SECURITY

PRODUCTION UTILITIES

## Report Archive

\* Pay Date Year: 2020

Payroll Status	Payroll Type	Run #	Period Begin	Period End
Complete	Regular Payroll	173	8/22/2020	9/4/2020
Complete	Regular Payroll	172	8/8/2020	8/21/2020
Complete	Regular Payroll	171	7/25/2020	8/7/2020
Complete	Regular Payroll	170	7/11/2020	7/24/2020
Complete	Regular Payroll	169	6/27/2020	7/10/2020
Complete	Regular Payroll	168	6/13/2020	6/26/2020

Output Item	Status
Alerts Export	GENERATED
Check Register	GENERATED
Commissions Draw Report	GENERATED
CS Cane General Ledger Report	GENERATED
Deduction Register	GENERATED
Direct Deposit Register	GENERATED
Exceptions - Invalid Tax ID	GENERATED
Hours Detail Export	GENERATED
Pay Transactions Audit	GENERATED
Payroll Invoice	GENERATED
Punch Detail Export	GENERATED
Retirement Report	GENERATED
Time Card Report	GENERATED
Uncommitted Time Report	GENERATED
Verification Export	GENERATED
Vouchers	GENERATED
Year End Exceptions	GENERATED
Year End W/2/1099 Employee List	GENERATED



## Information You Will Receive

- 2021 State Deposit Frequency Updates
- 2021 State Unemployment Tax Rates

Please forward this information to [tax@dominionpayroll.com](mailto:tax@dominionpayroll.com)



# What's Coming In 2021

## Social Security Wage Base

2020 \$137,700

2021 \$142,800

## Medicare

No Changes from 2019

Employee and Employer remains at 1.45%

Employee's that reach 200k pay additional 0.9%



# What To Expect From Your Tax Team

## More internal Audits

Applied For ID's - We will reach out to you regarding the Applied accounts in our system

## Account Closure

We are researching accounts that have filed zero liability returns for multiple quarters

## Third Party Admin Access

We will be reaching out for Access for authorized filing

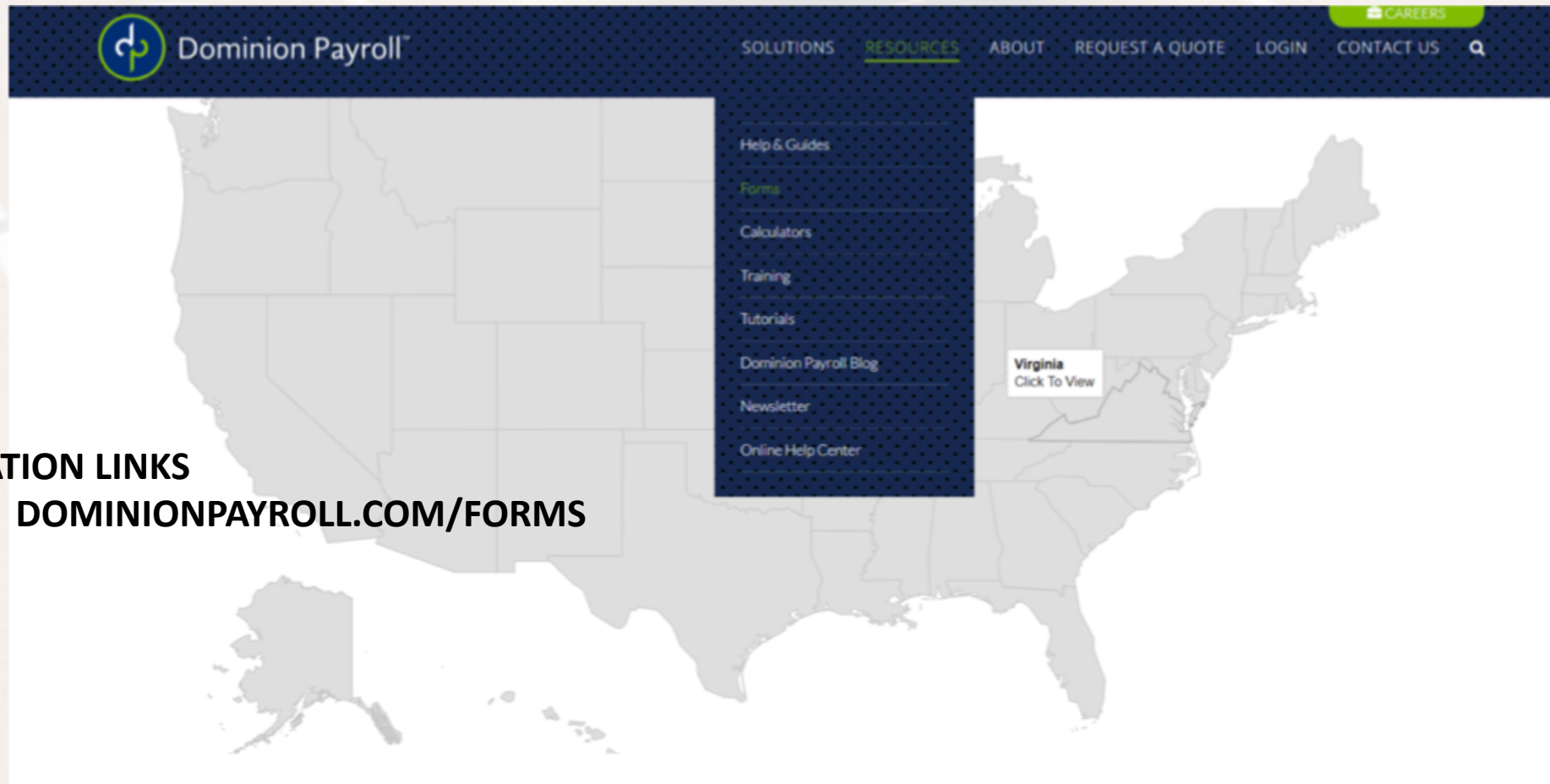
## POA Forms

We want to be able to speak with Agencies on your behalf





# Withholding Exemption Forms and State Registration Links



**REGISTRATION LINKS**  
**DOMINIONPAYROLL.COM/FORMS**



# Registration Best Practices

- E-File where applicable  
Most registrations will provide an immediate account number
- Effective Dates Based First Pay Date
- Work with DP on system updates:  
Adding Work Location  
Adding New State
- Add that work location to EE
- Provide DP with ID #, Dep Freq, Tax Rates

