

Key Ingredients
for a Winning Year End

Recipe for Success



Dominion Payroll®

Year-End Guide 2021



Dominion Payroll®

Dear Friends of Dominion Payroll,

It is that time of year again... year-end is upon us! This document is a crucial part of our fourth quarter and year-end education process and will help guide you smoothly through a successful end of the year. Please read this document carefully and respond to us with any adjustments and notifications as soon as possible. As always, if you have questions that are not addressed in these documents or need further clarification, you may contact our service team at: customerservice@dominionpayroll.com.

Thank you,

The Dominion Payroll Team

Table of Contents

Important Deadlines & Upcoming Holidays	3
W-2 & 1099 Deadlines	4
How To Review Employee Information, ACA	4
1099 Miscellaneous Forms	5
ACA Reporting	6
Special Payrolls	7
Do's & Don'ts	7
Health Care Reporting on W-2	8
IRS Notes for 2022, Payroll Schedule	8
State Unemployment Rate Updates	8
2022 Calendar	9-10
Recipes for Success: Cookbook	11-18

Important Deadlines for Year End

November 26, 2021 – Notify DP as to which types of Fringe Benefits you will be reporting at Year End

December 13, 2021 – Review year-end guide, audit employee records to prepare for W-2s

December 31, 2021 – Last day to process payroll for 2021

January 5, 2022 – Employers will need to approve 1095 forms for 2021 in iSolved

January 11, 2022 – W-2s available to employees via Employee Self Service (ESS)

January 25, 2022 – W-2s and 1099's delivered to clients no later than this date

January 31, 2022 – ACA 1095 form must be provided to employees

Standard Deadlines

Payrolls need to be submitted at least two banking days in advance of the check date to allow enough time for payroll funding and employee direct deposits to be received and posted by the check date. Although exceptions can be allowed to this two-day rule, it is important to keep in mind that high liability payrolls may require funds verification. Any payroll with \$100,000 or more in federal tax liability or total ACH debit of \$500,000 or more is considered a high liability payroll. If your payroll does not normally exceed these high liability thresholds, and you anticipate it may exceed these thresholds due to year-end adjustments or bonuses, please contact your HCM Specialist at least one week in advance of processing the payroll. This will allow us to prepare you for any additional steps required to verify funds.

Year-End Adjustment Processing Deadline

Please notify us no later than December 13, 2021 of any year-end payroll adjustments. This will provide sufficient time to record adjustments prior to your last payroll process of 2021. We understand that some information related to closing your 2020 payroll records may not be available by this date, and we will plan to report information as it becomes available. Please keep in mind that reporting adjustments after your last payroll in 2021 can delay your 4th quarter and year-end returns and will incur additional processing fees for corrections, off cycle payroll runs and amendments.

Examples of adjustments are as follows:

- Void and/or manual checks
- Third party sick payments
- Fringe benefits
- Year-end distributions
- Bonuses and other gifts given to employees
- Health Insurance Premiums
- Vendor 1099 payment recording

Upcoming Holidays

November 25, 2021 – Thanksgiving; DP and banks are closed

December 24, 2021 – Christmas Eve; DP will be open with reduced staffing

December 25, 2021 – Christmas Day; is on a Saturday this year; DP and banks are closed

December 31, 2021 – New Year's Eve; DP will be open with reduced staffing

January 1, 2022 – New Year's Day; is on a Saturday this year; DP and banks are closed

January 17, 2022 – Martin Luther King, Jr. Federal Holiday; DP and banks are closed

Important E-mail Addresses

Customer Service – customerservice@dominionpayroll.com

Tax – tax@dominionpayroll.com

Benefits – benefits@dominionpayroll.com

Have you marked your calendar for the holidays?

Check out this mac n cheese recipe to bring to the table! Turn to page 12.



W-2 & 1099 Deadlines

W-2 deliveries will begin Tuesday, January 11th. W-2s will be shipped to your offices no later than January 25th. The forms will be in a separate package labeled 'W-2'.

Electronic W-2s will also become available to all employees by January 11th. If you would like this date to be adjusted for your company, email tax@dominionpayroll.com. If you are a paperless client, we will deliver paper W-2's to your delivery address on file.

How to Review & Confirm Accuracy of your Company and Employees' Information

On the first payroll in your Year End Period, a SSN Verification Report and a Tax ID & Rate Report will be included with your payroll reports. Please review this report to ensure that all the Tax IDs for your employee and employer tax accounts are correct prior to running your last 2020 payroll.

Are you getting hungry from all these W2s and 1099s?

Make yourself a french dip sandwich. Check out the recipe on page 16.



Directions:

1. Log into iSolved.
2. Select Client Reports in the Reporting module.
3. Select "Employee W-2 Verification" and/or "Employee W-2 Preview".
4. Hit the "Run Report" button.
5. Review the reports and make any updates in iSolved prior to processing your final payroll of 2020.

Employee W2 Information

*Please note, after January 31st, 2022 the IRS fine for each incorrectly filed W-2 SSN is \$50. In addition, please note that Dominion Payroll charges \$25 for every W-2 it must amend and refile with a corrected SSN.

Electronic W2 Option

The first time an employee logs in to ESS, they are greeted with the message box below which gives them the option to accept to electronic W-2s. Employees need to login and hit "I Accept" before the last payroll of the year to take advantage of this option, otherwise they will receive a paper W-2. Keep in mind, if they already accepted last year, they do not need to do it again. More info on this great feature can be found at the website <https://dominionpayroll.com/electronic-w2-faq/>.

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 lack of

1099 Nonemployee Compensation(NEC) Forms

If you have paid 1099 NEC income through the payroll system in 2021, DP will produce these forms. If you have additional 1099's (for vendors or contractors who were paid earlier in the year and not reported), enter them using manual adjustments before you process your last payroll for 2021. Always use 1099 Earnings codes to pay 1099 contractors and/or vendors in the payroll system to ensure that the 1099 tax forms are generated properly.

In accordance with IRS requirements, we will produce 1099s for anyone with \$600 or more in non-employee compensation.

As of 2020, The IRS made a change to the 1099-Misc form and has created the form 1099-NEC to report these payments. Please click here for more information on these forms: <https://www.irs.gov/instructions/i1099misc>.

You know what else is important? Your hunger.

Fuel your stomach with a Veggie Quinoa Bowl.
Turn to page 14 for the recipe.



1099-NEC

7171 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0116		2020		Form 1099-NEC		Nonemployee Compensation	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.				1 Nonemployee compensation		Copy A For Internal Revenue Service Center		File with Form 1096.	
PAYER'S TIN		RECIPIENT'S TIN		2		For Privacy Act and Paperwork Reduction Act Notice, see the 2020 General Instructions for Certain Information Returns.			
RECIPIENT'S name				3					
Street address (including apt. no.)				4 Federal income tax withheld					
City or town, state or province, country, and ZIP or foreign postal code									
FATCA filing requirement <input type="checkbox"/>									
Account number (see instructions)		2nd TIN not <input type="checkbox"/>		5 State tax withheld		6 State/Payer's state no.		7 State income	
				\$				\$	

Form 1099-NEC Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

ACA

As an employer, if you meet any one of the following three criteria then ACA compliance and reporting will be required for your company.

- Your company is an Applicable Large Employer- the IRS defines an Applicable Large Employer (ALE) as a company with 50 or more full-time equivalents. Reporting for the current calendar year (2021) is determined by the number of FTE in the prior calendar year (2020).
- There is common ownership between multiple FEIN.
- Your company offers self-insured healthcare coverage.

If as an employer you meet any one of the above criteria and ACA compliance and reporting is required, you must:

- Provide affordable healthcare coverage to your applicable employees
- Track variable employee hours and offer coverage to employees that meet the 30 or more hours threshold
- Provide Form 1095 to your employees
- File Forms 1094 and 1095 with the IRS

Dominion Payroll can help! We can help you determine if you are an ALE, track variable employee hours and help determine if coverage should be offered, prepare both Forms 1094 and 1095 and file with the IRS on your behalf! If you think you may meet any one of these three criteria and are not currently utilizing our ACA Service, please reach out to benefits@dominionpayroll.com no later than December 1, 2021. We will first help you to determine if you need the ACA Compliance and Reporting service and if so, coordinate with our Sales Department for pricing and then begin the set-up process.

Important Deadlines for Reporting

For calendar year 2021 reporting, Form 1095 is due to your employees by January 31, 2022 and the Form 1094 and 1095 IRS Filing Deadline is March 31, 2022.

Employers, you will need to approve the 2021 Form 1094 and 1095 in iSolved no later than January 5, 2022 to ensure timely printing and mailing as well as IRS filing.

Dominion Payroll will mail a copy of the 2021 Form 1094 for your records and all 2021 Form 1095 to the primary address of your company. You will be responsible for handing out or postmarking for mailing the Form 1095 to your employees no later than January 31, 2022.

Reviewing and Approving ACA Forms:

1. Log into iSolved
2. Select Client Management > ACA Setup Options > ACA Forms Approval
3. Click "Preview Report" and/or "Preview Forms" and review for accuracy

*Preview Report provides a condensed version of information and Preview Forms provides the information in the exact form view employees will receive

4. Once you have reviewed and made corrections, if necessary, click "Approve Forms"

*Approve Forms will commit the forms to be printed, mailed and for Dominion Payroll to file with the IRS

Additional Resources

<https://www.irs.gov/affordable-care-act/employers>
<https://www.irs.gov/pub/irs-dft/i109495c--dft.pdf>

ACA Reporting - DONE!

Let's celebrate with some Chocolate Chip Kahlua Cake! Turn to page 16 for the recipe.



Special Payrolls

Many companies issue bonus checks and other supplemental wage payments in December, and these checks/adjustments can be run with regular payroll. If a separate payroll check date or period end date is desired, the extra checks must be run as a “Special” payroll that is added to the payroll schedule at an additional cost, based on the amount of employees being paid. Please keep in mind that the default check types that will be included are different for Regular Payrolls and Special Payrolls:

Default System Settings for Paid Items on iSolved Payrolls

	Regular Payroll	Special Payroll
Salary	X	
Auto-Paid Hourly Employees	X	
Additional Checks/Manual Checks	X	X
Entries from Time Entry Grid	X	
Entries from Additional Time Entry Grid	X	X

Do's & Don'ts

Topic	Do	Don'ts
Void Checks	Do void fourth quarter checks on or before your last payroll process for 2021.	Do not void prior quarter checks. Send a note to the customer service team to let them know about prior quarter checks to be voided.
Manual Checks	Do enter them on or before your last payroll process for 2021.	Do not enter negative manuals for prior quarters without consulting a DP service representative.
Address Changes	Do make all address changes on or before your last payroll process for 2021.	
Payroll Calendar	Do verify payroll processing schedule/calendar by 01/11/2022.	
Verification	Review the following reports from Client Reports: <ul style="list-style-type: none"> Employee W-2 Verification Report SSN Verification Report Tax ID & Rate Verification Report ACA Reports Year-End Exceptions Report 	
1099 Master File Information	Customers must submit to customer service before you process the last payroll of 2021.	
1099 Information	Customers must submit 1099 earnings to customer service before you do the last process of 2021.	
Payroll Tax Information	Do send all payroll tax documents received from federal, state and/or local tax authorities to the Tax Department.	
Group Term Life (GTL)	Do enter on or before your last payroll process for 2021.	
Third Party Sick Pay	Send all 3rd Party Sick Pay to customer service with or before your last payroll process of 2021.	Do not enter GTL on terminated employees. Call DP for instructions.
Fringe Benefits	Do report any additional fringe items on or before your last payroll process for 2021.	Do not enter manual adjustments after the last 2021 payroll process. Send them to customer service.

Crossing your T's, and dotting your I's for Year-End!

You're doing great! Enjoy a slice of cheesecake. Turn to page 13 for the recipe.



Health Care Reporting on W2 - Requirement for Large Employers

- If your company filed more than 250 W-2's in 2020, the ACA W-2 reporting requirement applies, and you are responsible for reporting the total costs (regardless of employee-paid portion vs. employer-paid portion) of health insurance on their 2021 W-2's.
- Typical costs to include are those paid on behalf of the employees for group health insurance plans. For more detailed explanation of these items, please refer to the IRS website [1].
- Since this information may not be available until after the close of the 2021 calendar year, we ask that you compile a list of the employees and their premiums if we do not already have your employer portion of healthcare recorded in iSolved and send us the spreadsheet by January 7, 2022 so that we can add those values to your W-2s.

IRS Notes for 2022

The FICA tax rate, which is combined Social Security tax rate of 6.2% and the Medicare tax rate of 1.45% will be 7.65% for 2022 up to the Social Security wage base.

The Medicare Supplemental rate of .09% applies to wages earned above \$200,000 for single filers and \$250,000 for joint filers (\$125,000 for a married individual filing separately).

- This supplemental rate only applies to the employee Medicare portion of Federal Insurance Contributions Act (FICA) tax. Consequently, employers do not have to match the increased Medicare tax amount from employee's wages.
- NOTE: The employer is required to withhold the increased amount from all workers with wages exceeding \$200,000, regardless of the marital status claimed on the employee's Form W-4. Over- and under-withholding for the employee will be reconciled upon the filing of his/her tax

Social Security Tax Wage Base: Increases to \$147,000 in 2022

401k Contribution Limits: \$20,500 with catch-up of \$6,500 for employees age 50+.

Traditional/Roth IRA Contribution Limits: The limit on annual contributions to an IRA remains unchanged at \$6,000, with a remaining catch-up of \$1,000 for employees age 50+.

Simple IRA Contribution Limits: Increased to \$14,000 with catch-up of \$3,000 for employees age 50+.

State Unemployment Rate & Deposit Frequency Notices for 2022

You should receive your 2022 state unemployment rate and your state deposit frequency during the next two months. Once you receive these notices, please fax them to us at 804.355.3432 or email them to the Tax Department (tax@dominionpayroll.com). This will ensure the accuracy of your tax liability calculation and timely deposits of the associated taxes.

Payroll Schedules for 2022

Please take a few moments to review your 2022 schedule during December to make sure it is accurate.

1. Log into iSolved.
2. Select Payroll Processing.
3. Select Client Run Schedule.
4. Review the schedule to ensure that the appropriate dates are there for each check run.*

*If you have a fiscal year start, please ensure that the appropriate "First Payroll in Fiscal Year" box is checked on the schedule.

[1] <http://www.irs.gov/pub/irs-drop/n-12-09.pdf>



January

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

○ Federal Reserve Bank Holiday. Dominion Payroll offices closed. For holidays falling on Sunday, banks and Dominion Payroll will be closed the following Monday (June 20 and December 26)

Talent
Acquisition



Time &
Attendance



Payroll
Services



Human
Resources



Benefits
Admin



Virginia • Carolinas • Texas • Mississippi • Florida • Tennessee • Kentucky
Toll Free: 877.DPS.PAYU, fax: 804.355.3432, customerservice@dominionpayroll.com



Dominion Payroll®

Empowering Your Business



EMPOWERING YOUR BUSINESS

VIRGINIA
804.355.3430

NORTH CAROLINA
704.307.4058

TENNESSEE
615.577.9920

MISSISSIPPI
601.940.0447

FLORIDA
813.386.2837

TEXAS
214.442.5888

KENTUCKY
502.894.0088

TOLL-FREE
877.DPS.PAYU

dominionpayroll.com

Recipe for Success

Cookbook

15 delicious recipes from our
Dominion Payroll team to share
with your friends and family

Recipe for Success: Cookbook

THE PERFECT OLD-FASHIONED

Ingredients:

2 oz. Straight Bourbon Whiskey
(Woodford or Basil Hayden's are my
go to)
1/2 oz. Simple Syrup or 1 sugar cube
3 dashes Aromatic Bitters
2 dashes Orange Bitters

Steps:

1. Add ice to the high ball glass
2. Pour the bourbon whiskey over the ice
3. Add the simple syrup
4. Add the Bitters
5. Swirl for 30 seconds
6. Garnish with sliver of orange peel
7. Enjoy!

MAC N' CHEESE

Ingredients:

1 lb. cavatappi (or pasta of your choice)
1/2 cup of butter
1/2 cup of flour
4 cups of milk
6 cups of freshly shredded sharp or white
cheddar
1 tsp. of salt
upto 1 tb. of pepper
2 tb. of butter
1/2 cup of panko bread crumbs

Steps:

1. Boil pasta in salted water according to package directions
2. Melt butter in large saucepan over medium heat
3. Sprinkle in flour and whisk and cook 2-3 minutes. Add in salt & pepper
4. Slowly pour in 4 cups of milk whisking until smooth and heating to a low boil until thickened. Do not stop until thick. Remove from heat.
5. Grease a 9" x 13" baking dish and add the hot pasta to the dish.
6. Over the top sprinkle 6 cups of freshly shredded cheese
7. Pour the thickened cream sauce over the hot pasta and cheese and let it sit until the cheese melts. Stir everything together.
8. Melt 2 tbs. butter over medium heat.
9. Add in panko bread crumbs, stirring constantly 3-4 minutes or until golden brown
10. pour over the mac and cheese
11. Bake in a preheated 325 degree oven for 12-15 minutes.

Recipe for Success: Cookbook

OVERNIGHT STEEL OATS

Ingredients:

1 cup steel cut oats (recommend
Bob's Red Mill)
1/2 Tbsp coconut oil
1 Tbsp cinnamon
3 cups water

Suggested Toppings:

Cooked Apples
Blueberries
Strawberries
Pecans
Golden Raisins
Craisins

Steps:

1. In a non-stick pot, heat coconut oil to melting over medium heat, then add oats.
2. Toast oats, stirring constantly, for 2 minutes.
3. Add 3 cups water, and bring it to a boil. Cover, turn off the heat, and leave it to sit overnight.
4. Makes four servings, and oats are good leftover in the fridge for 4-5 days. To reheat, add a serving + a splash of your milk of choice and heat on the stove or in the microwave.

CHEESECAKE

Ingredients:

Crust

1 1/4 cups butter cookie crumbs
1/4 butter or margarine, melted
1 tbsp. sugar

Filling

3 packages (8 oz) cream cheese, softened
1 cup sugar
1/4 cup all-purpose flour
3 eggs, room temperature
1/2 cup sour cream
1tbsp lemon juice
1 tsp vanilla

Steps:

1. Preheat oven to 300°F (150°C). For crust, combine graham cracker crumbs, butter and sugar until well blended. Press crumb mixture into bottom of a springform pan. Bake 10 minutes. Remove from oven to cooling rack.
2. For filling, beat cream cheese, sugar and flour at medium speed of electric mixer until smooth. Add eggs, one at a time; mix at low speed just until blended. Stir in sour cream, lemon juice and vanilla. Pour filling into crust.
3. Bake 55-60 minutes or until center appears nearly set when gently shaken (the center will firm as it cools). Remove from oven to cooling rack. Immediately run releasing tool around sides of cake to loosen from pan; cool completely. Cover; refrigerate at least 4 hours or overnight. Release collar from pan.

Recipe for Success::Cookbook

VEGGIE QUINOA BOWL

Ingredients:

1 medium sweet potato, chopped
1 jalapeno
1 large red bell pepper
1 1/2 cups corn (fresh, canned, or frozen)
3 cloves garlic, minced or pressed
1 can black beans
1 cup brown rice
1/4 red quinoa
olive oil
chili powder
smoked paprika
cumin
cayenne pepper (optional)
cilantro & lime juice to garnish

Suggested Toppings:

Chopped cilantro
Guacamole/avocado (recommends sabra guacamole)
Chopped tomatoes
Chopped red onion
Lettuce
Salsa (recommend Jack's Special Salsa)
Tostito's blue corn chips

Steps:

1. Start the brown rice/red quinoa mixture cooking -- you can combine the two grains and cook them based on the brown rice instructions. TIP: use vegetable broth instead of water and add 1 tsp lime juice to the liquid for best taste.
2. Chop the sweet potato into cubes ... about 1/3 in cubed is good but it's not an exact science so don't worry too much about it, you just want them bite-sized. No need to peel the potato.
3. Toss the potato cubes in a bowl with a splash of olive oil (enough to coat), 1/8 tsp cumin, 1/4 tsp chili powder, and a sprinkle of smoked paprika, salt, and cilantro
4. Bake the sweet potato chunks in a 425-degree oven for 20 minutes
5. Drain and rinse the black beans, then transfer them to the bowl with the leftover oil and spices you had the potatoes in. Stir the beans in the bowl and leave to sit, no need to cook them. (If using frozen corn, thaw in the microwave for a couple of minutes -- no need to cook fully.)
6. Chop the peppers, mince the garlic, and put them in a bowl with the corn. Toss in mix of olive oil and spices like the potatoes above.
7. Heat a skillet/pan over medium-high heat and toss the corn/peppers mixture in. Cook to desired done-ness, usually takes about 7 minutes. You'll want to time the corn/peppers to be done around the same time as the rice and potatoes.

Recipe for Success: Cookbook

JANGA SHRIMP

Ingredients:

2 cups white vinegar
1 habanero pepper (seeded & diced)
1 clove garlic, minced
1 small onion, diced
4 allspice berries, crushed
1 lb. cooked shrimp (shelled & deveined)

Steps:

1. Heat all ingredients, except shrimp, to boil
2. Pour over shrimp, and refrigerate overnight

SALSA VERDE

Ingredients:

3 cloves garlic, unpeeled
1 lb. fresh tomatillos, husked & rinsed
1 small onion, quartered through root end
3-6 serrano chiles or 2-3 jalapeno peppers
1/4 cup chopped cilantro
Coarse kosher salt
2 tbsp. olive oil
1 cup low-salt chicken/vegetable broth
2 tbsp. fresh lime juice
1/2 tsp. sugar (optional)

Steps:

1. Skewer garlic, heat grill to medium high heat. Grill garlic, tomatillos, onion quarters, and chiles until dark brown spots form on all sides (Roughly 9 minutes for onions, 6 minutes for tomatillos and chiles, and 4 minutes for garlic).
2. Allow to cool. Peel garlic, trim core from onion quarters, scrape burnt skin from chiles. Coarsely chop all and transfer to blender or food processor. Puree until smooth, and season with salt.
3. See chiles for milder salsa.
4. Heat oil in a large saucepan over high heat. Carefully add tomatillo mixture. Stir until thickened, stirring often, for about 2 minutes.
5. Add broth and lime juice and bring to a boil. Reduce heat, and simmer until mixture measures roughly 2 1/2 cups, about 10 minutes. Season to taste with salt and additional lime juice.
6. Best if chilled overnight, allowing the flavors to blend. Serve with tortilla chips.

ROTEL

Ingredients:

1 lb. sausage
8 oz. velveeta cheese
10 oz. can of rotel

Steps:

1. Cook the sausage, drain and chop the velveeta cheese.
2. Put sausage, velveta, and rotel in microwavable dish. Heat it up until heated all the way through.
3. Serve with tortilla chips.

Recipe for Success: Cookbook

CRAB DIP RECIPE

Ingredients:

2- 8 ounces cream cheese
1 lb imitation crab meat
1 cup sharpe cheddar cheese
1 tbl spoon lemon juice
3 tble spoons mayo
1 tsp wist
2tbl spoon parsley
½ tsp garlic powder
½ tsp onion salt

Steps:

1. Mix together put in a buttered dish, sprinkle with cheddar cheese and garlic salt. Cook 350 degrees for approx 30 minutes (or until bubbly).

CHOCOLATE CHIP KAHLUA CAKE

Ingredients:

1 box devils food chocolate cake mix
2 eggs
16 ounces sour cream(I use breakstone)
12 ounces chocolate chips (I use the minis)
½ cup oil
½ cup Kahlua
½ cup chopped nuts(optional)

Steps:

1. Mix and bake in a bundt cake pan 350 degrees for approx. 45 minutes

FRENCH DIP SANDWICHES

Ingredients:

2 LB chuck, bottom or rump roast
1 onion sliced (optional)
1 can of French onion soup
2 cups beef broth
2 TBS Worcestershire sauce
½ tsp salt
1 tsp pepper
1 tsp garlic powder
Hoagies
Provolone cheese

Steps:

1. Season the roast with salt, pepper and garlic powder on all sides. Place in crock pot, add broth, soup and Worcestershire sauce + onions if you choose.
2. Cook on low 6-8 hours until meat is tender. Remove meat from crockpot and slice or shred. Strain liquid (au jus).
3. Toast the hoagies under the broiler, top with meat and cheese and melt under broiler.

Recipe for Success: Cookbook

BRUSCHETTA

Ingredients:

1/4 cup extra virgin olive oil
1 1/2 Tbsp minced fresh garlic
26 oz. roma tomatoes, diced (about 7-8)
1/4 cup finely shredded parmesan cheese
1 Tbsp balsamic vinegar, or more to taste
3/4 tsp kosher salt, then more to taste
1/2 tsp freshly ground black pepper
1/4 cup chopped basil ribbons (chiffonade)
1 (14.5 oz) loaf hearty french bread (such as La Brea), sliced into 1/2-inch thick slices (about 12 slices)

Steps:

1. For tomato mixture: Heat olive oil in a small skillet or saucepan over medium-low heat. Add garlic and saute until just starting to turn golden (don't brown it), about 1 minute.
2. Pour into a large mixing bowl. Let cool while you chop the tomatoes and basil.
3. Pour tomatoes into bowl with cooled oil mixture. Add parmesan, basil, balsamic vinegar, salt and pepper. Toss mixture well. Serve right away over toasted bread (spoon some of the juices along with it). Garnish with more parmesan if desired.
4. To toast bread*: position oven rack a few inches below broil and preheat broiler. Align bread slices on an 18 by 13-inch baking sheet. Broil first side until golden brown, about 1 minute (don't walk away and keep an eye on them they'll brown quickly), then flip slices to opposite side and broil opposite side until golden brown.

SPICY TOMATO JAM

Ingredients:

2 # Roma Tomatoes, cored and rough chop
2-3 cloves Garlic, finely minced
1/2 bunch scallion, sliced thin
1/5 white onion, minced
1 cup Brown Sugar
3 tbsp Fresh Lime Juice
1/2 tsp Crushed Red Pepper Flakes
1/2 tbsp Dried Ground Ginger
1/2 tsp Ground Cumin
Sea Salt to Taste

Steps:

1. Mix all ingredients in a large bowl.
2. Heat a heavy bottomed pot over medium high heat.
3. Add the all ingredients to pan and bring to a boil.
4. Reduce heat to low, and simmer for 1 hour and 20 minutes, making sure to stir it often to avoid burning the bottom.
5. The mixture will start out very watery but will cook down to a jam like consistency.
6. Pour the mixture into an airtight container once it has cooled.
7. Store in the refrigerator for 2-3 weeks.

Recipe for Success: Cookbook

ROASTED TOMATILLO SALSA

Ingredients:

1/2 Yellow Onion
1/2 Tomato
1 Shallot
1 Red Bell Pepper
2 Anaheim or Poblano Peppers
2 Jalapeños
5 Cloves Garlic
6-7 Tomatillos
1 Lime
2 tsp Salt
1 tsp Cumin
1 tbsp Sugar
1 tbsp Honey

Steps:

1. Remove ribs and seeds from all peppers.
2. Remove husk from tomatillos. Rinse.
3. Broil all peppers, garlic, and tomatillos for ~20 minutes, turning half way.
4. Puree onion, tomato, and shallot in a food processor.
5. Run peppers under cold water and remove skin.
6. Add peppers, garlic and whole tomatillos to food processor.
7. Add juice of 1 lime, salt, cumin, sugar and honey to food processor.
8. Pulse until fairly smooth consistency.

SPINACH TORTELLINI CASSEROLE

Ingredients:

1 pkg. frozen chopped spinach, thawed and strained
3/4 cup chopped onion
2 cups parmesan cheese
Salt
Pepper
Garlic Powder
Onion Powder
1 pint heavy cream
1 lg. pkg. fresh three cheese tortellini

Steps:

1. Cook tortellini in boiling water.
2. In sauce pan, melt a tsp of butter and saute onions until transparent.
3. Defrost spinach, press water out and add to the onions along with cream, 1 cup of the parmesan cheese and season to taste.
4. Cook until bubbly and cheese is melted throughout.
5. Place cooked tortellini in 13 x 9 pyrex and spoon spinach mixture over the top.
6. Bake 350 for about 30 minutes or until bubbling. Can be made ahead.