End Of Year

Solana

ProviderPro®

End Of Year Guide

Version 2024, 16th Edition

2024 End of Year Processing

Contents

Getting Started with End of Year Processing

Learn about these topics:

Determining Your Processing Option

It is time to think about Sandata offers **three options** the processing of W-2, 1099 and 1094/1095-C information. We need a commitment from you before **December 3** on which option (A1, A2 or B) you want to follow this tax year. Your agency controls the accuracy and setup information of the data for all three options.

Option A1* – Sandata posts to Solana MyPay and will work with our processor to provide PDF copies for all required forms (This is Sandata's recommended option.) This option saves you labor-intensive tasks, Yearli purchase and postage costs for mailing employee W-2s/1095-Cs.	1. Our processor imports the ProviderPro information you submit to us. 2. We post the employee copies of the W-2 and 1095-C to the Solana MyPay website. 3. Our processor prints the vendor copies of the 1099 only. 4. Our processor seals and mails the vendor copies of the 1099 only. 5. Our processor files electronically with the SSA/IRS. 6. Our processor provides an Acrobat file (PDF) of the employer, employee and vendor copies of each W-2, 1095-C/1094-C and 1099. 7. An Acrobat file (PDF) copy of each W-2 that is applicable to every state and/or local tax agency. 8. Electronic filing is available for some states and cities. You must make special arrangements with Sandata to do so. 9. You mail the W-2s to each state and/or local tax agency.
Option A2* – Sandata processor prints, mails, and files. This option saves you labor-intensive tasks and Yearli purchase.	10. We import the ProviderPro information you submit to us. 11. Our processor imports the employee copies of the W-2, 1099, 1095-C, including one Copy B, one Copy C, and two Copy 2s. Also includes additional W-2s for each employee, if an employee has more than two states and/or two locals. 12. Our processor will seal and mail employee copies. 13. Our processor will file electronically with the SSA/IRS. 14. Our processor will provide an Acrobat file (PDF) of the employer, employee and vendor copies of each W-2, 1095-C/1094-C and 1099. 15. An Acrobat file (PDF) copy of each W-2 that is applicable to every state and/or local tax agency. 16. Electronic filing is available for some states and cities. You must make special arrangements with Sandata to do so. 17. You mail the W-2s to each state and/or local tax agency.
Option B – You print, stuff, mail, and file	18. You purchase Yearli and associated perforated paper for printing.**

	19. You import the ProviderPro information into Yearli.* 20. You print the employee copies of the W-2/1099/1095-C, which could include one Copy B, one Copy C and two Copy 2s. 21. You handle any addendum sheets or additional W-2s for each employee, if an employee has more than two states and/or two locals. 22. You handle mailing employee copies, including stuffing into an envelope and postage. 23. You upload to Yearli to e-file with the SSA/IRS*. 24. You print an employer copy of each W-2/1099/1094-C. 25. You print a copy of each W-2 that is applicable to every state and/or local and then organize by state and/or local. 26. You mail the W-2s to the appropriate state and/or local tax agency. 27. Electronic filing is available for some states and cities. You must make special arrangements with Sandata to do so.
28. *Any returned "undeliverable" W-2, 1099 or 1095-C will be forwarded to you. All corrections and reprints will be invoiced at the originally quoted price. We are not responsible for any incorrect or missing information provided by you. If the whole batch needs to be reprocessed/reprinted because we were given wrong or missing data, then the whole batch will be reprocessed/reprinted based on new job pricing. Additional fees may be incurred for any corrections made to the original information submitted to us. 29. **Yearli is a third-party (not programmed by Sandata) product that is outside the scope of the Sandata maintenance and support agreement. Yearli continually updates the product from year to year and requires an annual purchase of the current year's copy. We will supply Yearli and associated paper at competitive pricing.	

Note: Remember you perform the following steps regardless of the option you choose:

- Tie-out all wages, deductions, and taxes utilizing the reports in ProviderPro.
- Verify Federal ID Number, State Unemployment Number(s), State ID Number(s) and school district numbers in the software.
- Verify/enter the proper Code in ProviderPro for any deductions that should appear in the special boxes on the W-2 (i.e., 401K/403B amount)
- Enter any extra W-2 income in the Non-Payroll Compensation tab for applicable employees.
- Verify that all addresses are valid and up to date.
- Perform the Gather W-2/1099/1094/1095-C process in ProviderPro.
- Make sure the Payroll and Accounts Payable tax reporting groups are set up for all payroll groups/EINs (W-2s/1094/1095Cs) and control accounts (1099s).

Submitting Numbers to Sandata for Quoting

Sandata needs W-2, 1099 and 1094/1095C totals from you to generate a cost comparison. Please submit your numbers prior to **11/18/2024**. You will receive an emailed quote by **11/27/2024**. The deadline for submitting your orders is **12/03/2024**. End of year processing is just around the corner!

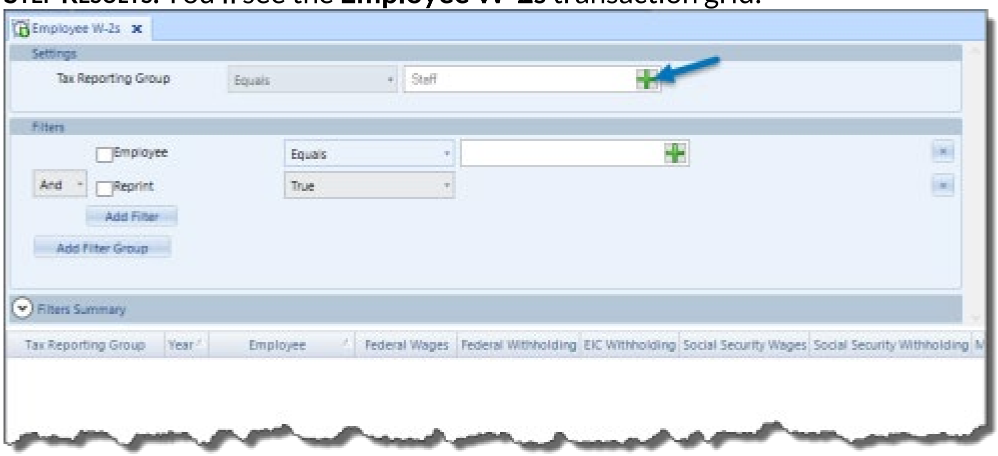
Submitting W-2 Counts (or 1099 Counts if issuing from Payroll)

To send the counts, complete these steps for each ***UNIQUE*** database and tax reporting group:

TASK:

1. Go to **Employee Management** > **Payroll** > **Tax Forms** > **Employee W-2s**.

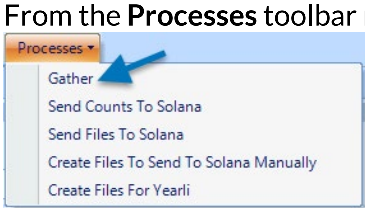
   STEP RESULTS: You'll see the **Employee W-2s** transaction grid:

2. Change the **Tax Reporting Group** filter to the appropriate one.

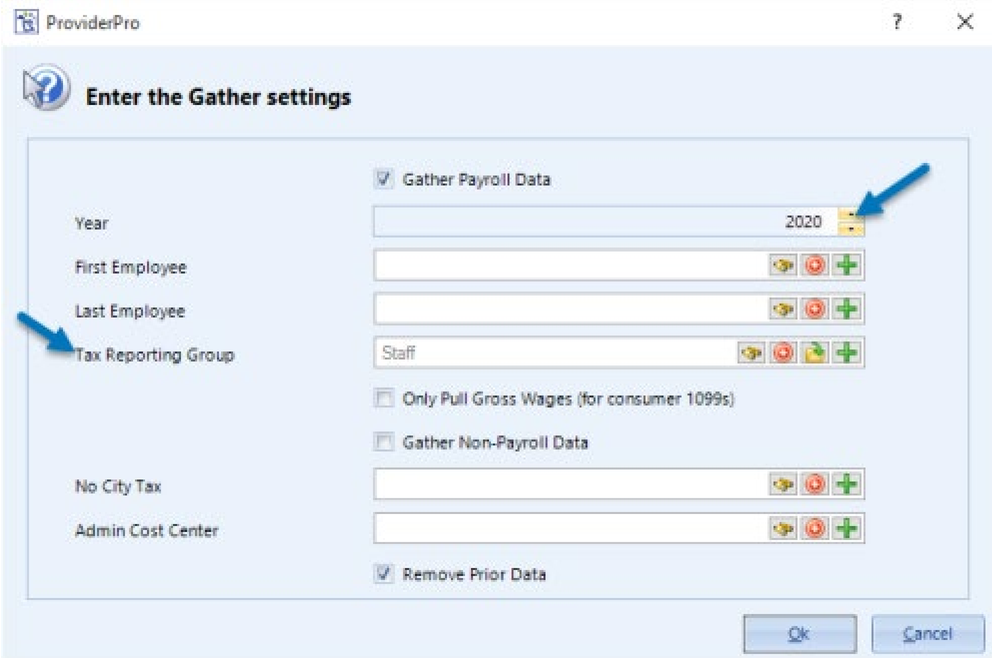
   You will need to repeat this process for each Tax Reporting Group.

3. From the **Processes** toolbar menu, select **Gather**.

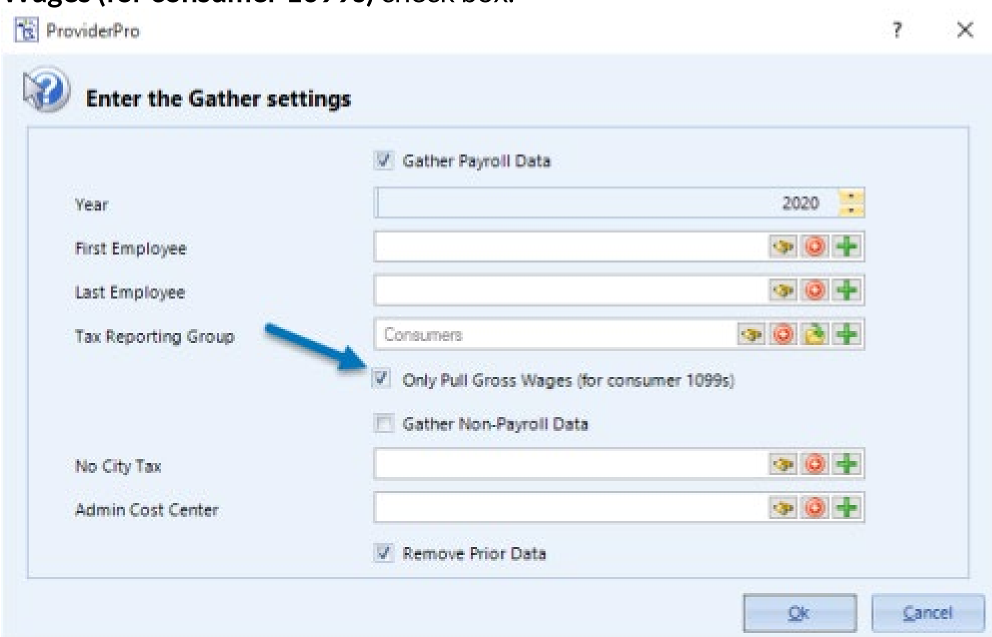
   

   STEP RESULTS: You will be prompted to enter the gather settings.

4. Make sure the Tax Reporting Group and Year are correct.



5. If the selected Tax Reporting Group is used for those employees for whom you are processing 1099s through payroll (for example, client wages), select the **Only Pull Gross Wages (for consumer 1099s)** check box.



6. Leave all the other boxes as they are and click **OK**.

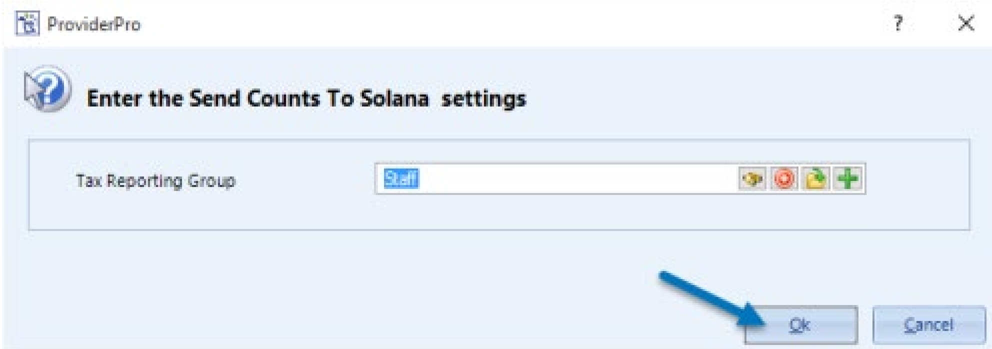
   STEP RESULTS: Depending on the number of employees, this process may take several minutes. A confirmation message will appear when the process is complete.

7. Click **Ok**.

STEP RESULTS: You will see a list of employee W-2 information appear in the grid. You do not need to worry about reviewing or modifying the data at this time unless you are reviewing client 1099 information. If it is client 1099 information, then you should delete the clients to whom you do not expect to issue 1099s.

8. From the **Processes** toolbar menu, select **Send Counts To Solana**.

9. Verify the Tax Reporting Group is correct and click **Ok**.

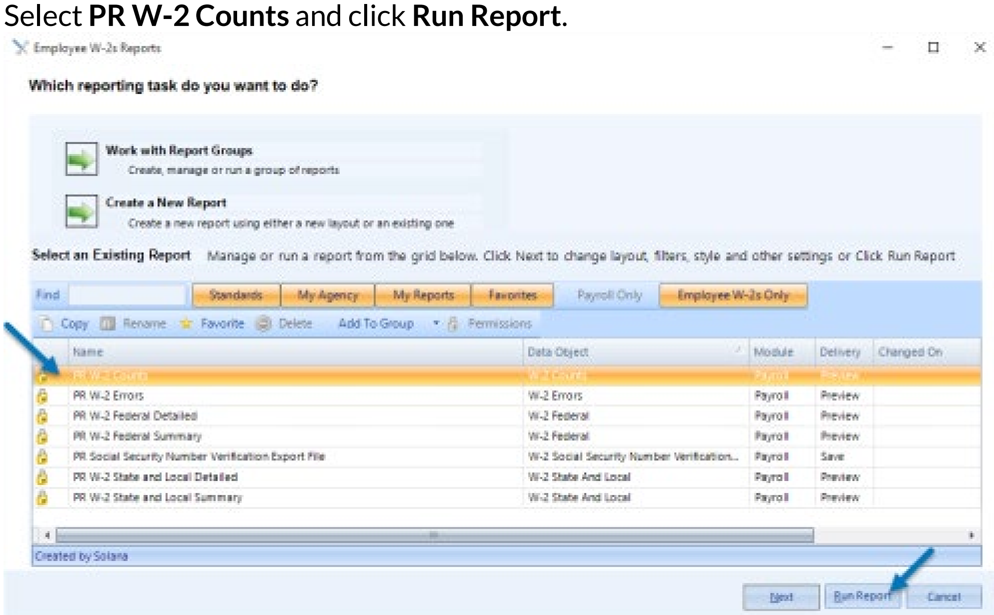


STEP RESULTS: You will see a confirmation message when the process is complete.

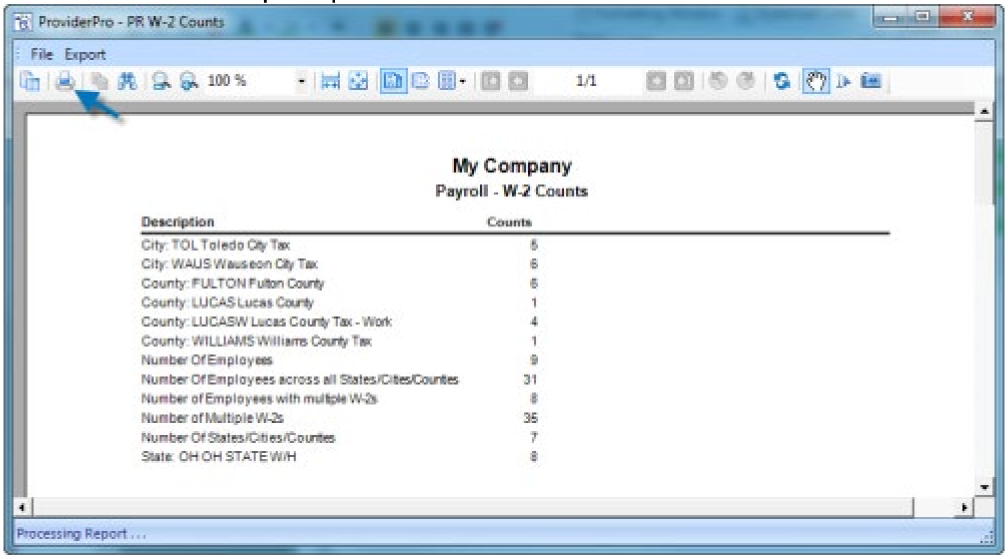
10. Click **Ok** to exit the confirmation window.

11. If you cannot send your counts to Sandata automatically because of technical difficulties, click **Reports** on the toolbar to print a report to mail or fax to Sandata.

12. Select **PR W-2 Counts** and click **Run Report**.



13. Click **Print** from the print preview window.



14. Click the **X** to exit the print preview window.
15. Click **Finish** to exit the Report Wizard.
16. Mail or fax this report to Sandata.

Once you receive the quote, you will need to return the completed End of Year Processing Selection Form.

Submitting 1099 Counts

Note: Make sure the vendor's 1099 information and the AP tax reporting groups are set up.

Note: See Processing 1099s Through Payroll, if your 1099 information originates in Payroll instead of Accounts Payable.

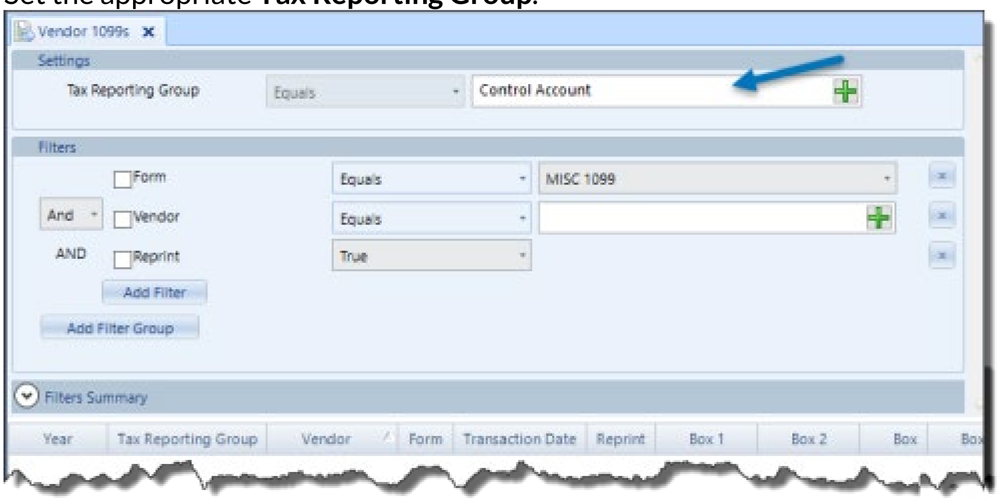
To submit a quote to Sandata, complete the steps below for each ***UNIQUE*** database:

TASK:

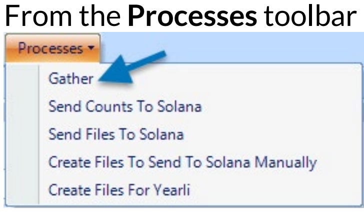
1. Go to **Financial Management** > **Accounts Payable** > **Vendor 1099s**.

   STEP RESULTS: You'll see the **Vendor 1099s** transaction grid.

2. Set the appropriate **Tax Reporting Group**.



3. From the **Processes** toolbar menu, select **Gather**.



   STEP RESULTS: You will be prompted to enter the gather settings.

4. Verify the tax reporting group is correct and set the correct tax year. Leave the **Begin Vendor** and **End Vendor** boxes blank to include all vendors set up with 1099 information and click **OK**.

Step Results: Depending on the number of vendors, this process may take several minutes. A confirmation message will appear when the process is complete.

5. Click **Ok**.

   Step Results: You will see a list of vendors that have 1099 information appear in the grid. Edit this information to remove any vendors that will not receive a 1099. We need to have an accurate count of the number of 1099s that will be processed.

6. From the **Processes** toolbar menu, select **Send Counts To Solana**.

7. Verify the tax reporting group is correct and click **Ok**

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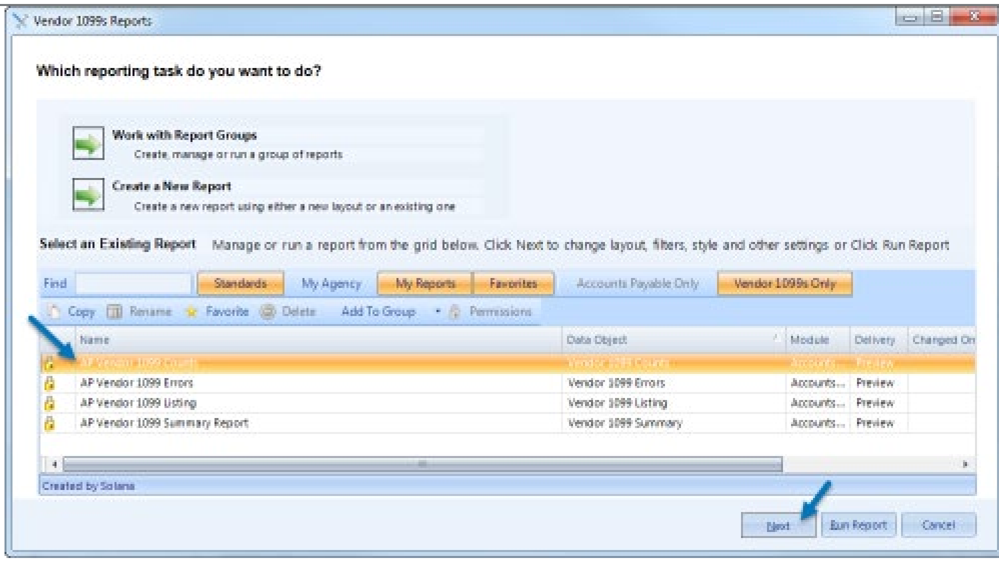
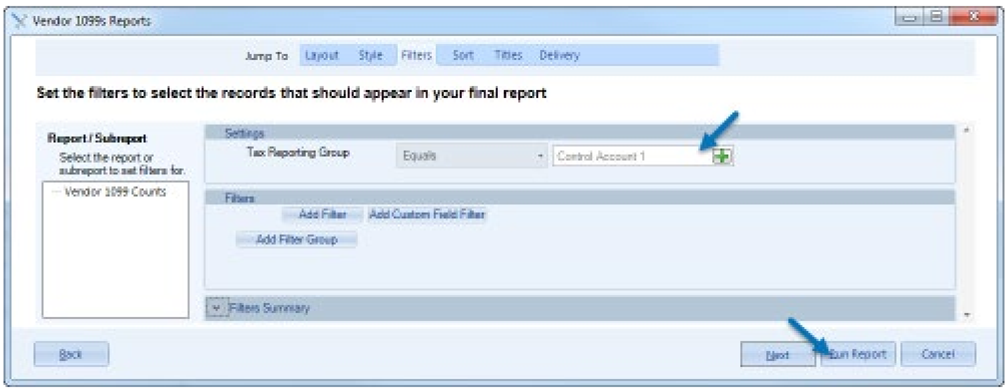
   Step Results: You will see a confirmation message when the process is complete.

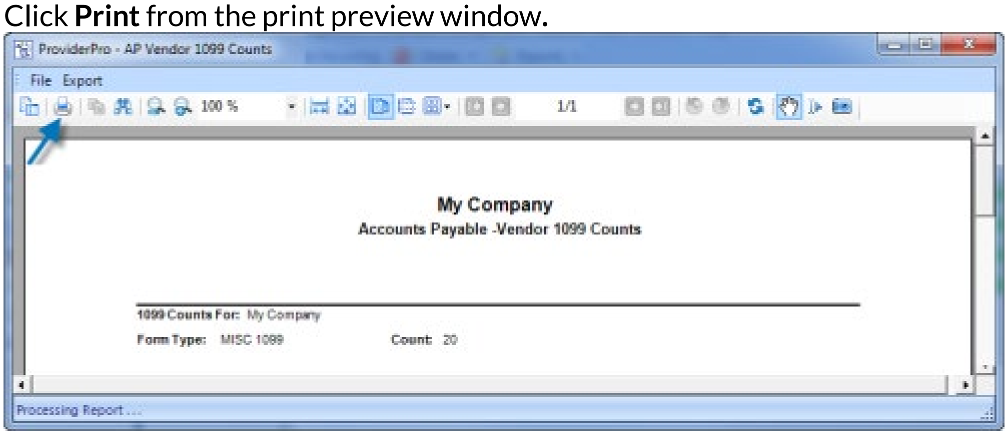
8. Click **Ok** to exit the confirmation window.
9. If you cannot send your counts to Sandata automatically because of technical difficulties, click **Reports** on the toolbar to print a report to mail or fax to Sandata.
10. Select **AP Vendor 1099 Counts** and click **Next.**



11. Verify the correct tax reporting group is selected and click **Run Report**.



12. Click **Print** from the print preview window.



13. Click the **X** to exit the print preview window.
14. Click **Finish** to exit the Report Wizard.
15. Mail or fax this report to Sandata.

STEP RESULTS: You will receive a quote back from Sandata.

Once you receive the quote, return the completed End of Year Processing Selection Form.

Submitting Form 1095-C Counts

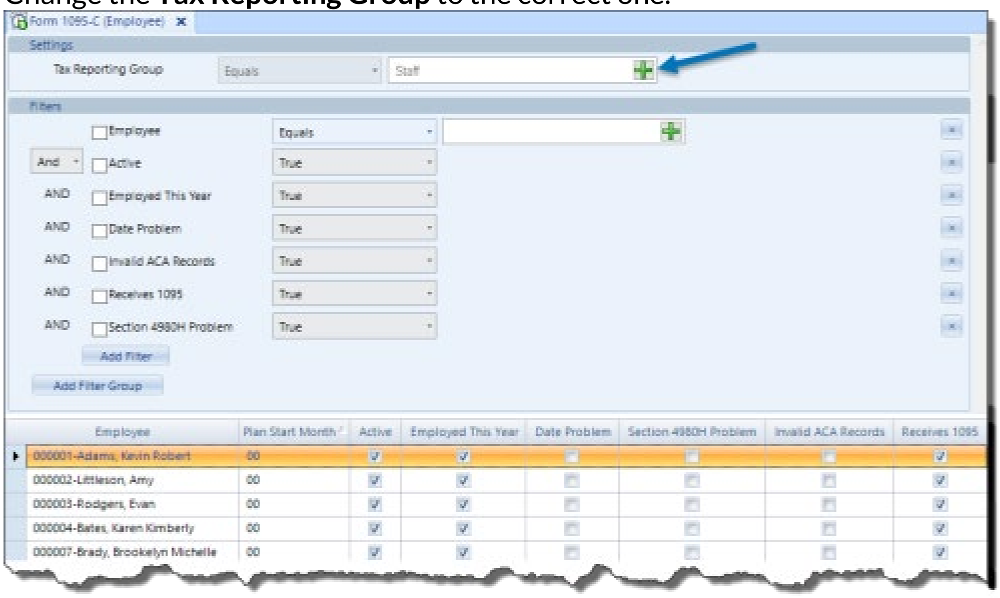
To send the counts, complete these steps for each ***UNIQUE*** database and tax reporting group:

TASK:

1. Go to **Employee Management** > **Payroll** > **Tax Forms** > **Form 1095-C (Employees)**.

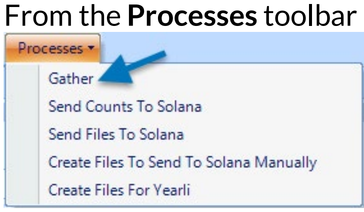
   STEP RESULTS: You'll see the **1095-C (Employees)** transaction grid.

2. Change the **Tax Reporting Group** to the correct one.

   Note: You will need to repeat this process for each Tax Reporting Group.

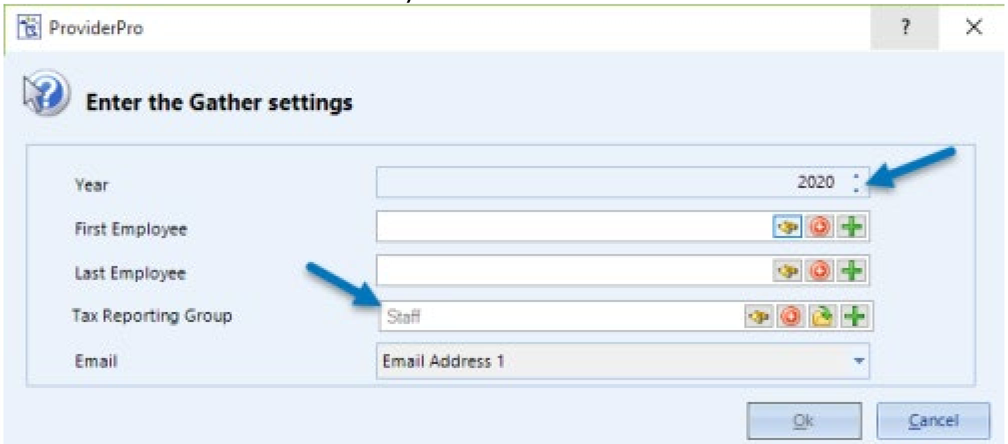
3. From the **Processes** toolbar menu, select **Gather**.

   STEP RESULTS: You will be prompted to enter the gather settings.

4. Make sure the **Tax Reporting Group** and **Year** are correct.

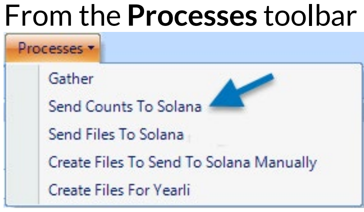
5. Leave all the other boxes as they are and click **OK**.



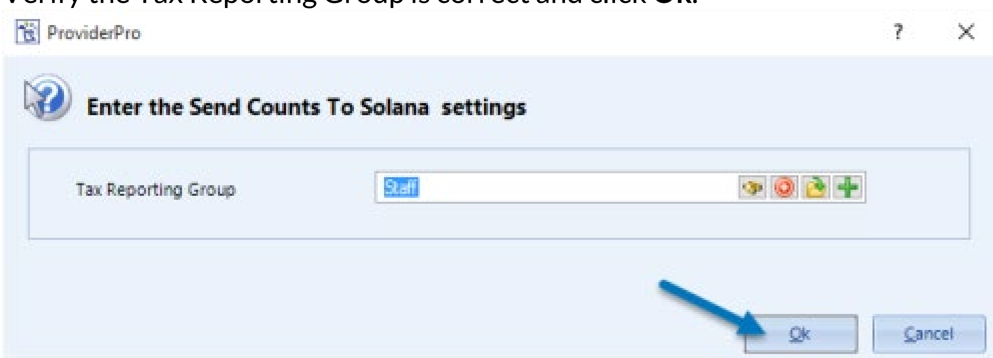
Note: This process may take a little while depending on the speed of your computer and/or the number of employees.

STEP RESULTS: You will see a confirmation message when the process is complete. You will need to research and correct any errors that were found. Once you correct the errors, you will then run the gather again.

6. Click **Ok** to close the wizard.
7. From the **Processes** toolbar menu, select **Send Counts To Solana**.



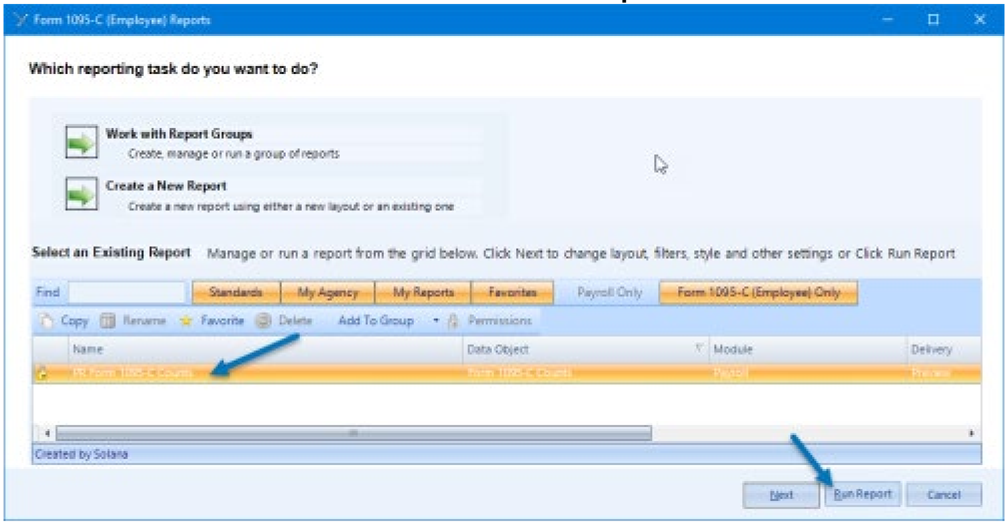
8. Verify the Tax Reporting Group is correct and click **Ok**.



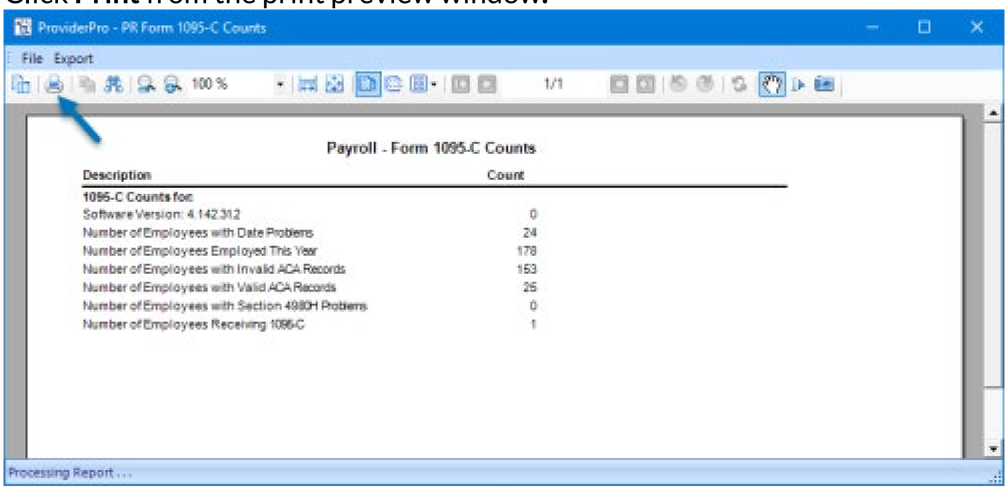
STEP RESULTS: You will see a confirmation message when counts have been sent.

9. Click **Ok** to exit the confirmation window.
10. If you cannot send your counts to Sandata automatically because of technical difficulties, click **Reports** on the toolbar to print a report to mail or fax to Sandata.

11. Select **PR Form 1095-C Counts** and click **Run Report**.



12. Click **Print** from the print preview window.



13. Click the **X** to exit the print preview window.

14. Click **Finish** to exit the Report Wizard.

15. Mail or fax this report to Sandata.

STEP RESULTS: You will receive a quote back from Sandata .

Once you receive the quote, you will need to return the completed End of Year Processing Selection Form.

Important End of Year Dates

November 18, 2024	Customer Deadline to return W-2/1099/1094/1095-C Contact Information Form(s)
November 18, 2024	Sandata sends out email reminder with instructions for submitting counts for a quote.
November 18, 2024	Customer deadline to submit count information for quotes.
November 27, 2024	Sandata sends out quotes to customers via email.
December 3, 2024	Customer deadline to return the End of Year Processing Selection Form.
December 20, 2024 (approx.)	Scheduled Fourth Quarter Release of ProviderPro and available to hosted customers and for download for on-premise customers.
January 8, 2025	Customer deadline to submit W-2 and 1099 data. Customer deadline to return Authorization Form(s) Customer deadline to return Electronic Submission Information Form(s) Sandata will not begin to process your data until all of the above information is received.
January 27, 2025	Customer deadline to submit 1094/1095-C data. Customer deadline to return Authorization Form(s) Customer deadline to return Electronic Submission Information Form(s) Sandata will not begin to process your data until all of the above information is received.

End of Year Processing Check List

☐	Verify contact information.
☐	Submit counts to Sandata.
☐	Place order with Sandata.
☐	Verify Social Security Numbers.
☐	Review employee/vendor data.
☐	Review employer/payer data.
☐	Review taxes and deductions setup.
☐	Review payroll and AP tax reporting group setup.
☐	Enter/verify non-payroll compensation.
☐	Tie out data.
☐	Gather W-2s/1099s/1095-Cs.
☐	Complete manual edits (if needed).
☐	Delete any returns you do not wish to process.
☐	Correct any errors on Error Reports.
☐	Tie out final data.
☐	Submit files to Sandata for processing -or- Create files to process with Yearli.
☐	Review forms.
☐	Receive employer packet.
☐	Download files from secure FTP site.
☐	File paper copies with state(s).
☐	File paper copies with local tax agencies.

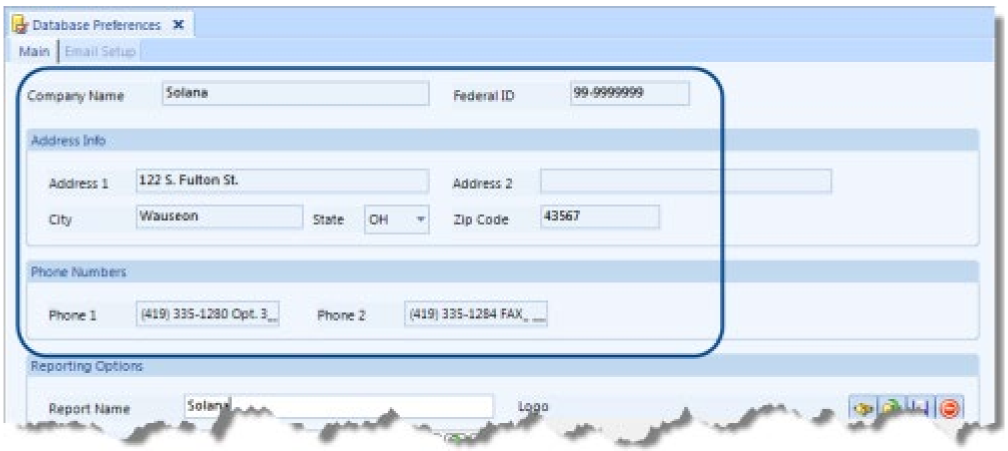
Verifying Federal ID, Employer Name & Address

Before creating your W-2, 1099 and/or 1095-C data, make sure that your Federal Tax ID (including any required dashes) and address information is correct and appears as you want it to appear on the W-2s, 1099s and the 1095-C forms.

To verify the Federal ID Numbers and Employer Name and Address Information:

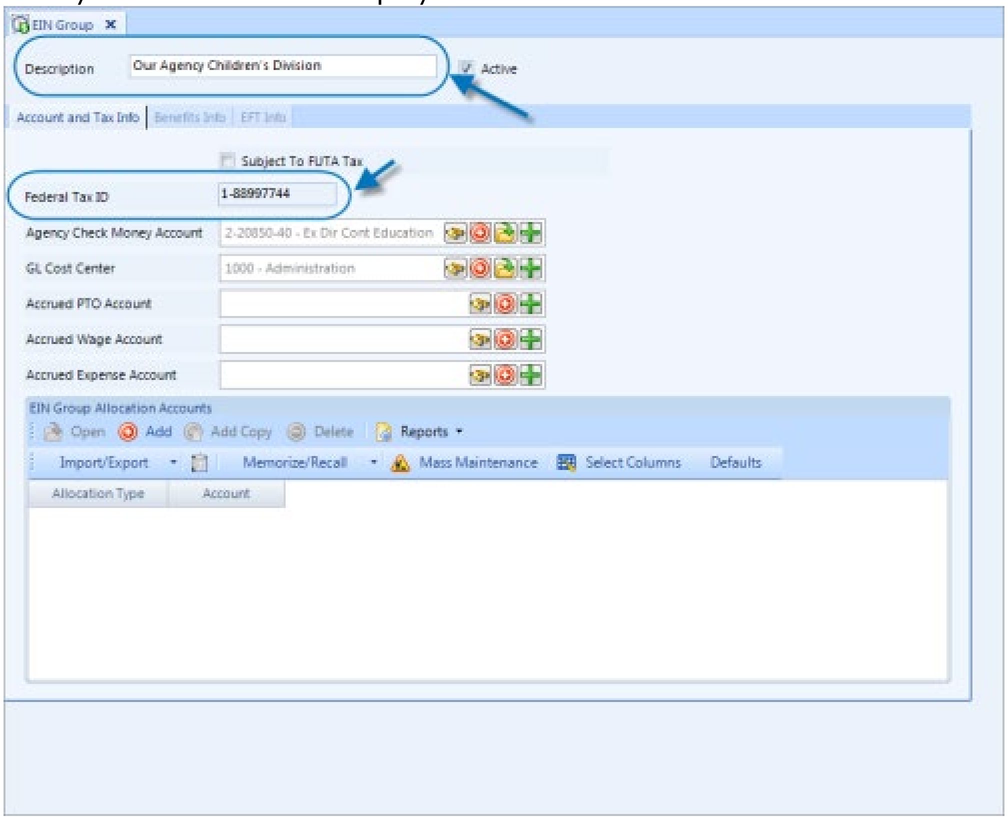
TASK:

1. Go to **Tools > Database Preferences**.
2. Verify the following information is filled out as you want it to appear in the W-2s, 1095-C and/or 1099s forms:
    - Federal Tax ID (including any required dashes)
    - Company Name
    - Address Information



3. Click **Save** on the toolbar.
4. Click the **X** on the **Database Preferences** window tab to close it.
5. If you have licensed the multiple EIN feature set, verify that the Federal ID and employer name is correct for each of your EIN groups:
    a. Go to the **Tools** menu and select **Employee Management -> Payroll -> Setup -> EIN Groups.**
    b. Open each EIN Group.

c. Verify the Federal ID and employer name is correct.



Important: The employer name is the **Description** of the EIN Group. The address information will come from **Database Preferences**.

Setting Up Employees for Solana MyPay

Agencies now have the option to allow employees to view and download their tax forms (W-2s/1095-Cs) via the Solana MyPay secure website (https://mypay.solanapro.com) instead of printing and mailing them. Employees will then receive an email message to the email address that they used to create their Solana MyPay account when Sandata has posted their W-2 and 1095-C forms or when your agency posts a new EFT stub for them.

If your agency has selected this option, Sandata will be in contact with your agency after we have configured your Solana MyPay website. Once Sandata notifies your agency that your site is ready, there are a few setup steps you will need to complete below.

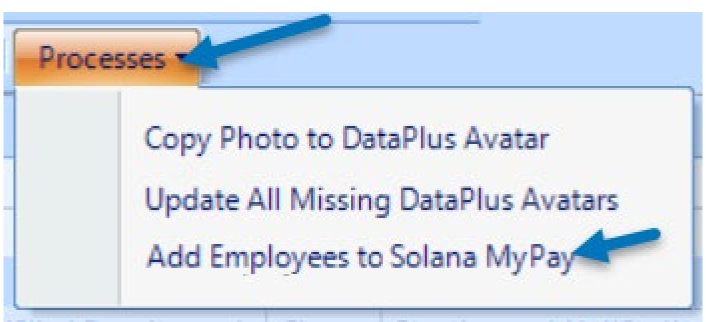
Adding Employees to Solana MyPay

When Sandata posts employee W-2s and 1095-Cs to Sandata MyPay, employees are automatically added to Solana MyPay. Likewise, if you also license Sandata MyPay to post EFT stubs, when you run the **Send Employee EFT Stubs To Solana MyPay** wizard, new employees are added at that time as well. However, we recommend that your employees register and set up their account on Solana MyPay before they have any documents to view if they haven't already done so. Therefore, we recommend you run the **Add Employees to Solana MyPay** process each time you add new employees.

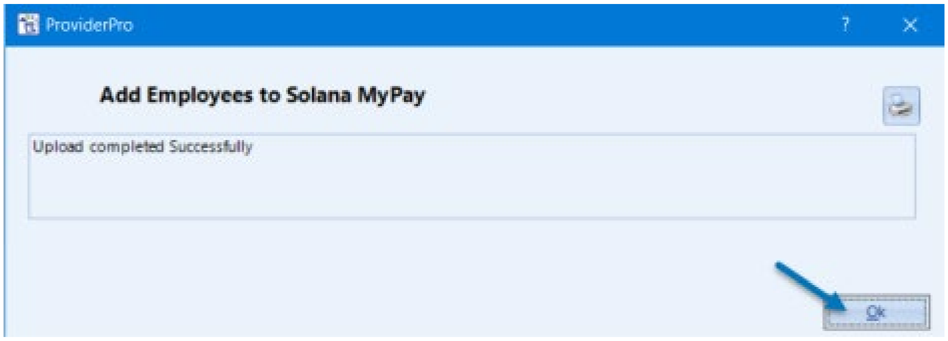
Important: If the employee has not created their account/registered on Solana MyPay prior to when the tax documents and/or pay stubs are posted, Solana MyPay cannot notify them of their new documents because it does not know what email address to use (the notification email address is set when they register).

To add employees to Solana MyPay:

1. Select **Employee Management > Employees** to open the e**mployee**.
2. Select **Add Employees to Solana MyPay** from the **Processes** toolbar menu.



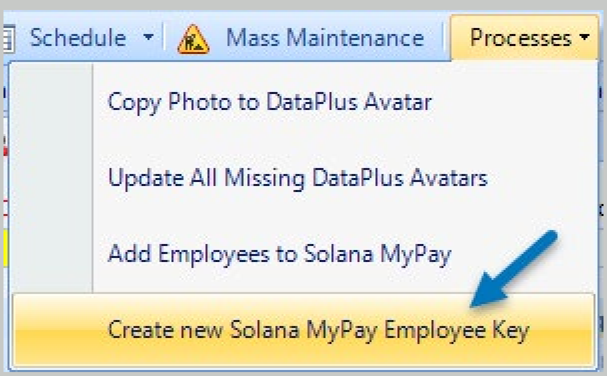
3. Select **OK** to close the confirmation box.



Any active employees who are tied to a Payroll Group that has the Upload to Solana MyPay check box selected and inactive employees who are tied to a Payroll Group that has the Upload to Solana MyPay check box and were paid in the current year or in the last few months of the previous year were uploaded to Solana MyPay. The Solana MyPay administrator can sign in to Solana MyPay to verify the employees appear.

Important: Each employee must have a unique employee key that they will use when they register on Solana MyPay. This employee key is auto generated when you add a new employee. However, if in the past you imported employees or created a new employee by copying an existing employee, there is a chance the employee key was duplicated. If this happens, the employee will get an error when they try to use it. If an employee reports this issue, you can create a new employee key for that employee.

To do so open, the employee that has a duplicate key, and then select **Create new Solana MyPay Employee Key**.



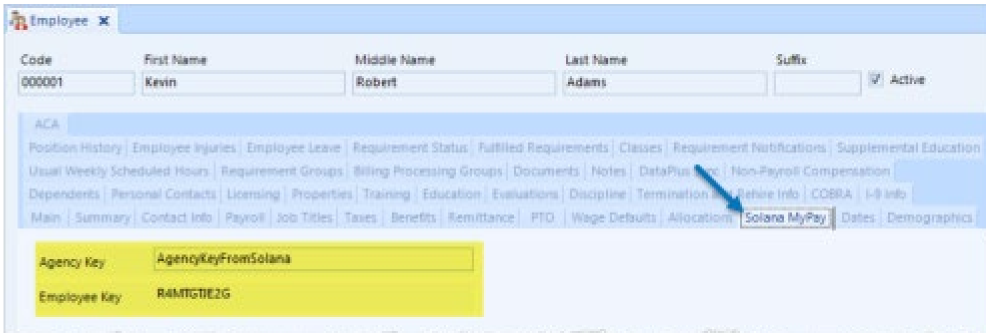
Once you have created the new employee key, you will then need to **Add Employees to Solana MyPay** again.

Distributing Solana MyPay Registration Keys to Employees

You can view the information an employee will need to register on the Solana MyPay website (https://mypay.solanapro.com) when they sign in the first time on the **Solana MyPay** tab of the employee form in ProviderPro. You can also run one of the registration letter reports to print and mail them to your employees (the letter is formatted to fit into a standard window envelope) or automatically email the letter to your employees as an attachment. The instructions below show you where to view the registration information in the employee form as well as how to distribute the registration letter report to employees via email to multiple employees (such as when you first begin to use MyPay) or to a few new hires ongoing.

To view the registration keys:

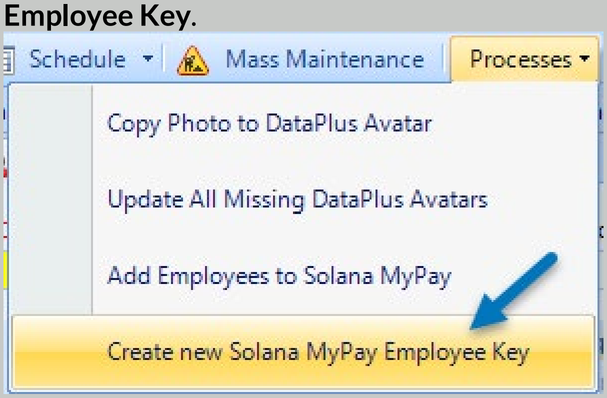
1. Choose **Employee Management > Employees** from the menu.
2. Select the **Solana MyPay** tab.



The **Agency Key** comes from **Payroll Options** and a unique **Employee Key** is automatically generated for every employee. Employees need both keys to register on the Solana MyPay website.

Important: Each employee must have a unique employee key that they will use when they register on Solana MyPay. This employee key is auto generated when you add a new employee. However, if in the past you imported employees or created a new employee by copying an existing employee, there is a chance the employee key was duplicated. If this happens, the employee will get an error when they try to use it. If an employee reports this issue, you can create a new employee key for that employee.

To do so open, the employee that has a duplicate key, and then select **Create new Solana MyPay Employee Key**.

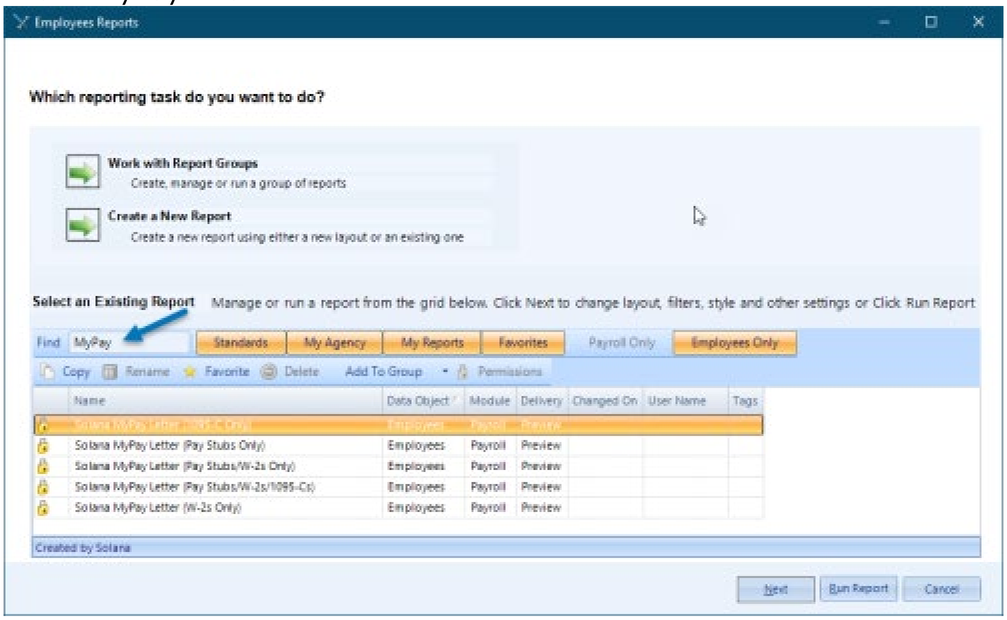


Once you have created the new employee key, you will then need to **Add Employees to Solana MyPay** again.

To run the registration letter report to distribute to one or multiple employees:

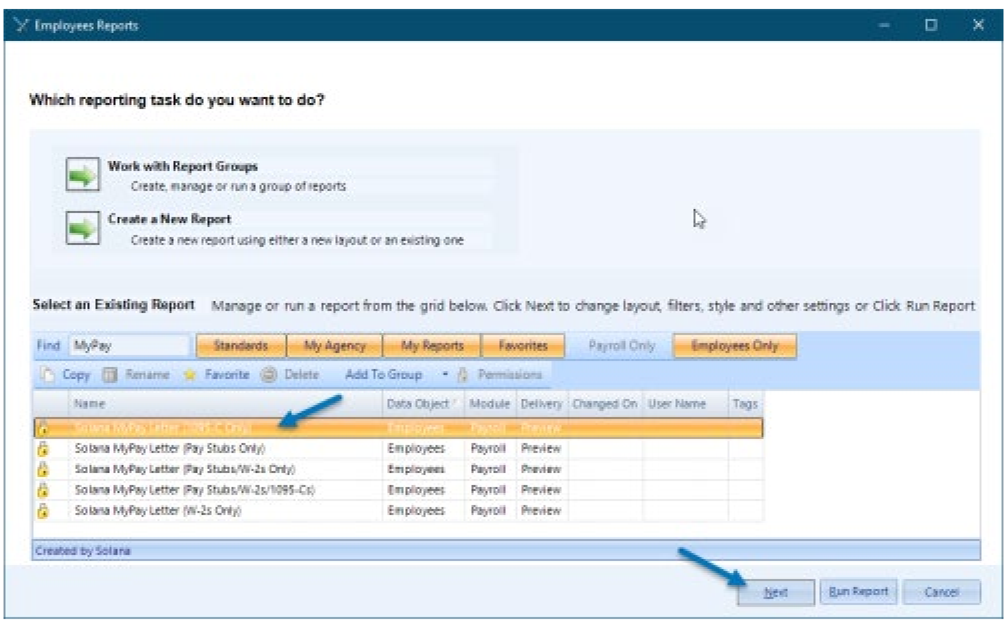
1. Choose **Employee Management > Employees** from the menu.
2. Select **Reports** on the toolbar.

3. Enter “MyPay” in the **Find** box.



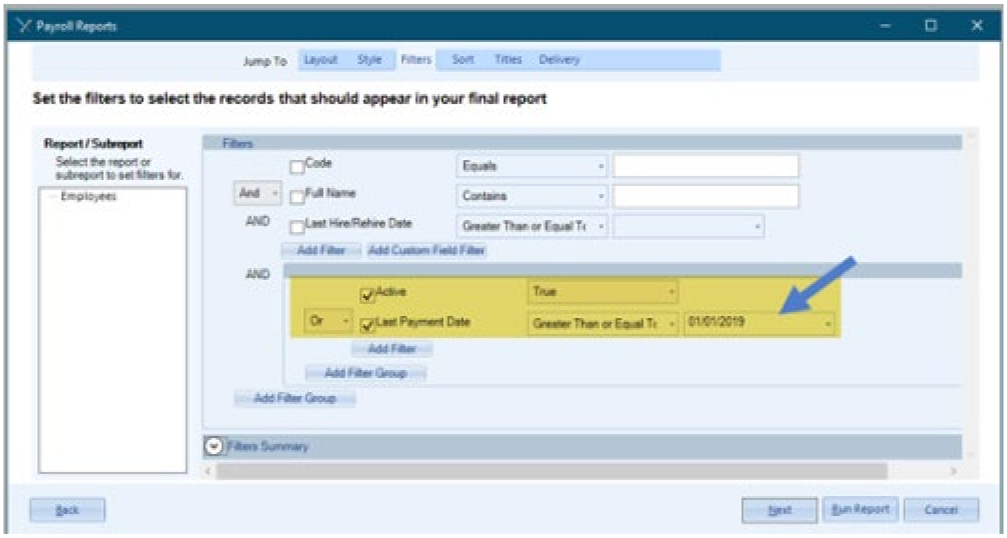
You will see several variations of the letter that you can print or email to employees to distribute the keys to your employees. If you do not see the combination that you are using, you can copy one of the existing letters and then modify it. Refer to the *Report Wizard Guide* for details on copying reports.

4. Select the appropriate letter and click **Next**.



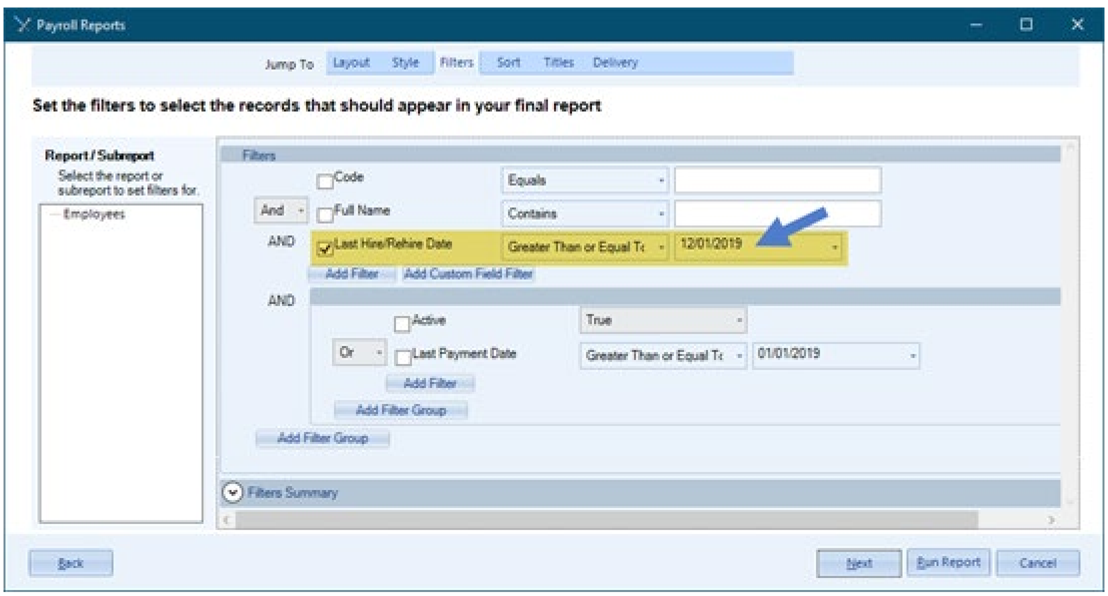
5. If this is the first time your agency is using MyPay, set your filters as follows:
   - **Active** is True
   - **Last Payment Date** is Greater Than or Equal To the first day of the tax year

Note: Leave the filter group box operator set to **Or**.



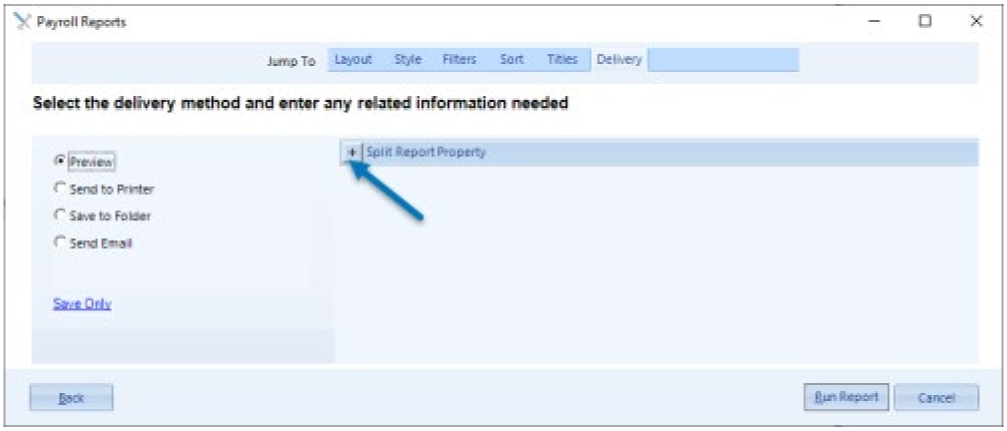
Otherwise, for new employees hired after you sent out your initial letter to all employees, set your filters as follows:

Last Hire/Rehire Date is Greater Than or Equal to the new employees' hire date.

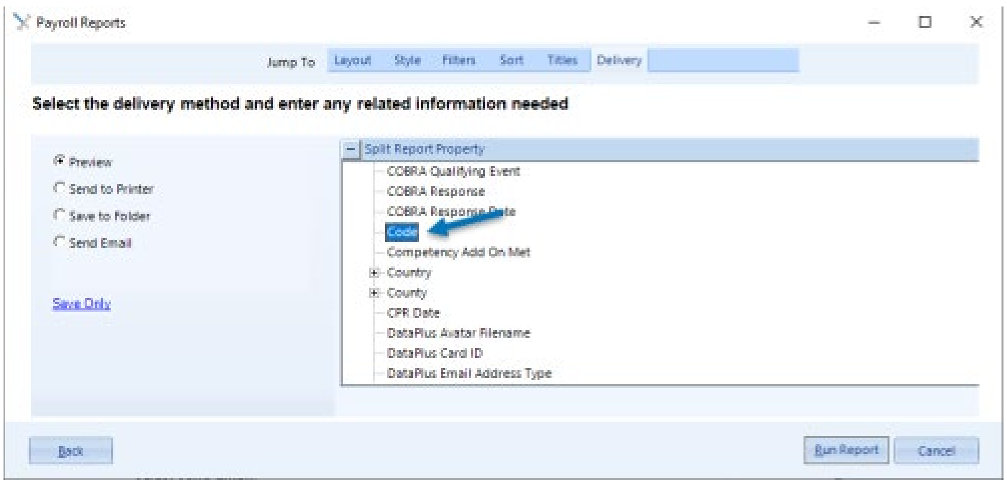


Note: Make sure you clear the check boxes next to the **Active** and **Last Payment Date** filters in the filter group box.

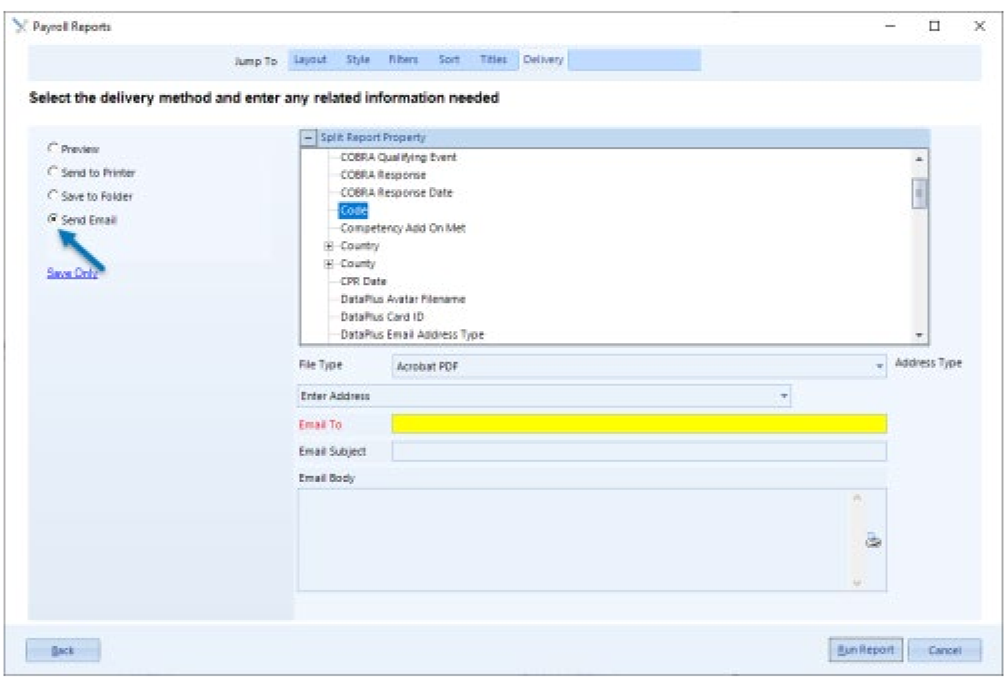
6. Click **Delivery** on the **Jump To** bar or select **Next** twice.
7. Select **Run Report** to print the reports to distribute paper copies OR email it to each employee directly. To do so:
   a. Select the **+** next to **Split Report Property**.



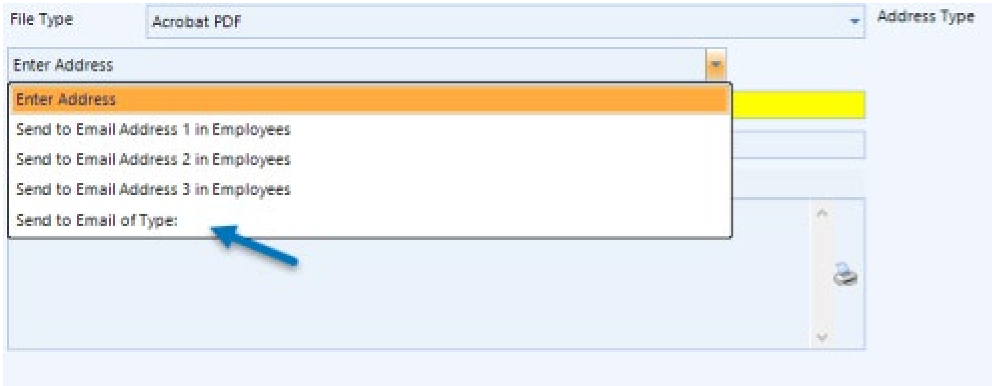
b. Select **Code**.



c. Select **Send Email**.

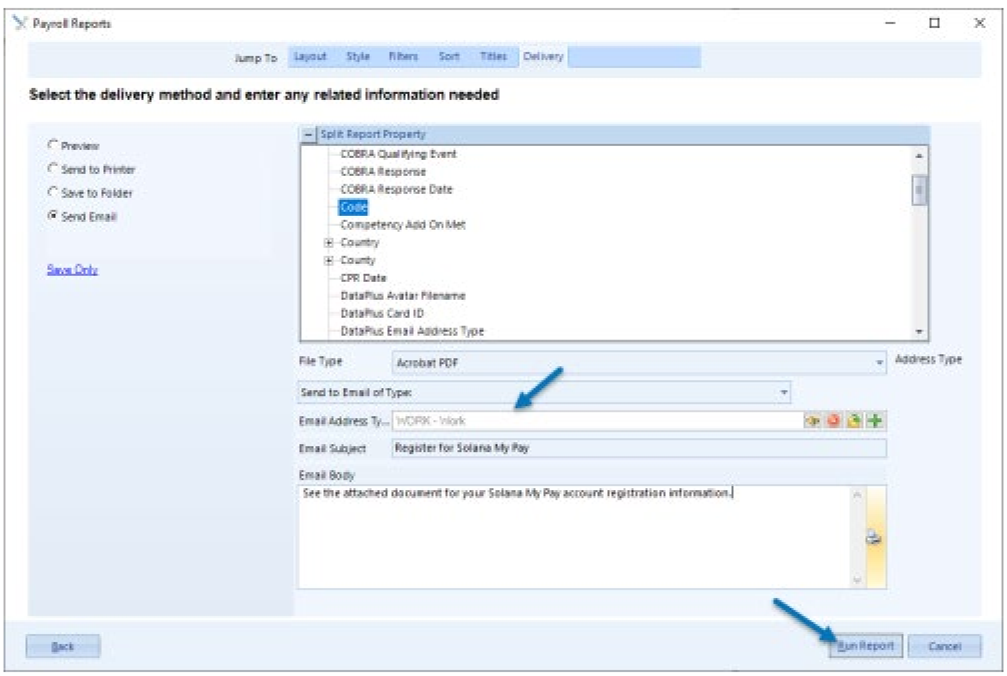


d. Select the **Email Address** list and select which email address (1, 2 or 3) to send it to or of a specified type.



e. If you selected **Send to Email of Type**, enter the email description of the one you want to send it to such as, Work or Home.

f. Enter a subject and message and then select **Run Report** to email each employee their individual report as an attachment to the selected email address.



Processing W-2s

Learn how to process W-2s:

- Registering with the Social Security Administration
- Using the SSA Employee Verification Service
- Verifying Tax ID Numbers
- Verifying Deduction Type Setup
- Verifying Wage Type Setup (This is rarely used)
- Verifying Reimbursement Account Setup (This is rarely used)
- Verifying Employee Setup
- Entering Non-Payroll Compensation
- Tying Out the Numbers
- Gathering the W-2 Data
- Submitting Files to Sandata for Processing
- Electronic Retrieval of Employer Copies from Our Processor

Payroll Tax Reporting Groups

CONTEXT: Payroll tax reporting groups are used when you gather data for the 940 Form, 941 Form, SUTA files, W-2s, 1094-C/1095-Cs or run related reports. You will need one tax reporting group for each EIN/filing requirement. You must have at least one but can have more if need be.

The table below helps you determine where the information is pulled from that appears in various forms based on the settings below.

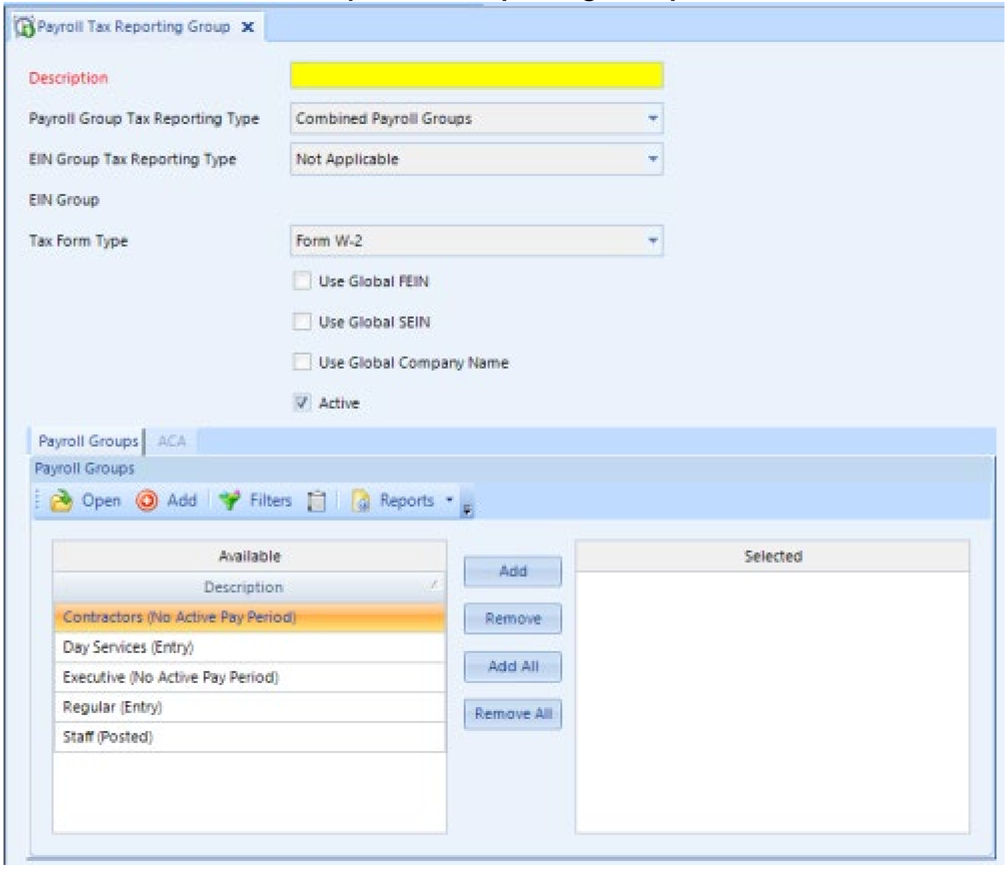
Form Field	Not Applicable	One EIN Group	Separate EIN Groups/ Aggregate Record	Separate EIN Groups/ Each EIN Record	Use Global FEIN / Global Company Name	Use Global SEIN
941: FEIN	Database Preferences FEIN	EIN Group FEIN	Database Preferences FEIN	EIN Group FEIN	NA	NA
941: Company Name	Database Preferences Description	EIN Group Description	Database Preferences Description	EIN Group Description	NA	NA
940: FEIN	Database Preferences FEIN	EIN Group FEIN	Database Preferences FEIN	EIN Group FEIN	NA	NA
940: Company Name	Database Preferences Description	EIN Group Description	Database Preferences Description	EIN Group Description	NA	NA
SUTA: FEIN	Database Preferences FEIN	EIN Group FEIN	NA	EIN Group FEIN	NA	NA
SUTA: SEIN	SUTA Tax ID Number	Tax/EIN Group ID Number	NA	Tax/EIN Group ID Number	NA	NA
SUTA: Tax Rate	SUTA Tax Percent	Tax/EIN Group Percent	NA	Tax/EIN Group Percent	NA	NA
W-2: FEIN	Database Preferences FEIN	Tax Reporting Group EIN Group FEIN	NA	If Tax Reporting Group Use Global FEIN = true: Database Preferences FEIN If Tax Reporting Group Use Global FEIN = false: Employee EIN Group FEIN	Used	NA

W-2: Company Name	Database Preferences Description	Tax Reporting Group EIN Group Description	NA	If Tax Reporting Group Use Global Company Name = true: Database Preferences Description If Tax Reporting Group Use Global Company Name = false: Employee EIN Group Description	Used	NA
W-2: SEIN	State Tax ID Number	Tax/EIN Group ID Number	NA	If Tax Reporting Group Use Global SEIN = true: State Tax ID Number If Tax Reporting Group Use Global FEIN = false: Tax/EIN Group ID Number	NA	Used
1094-C/1095-C: FEIN	Database Preferences FEIN	Tax Reporting Group EIN Group FEIN	NA	Does not work ... would require separate Tax Reporting Group for each EIN	Used	NA
1094-C/1095-C: Company Name	Database Preferences Description	Tax Reporting Group EIN Group Description	NA	Does not work ... would require separate Tax Reporting Group for each EIN	Used	NA

To enter a new or modify a payroll tax reporting group:

TASK:

1. Choose **Employee Management > Payroll > Setup > Payroll Tax Reporting Groups**. **STEP RESULTS:** You will see the **Payroll Tax Reporting Group** form in a new window tab.



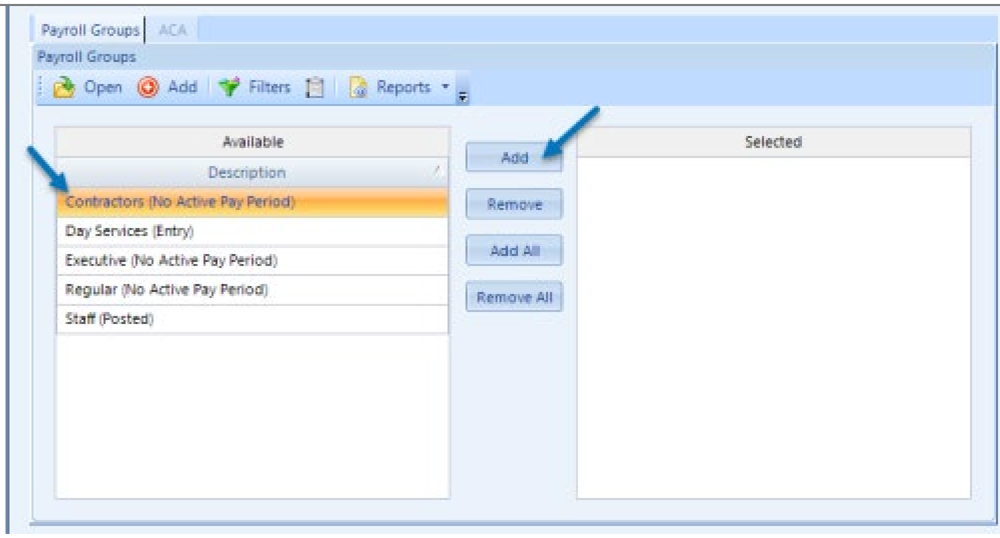
2. Click **Add** to create a new tax reporting group or enter the code or description of an existing tax reporting group in the **Toolbar Lookup** ( ) and press **Enter** to view or modify it.

3. Complete the following information:

Description	A meaningful description of the tax reporting group (up to 40 characters). **Note:** This description will be printed on the report headers.
Payroll Group Tax Reporting Type	Select a Payroll Group summary type: One Payroll Group or Combined Payroll Groups. You will also need to select the applicable Payroll Groups for this tax reporting group. You must have only one Payroll Group selected if the type is One Payroll Group and at least two selected if the type is Combined Payroll Groups. **Important:** Helpful information for setting your Payroll Group Tax Reporting Group Type: • If you only have one payroll group, you will set it to One Payroll Group. • If you have two or more payroll groups, but need to report and file them together, you will select Combined Payroll Group and select all the Payroll Groups below.

	• If you have two or more payroll groups, but need to report and file them separately, you will select One Payroll Group and then select the appropriate Payroll Group below. You will then need to create additional tax reporting groups - one for each Payroll Group or filing requirement.
EIN Group Tax Reporting Type	If your agency has licensed the multiple EIN licensed feature set, select an EIN summary type: One EIN Group or Separate By EIN Group. If you do not license this feature set, the EIN Group Tax Reporting Type will be set to Not Applicable.
EIN Group	If your agency has licensed the multiple EIN licensed feature set and you selected One EIN Group above, select the EIN Group that this tax reporting group is for.
Tax Form Type	• Form W-2 - The employees in this group will receive a W-2 form (this is the default) • Form 1099-M - The employees in this group will receive a 1099-M instead of a W-2. • Form 1099-R - The employees in this group will receive a 1099-R instead of a W-2.
Form 1099-M Box	If Tax Form Type is Form 1099-M, select which box it should appear i
Include State Wages	If Tax Form Type is Form 1099-R, select to include State Wages on the 1099-R.
Use Global FEIN	If the EIN Group Tax Reporting Type is Separate By EIN Group, then select the Use Global FEIN check box to use the Federal employer tax identification number (FEIN) found under Database Preferences for this tax reporting group. Otherwise, it will use the FEIN found in the associated EIN Group. (This is disabled if One EIN Group is set for EIN Group.)
Use Global SEIN	If the EIN Group Tax Reporting Type is Separate By EIN Group, then select Use Global SEIN to use the State employer tax identification number (SEIN) found under the associated state tax for this tax reporting group. Otherwise, it will use the SEIN found in the associated state tax's EIN Group. (This is disabled if One EIN Group is set for EIN Group.)
Use Global Company Name	If the EIN Group Tax Reporting Type is Separate By EIN Group, then select Use Global Company Name to use the Company Name found under Database Preferences for this tax reporting group. Otherwise, it will use the Description found in the associated EIN Group. (This is disabled if One EIN Group is set for EIN Group.)
Active	This tax reporting group should appear as a choice in lookups.

4. Select the Payroll Group(s) associated with this tax reporting group and click **Add** to move them from the **Available** column to the **Selected** column. Select the Payroll Group and click **Remove** if the Payroll Group should no longer be associated with this tax reporting group.



5. Click **Save** when finished.

Registering with the Social Security Administration

If Sandata is processing your W-2s, we will file them with our submitter PIN and password. This means you will not have your information filed with your submitter PIN and password, and you will likely receive notification from the SSA in the coming year informing you of this. Rest assured; your information is still filed properly. Because of this, you will only need access to the SSA website if you need to process corrections or use the SSA Employee Verification Services.

Applying for a Submitter PIN # and Password

When you apply with the SSA, you will receive a submitter pin # and password. If you filed by this method last year, make sure that you know your submitter pin # and password.

If you don't have a SSA submitter pin # and password (remember, you might have one from previous year(s), you can register online at the following link:

https://www.socialsecurity.gov/bso/bsowelcome/index.html

If you already have a SSA Submitter Pin # and password, make sure you can log in successfully to the Website listed above and also change your password before it expires.

Submitting the SSA Electronic Submission Information Form

Complete the W-2 Electronic Submission Information Form available on the support website (https://sandata.zendesk.com/hc/en-us). You must complete this form whether you are processing your own W-2s or are having Sandata do them for you. Sandata uses this form to double-check the company information contained in the submitted data files. If Sandata is processing your W-2s, e-mail/fax the completed form to Sandata. You should fill out a form for each UNIQUE database you have and/or each unique EIN, if you have licensed the Multiple EINs feature set.

Using the SSA Employee Verification Service

You can create a verification file to upload to the SSA website. The SSA will then verify that the first name, middle initial, last name and Social Security numbers for your employees are correct and report back any problems to you. Eventually, the SSA may start charging if SSN and names don't match their records.

Important: Before you change an employee's name in ProviderPro, it is a good practice to require the employee to provide a copy of his or her updated Social Security card.

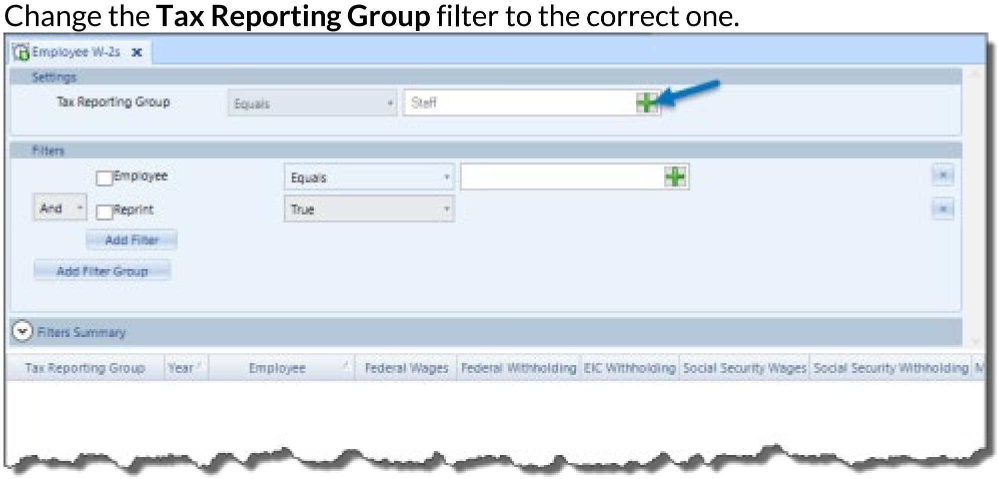
To create the verification file:

TASK:

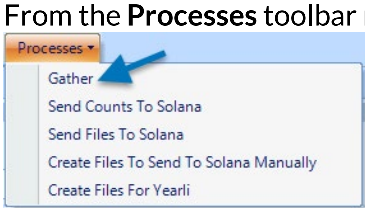
1. Go to **Employee Management** > **Payroll** > **Tax Forms** > **Employee W-2s**.

   STEP RESULTS: You'll see the **Employee W-2s** transaction grid.

2. Change the **Tax Reporting Group** filter to the correct one.

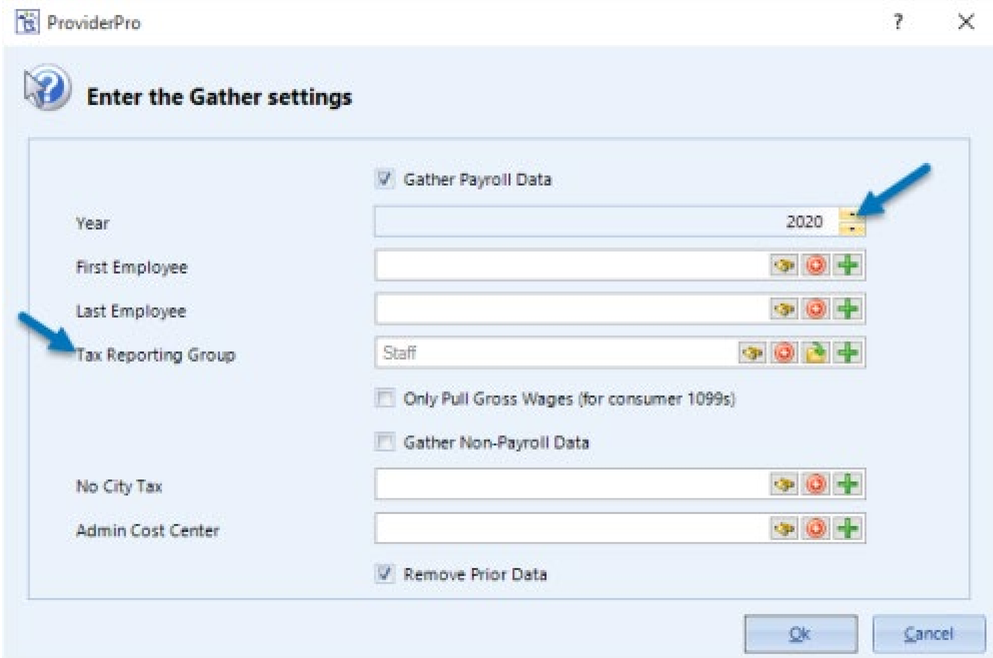
   

3. From the **Processes** toolbar menu, select **Gather**.

   STEP RESULTS: You will be prompted to enter the gather settings.

4. Make sure the Year and Tax Reporting Group are correct.



5. Leave all the settings as they are and click **OK**.

   STEP RESULTS: Depending on the number of employees, this process may take several minutes. A confirmation message will appear when the process is complete.

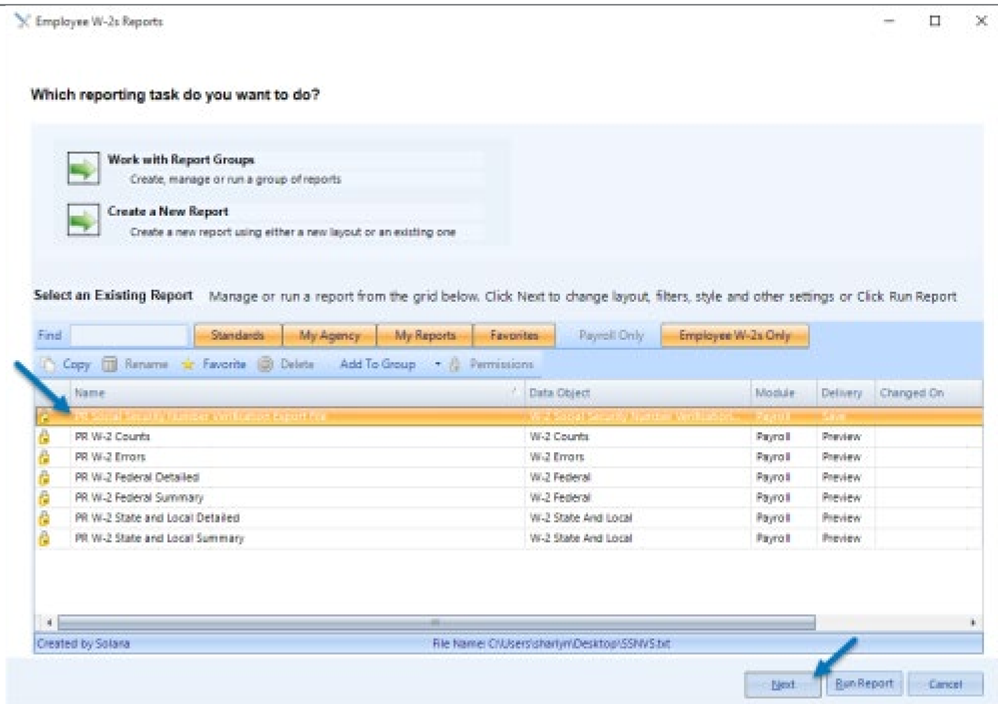
6. Click **Ok** to close the confirmation message.

   STEP RESULTS: You will see a list of employee W-2 information appear in the grid. You do not need to worry about reviewing or modifying the data at this time.

7. Click **Reports** on the toolbar.

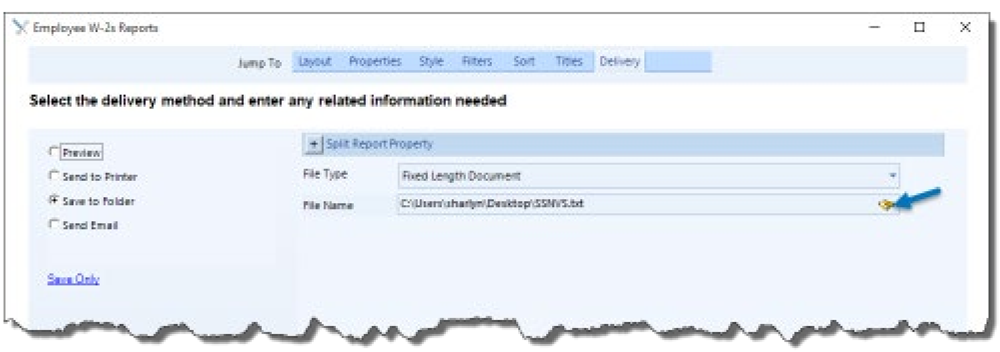
   STEP RESULTS: The Report Wizard opens in a pop-up window.

8. Select **PR Social Security Number Verification Export File** and click **Next**.

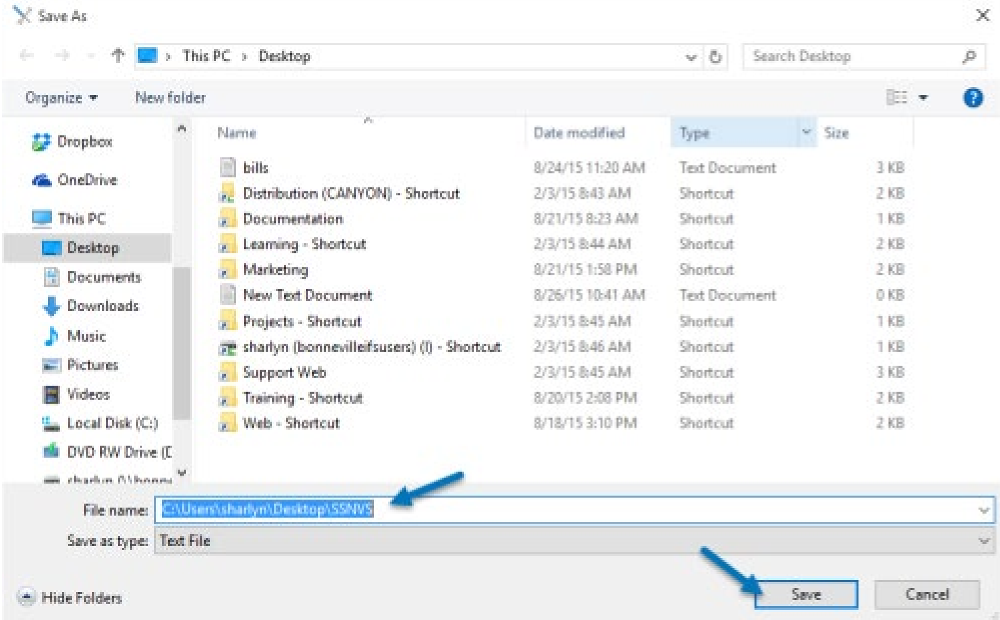


9. Make sure your Tax Reporting Group filter matches the one you set in the grid.
10. Click the **Delivery** tab on the **Jump To** bar.

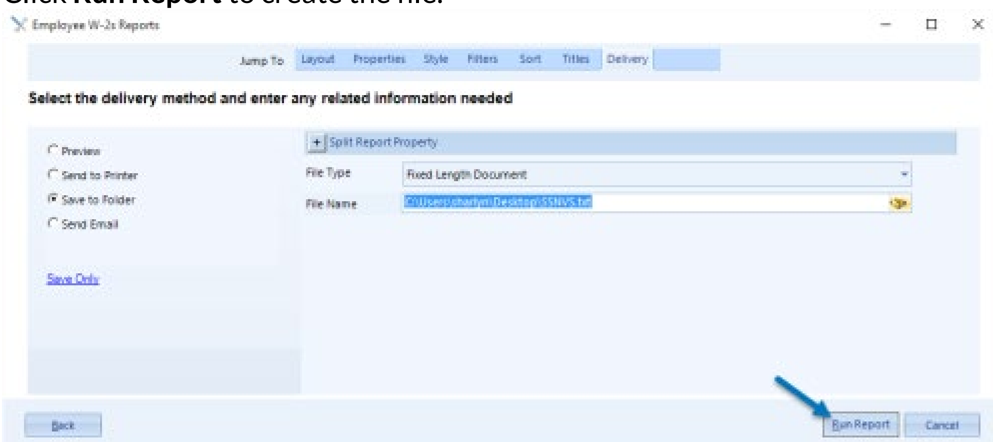
11. Click the **Binoculars** icon next to the **File Name**.



12. Select the directory where you want to save the file and click **Save**.



13. Click **Run Report** to create the file.



14. Click **Finish** to exit the Report Wizard and then click **No** when prompted to save report setting changes.

15. Upload the file to the SSA website as directed in their handbook.

16. Once you receive the report back from the SSA, make any changes to the employee information as needed.

Verifying Addresses

CCA follows the USPS Publication 28 for the addresses of employees and your company address. Sandata highly recommends you check all employees and your company address prior to sending your files to us.

You can run the PR: Employee Address Verification File and upload it to an address verification website such as https://www.address-validator.net/ to assist in finding any address issues.

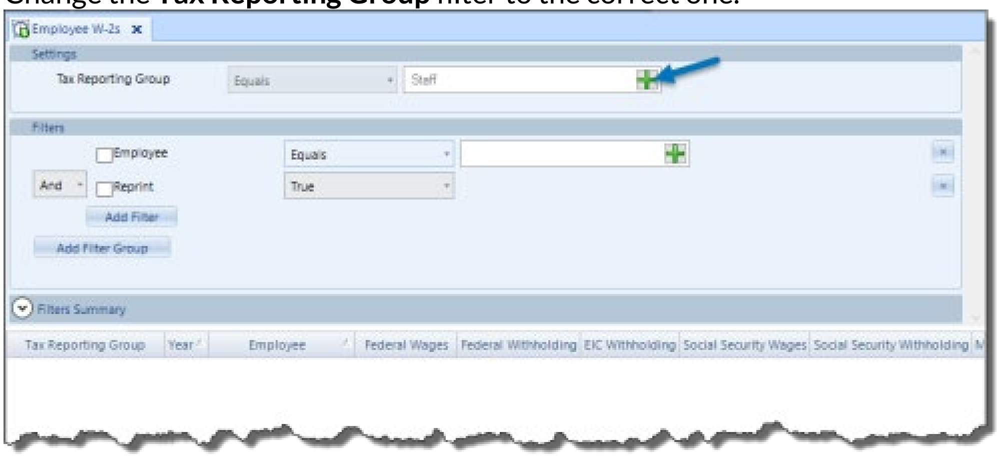
To create the verification file:

TASK:

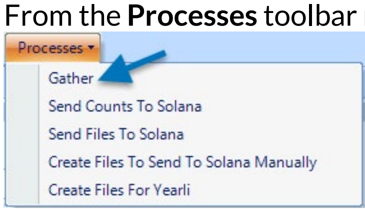
1. Go to **Employee Management** > **Payroll** > **Tax Forms** > **Employee W-2s**.

   STEP RESULTS: You'll see the **Employee W-2s** transaction grid.

2. Change the **Tax Reporting Group** filter to the correct one.

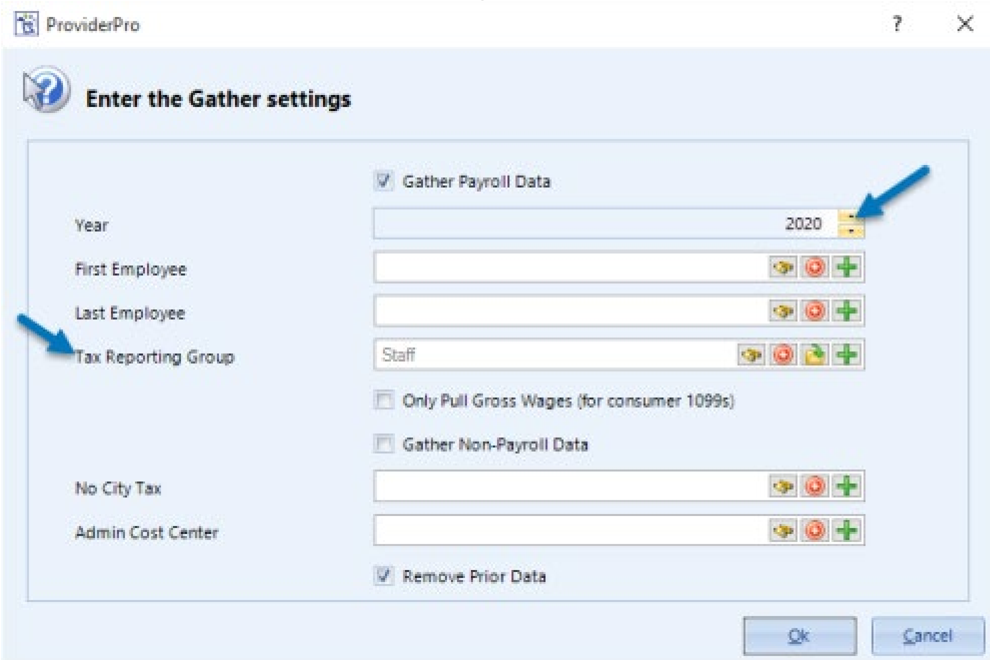


3. From the **Processes** toolbar menu, select **Gather**.



   STEP RESULTS: You will be prompted to enter the gather settings.

4. Make sure the Year and Tax Reporting Group are correct.



5. Leave all the settings as they are and click **OK**.

   STEP RESULTS: Depending on the number of employees, this process may take several minutes. A confirmation message will appear when the process is complete.

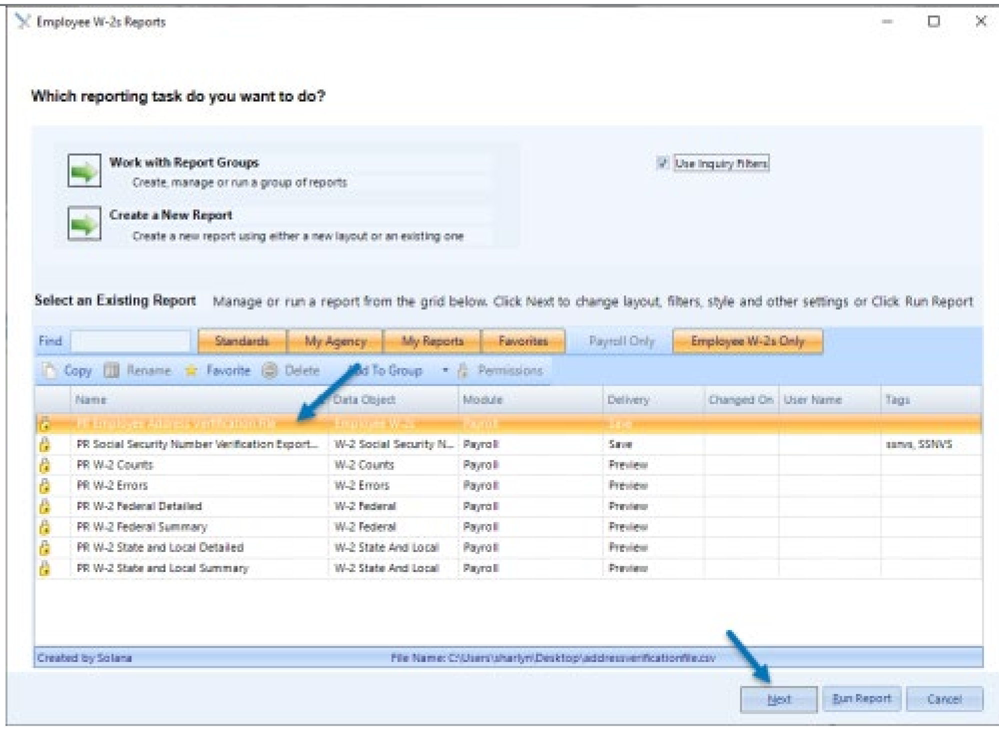
6. Click **Ok** to close the confirmation message.

   STEP RESULTS: You will see a list of employee W-2 information appear in the grid. You do not need to worry about reviewing or modifying the data at this time.

7. Click **Reports** on the toolbar.

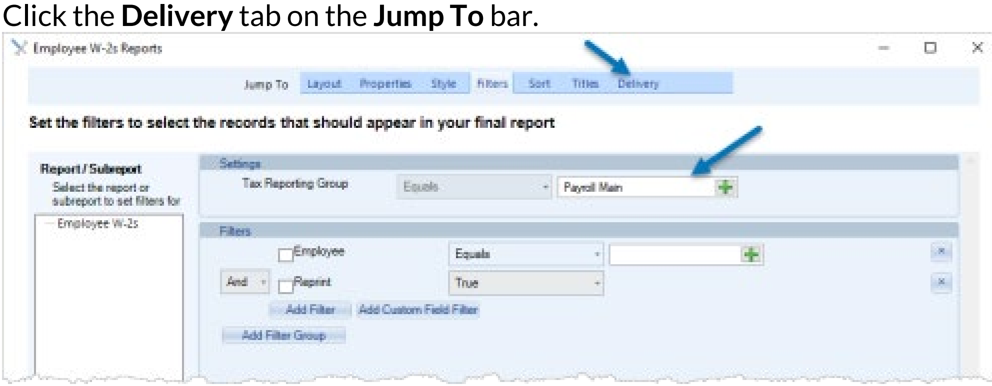
   STEP RESULTS: The Report Wizard opens in a pop-up window.

8. Select **PR Employee Address Verification File** and click **Next**.

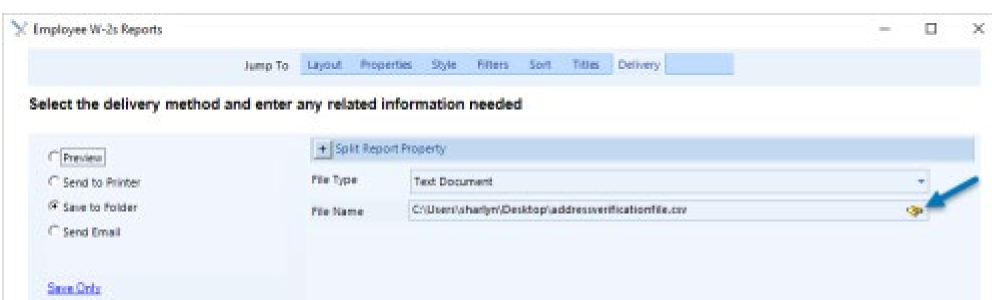


9. Make sure your Tax Reporting Group filter matches the one you set in the grid.

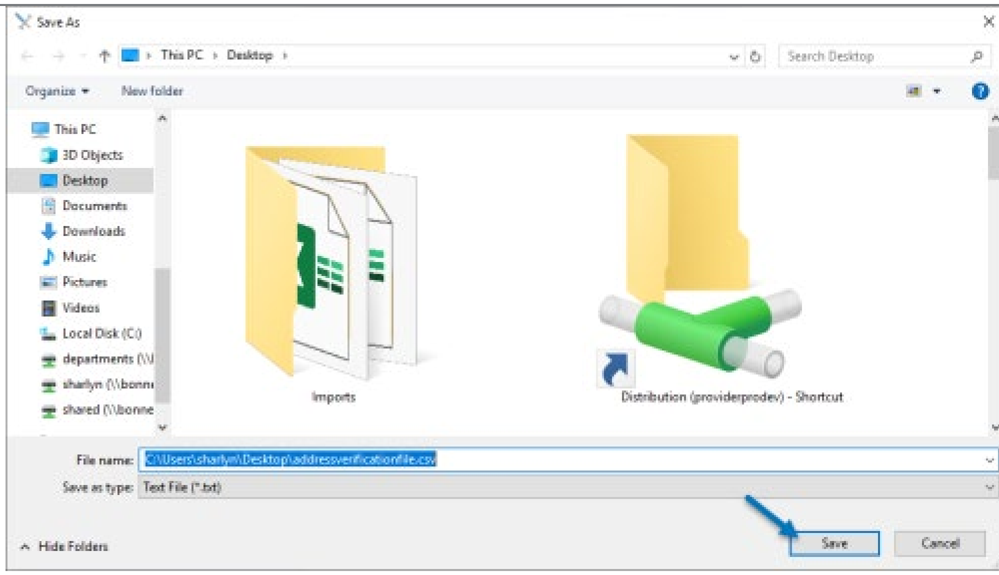
10. Click the **Delivery** tab on the **Jump To** bar.



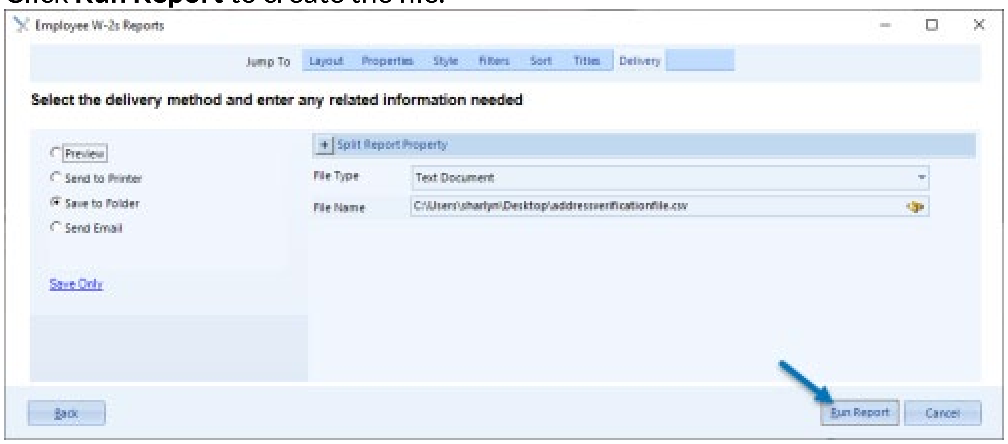
11. Click the **Binoculars** icon next to the **File Name**.



12. Select the directory where you want to save the file and click **Save**.



13. Click **Run Report** to create the file.



14. Click **Finish** to exit the Report Wizard and then click **No** when prompted to save report setting changes.

15. Upload the file to an address verification website such as [https://www.address-validator.net/.](https://www.address-validator.net/)

16. Once you receive the report back from the verification website, make any changes to the employee addresses as needed.

Verifying Tax ID Numbers

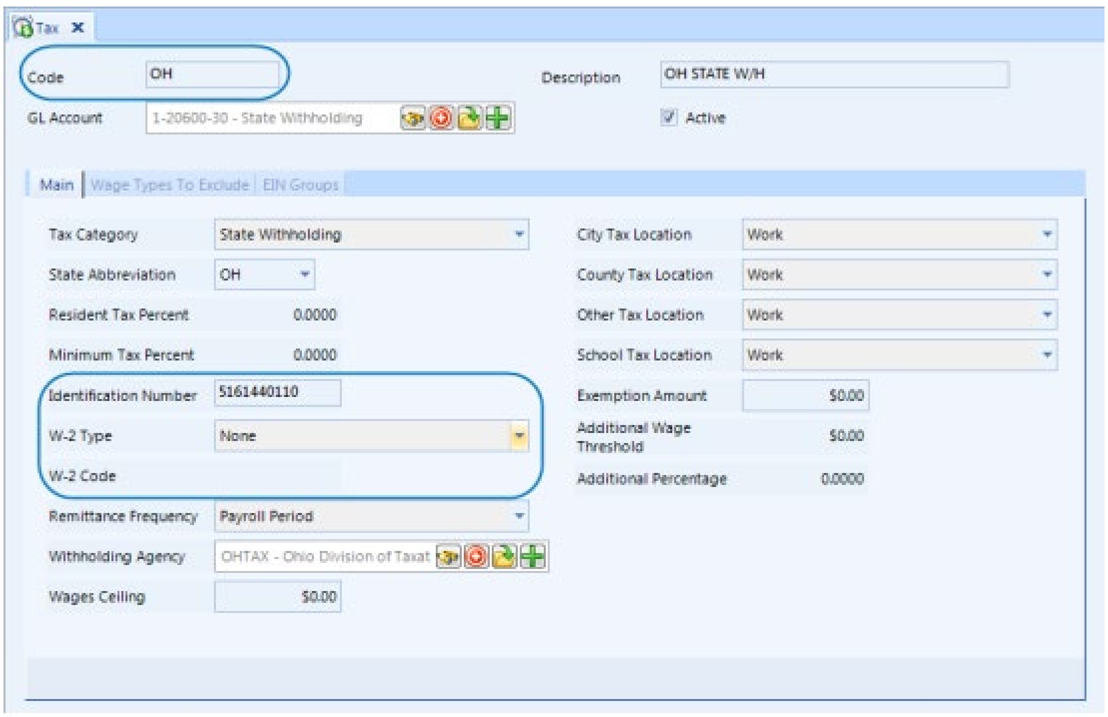
Verify that the correct code(s) (the code for state taxes should be the two-digit postal abbreviation for the state) and tax ID number(s) are set up properly for each tax.

To verify your taxes:

TASK:

1. Go to **Employee Management** > **Payroll** > **Setup** > **Taxes**.
2. Open a Tax.
3. Verify the following information:
   - The correct tax ID is in the **Identification Number** box.

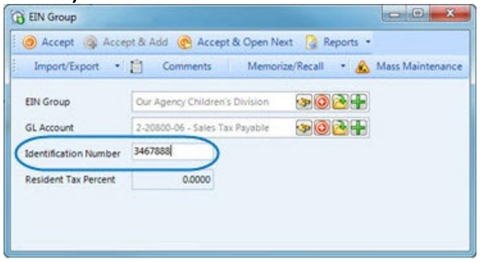
     The Ohio School District ID number must be the four-digit numeric code. The Indiana County ID number must be C plus the two-digit numeric county code.
   - If it is a State tax, the two-character postal abbreviation is in the **Code** box.



Note: You can now assign a code for boxes 12 or 14 to taxes. For example, to display HSA employer contribution amounts in box 12W.

4. If you have licensed the multiple EIN feature set, click the **EIN Groups** tab.
5. Select an EIN group in the grid and click **View** or **Open**.

6. Verify the identification number is correct.

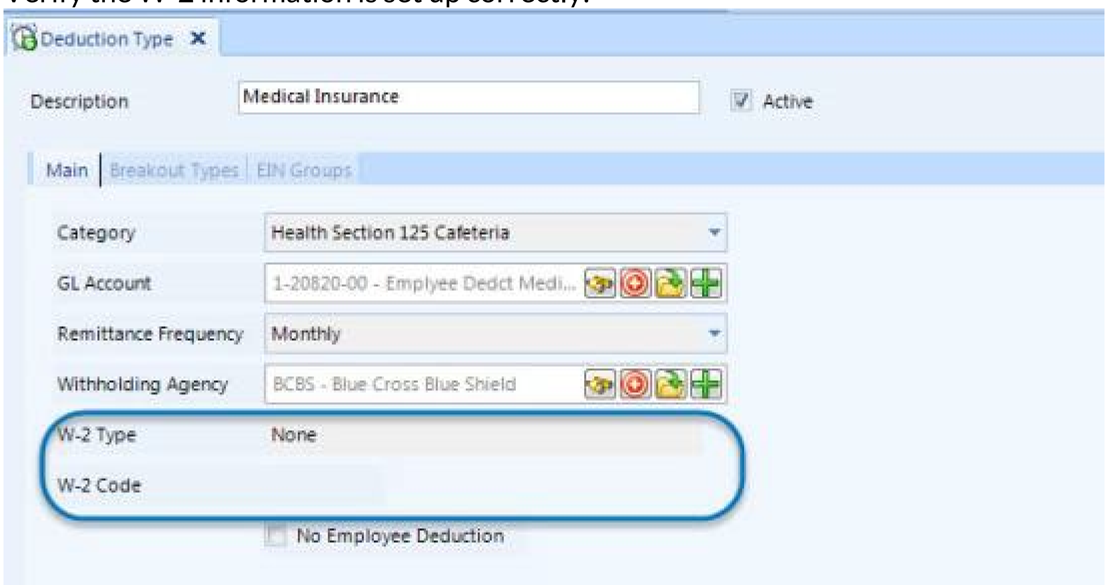


Verifying Deduction Type Setup

Verify that all deduction types have the proper W-2 codes set up:

TASK:

1. Go to **Employee Management** > **Payroll** > **Setup** > **Deduction Types.**
2. Open a Deduction Type.
3. Verify the W-2 information is set up correctly:



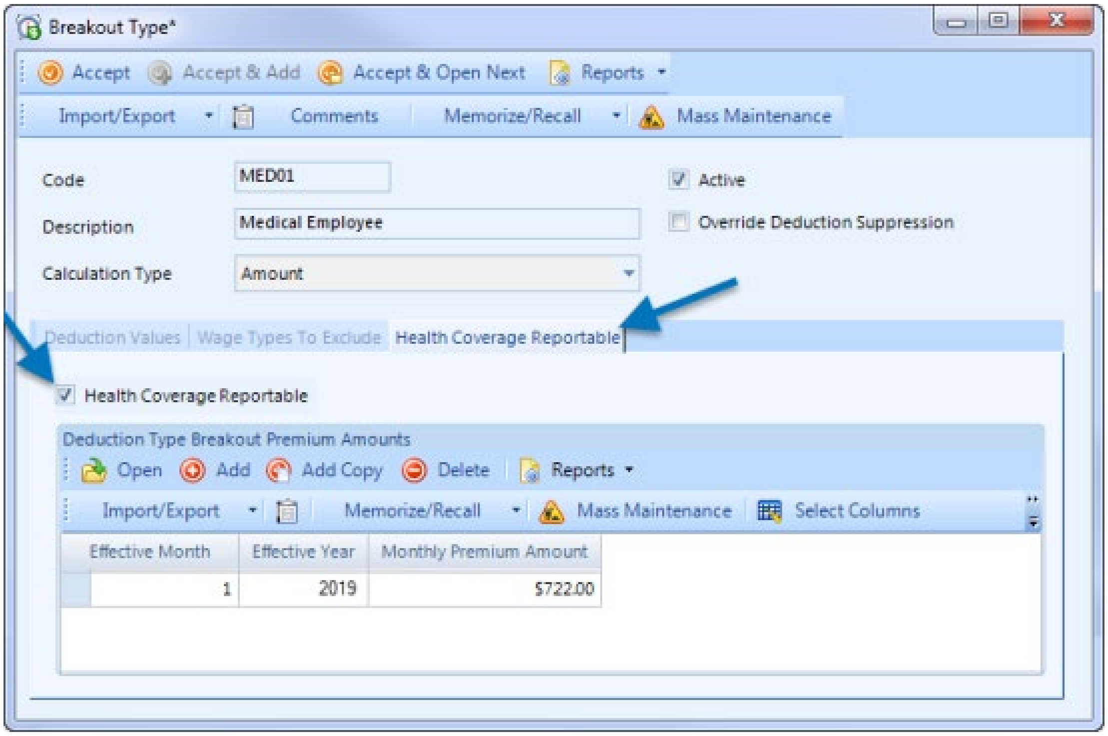
In this field:	Enter or select:
W-2 Deduction Type	If the **Category** of this deduction type is "Other," you must select where you want this deduction to print on the W-2 form: • None • Box 11 • Box 12 Generic - It will print in Box 12 with the code entered in the **W-2 Code** box. • Box 14 Generic - It will print in Box 14 with the code entered in the **W-2 Code** box. **Note:** If you are unsure of which W-2 deduction type to select, consult with your tax accountant or the IRS.
W-2 Code	If the W-2 Deduction Type is Box 12 Generic or Box 14 Generic, the one or two-character code that will appear in the box. If you started using Payroll prior to September 17, 2007, and will be using a two-character code for the first time, submit a support request to have Sandata alter your database table before processing.

Note: The following codes will automatically check the Retirement Plan box on the W-2 for those employees that have a deduction amount for a deduction type that is assigned that code. If you need other employees to have the Retirement Plan check box selected, you must do so manually when processing the W-2 Box 12-D, E, F, H, S, AA, BB.

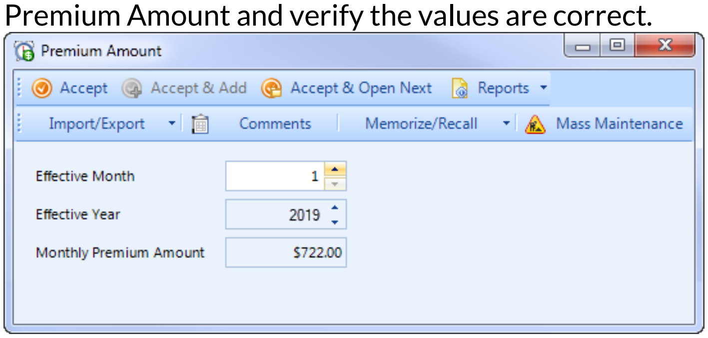
4. If the Deduction Type should be included in the calculations for the Health Care reportable law, you will need to open each **Breakout Type**:

   a. Click the **Health Coverage Reportable** tab.

   b. Verify the **Health Care Reportable** check box is selected.



   c. If the **Health Care Reportable** check box is selected, open the Deduction Type Breakout Premium Amount and verify the values are correct.



   d. Click **Accept** to close the Premium Amount.

   e. Click **Accept** to close the Deduction Type Breakout.

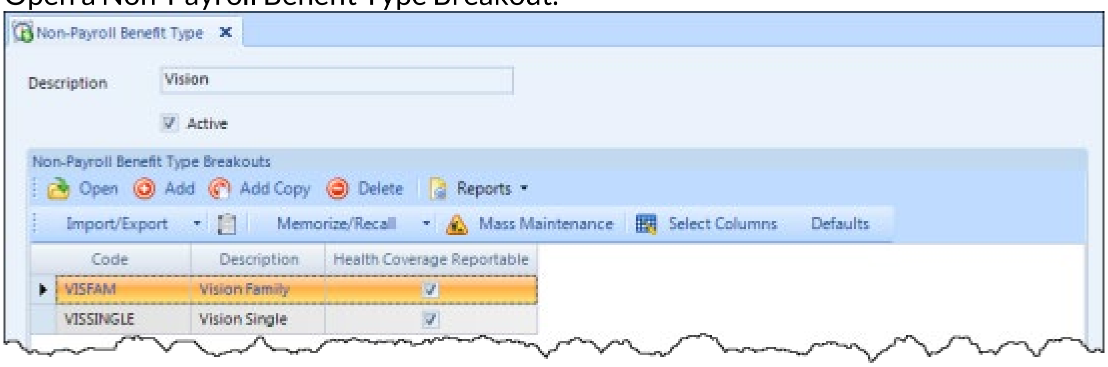
   f. Click **Save** to save the changes.

Verifying Healthcare-Reportable Non-Payroll Benefit Types

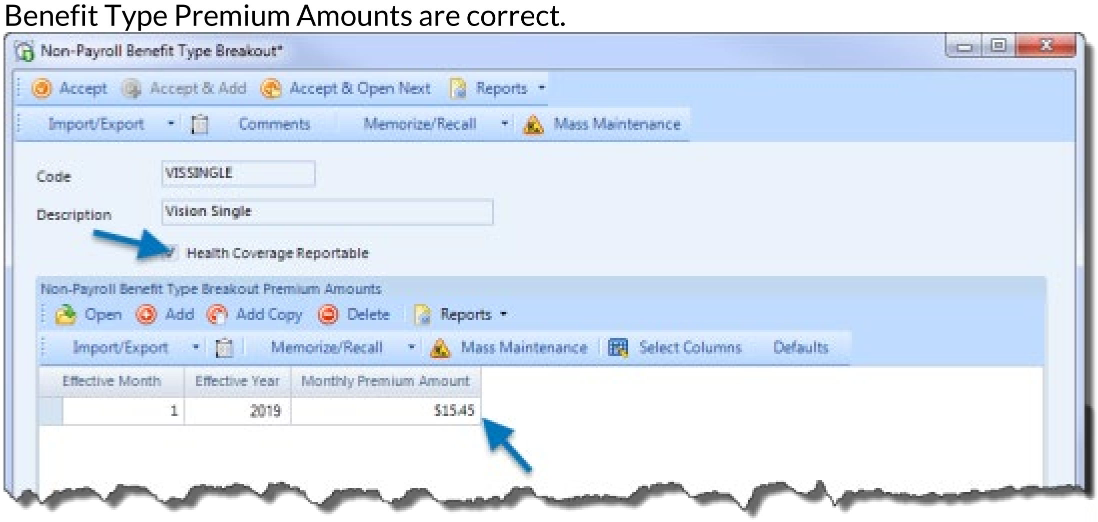
The Healthcare Reportable Non-Payroll Benefit Types were new in 2012. The Healthcare Reportable law requires you to report the full premium cost of healthcare on the employee's W-2. While many of these items are set up as employee deduction breakouts, you may also have some healthcare reportable benefits that are paid in full by your company and thus do not require an employee deduction. You also need to assign the appropriate Non-Payroll Benefit Type to each employee.

TASK:

1. Go to **Employee Management** > **Payroll** > **Setup** > **Non-Payroll Benefit Types.**
2. Open a Non-Payroll Benefit Type.
3. Open a Non-Payroll Benefit Type Breakout.



4. Verify the **Health Coverage Reportable** check box is selected if it should appear on the W-2.
5. If the **Health Coverage Reportable** check box is selected, then verify the Non-Payroll Benefit Type Premium Amounts are correct.



In this field:	Enter or select:

Effective Month	The month (1-12) that this non-payroll benefit type premium went into effect.
Year	The year that this non-payroll benefit type premium went into effect.
Monthly Premium Amount	The total amount this non-payroll benefit type breakout costs.

6. Click **Accept** to close the Non-Payroll Benefit Type Breakout Premium Amount.
7. Click **Accept** to close the Non-Payroll Benefit Type Breakout.
8. Click **Save** to save the Non-Payroll Benefit Type.

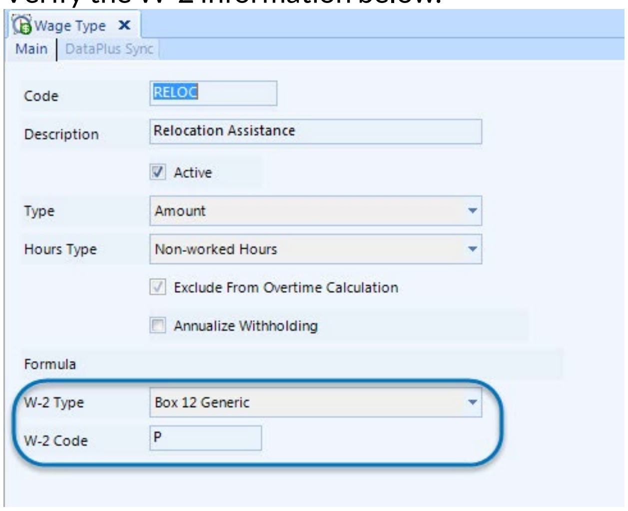
Verifying Wage Type Setup (This is rarely used)

Note: Standard wage types do not need to have a W-2 Type or W-2 Code set up to appear in Boxes 1, 3, 5, 16 or 18.

Verify that any wage types that should appear on the W-2 have the proper W-2 codes set up:

TASK:

1. Go to **Employee Management** > **Payroll** > **Setup** > **Wage Types**.
2. Open a Wage Type.
3. Verify the W-2 information below.



In this field:	Enter or select:
W-2 Type	None, Box 12 Generic, Box 14 Generic If you are unsure of which W-2 type to select, consult with your tax accountant or the IRS.
W-2 Code	The one- to two-character W-2 code associated with the W-2 type selected. If you started using Payroll prior to September 17, 2007, and will be using a two-character code for the first time, submit a support request to have Sandata alter your database table before processing your W-2s.

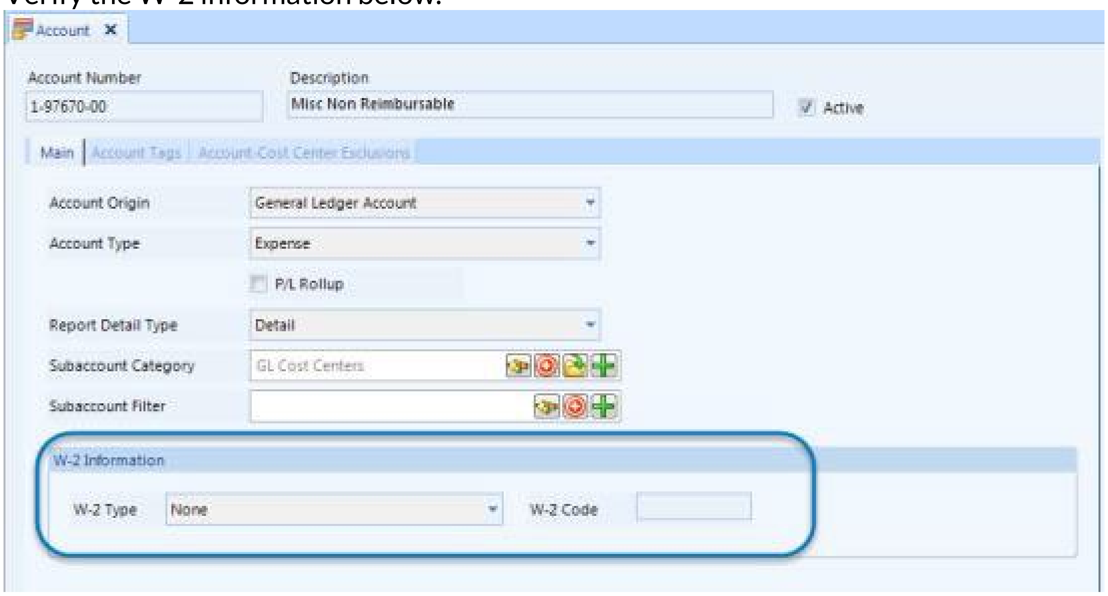
4. If you made any changes, click **Save**.

Verifying Reimbursement Account Setup (This is rarely used)

Verify that any reimbursement accounts (that have a subaccount category of employee) that should appear on the W-2 have the proper W-2 codes set up:

TASK:

1. Go to **Financial Management** > **General Ledger** > **Setup** > **Accounts.**
2. Open an Account.
3. Verify the W-2 information below.



In this field:	Enter or select:
W-2 Type	• None • Box 12 Generic • Box 14 Generic **Note:** If you are unsure of which W-2 type to select, consult with your tax accountant or the IRS.
W-2 Code	The one- to two-character W-2 code associated with the W-2 type selected.

4. Click **Save**.

Note: The account must have a subaccount category of employees.

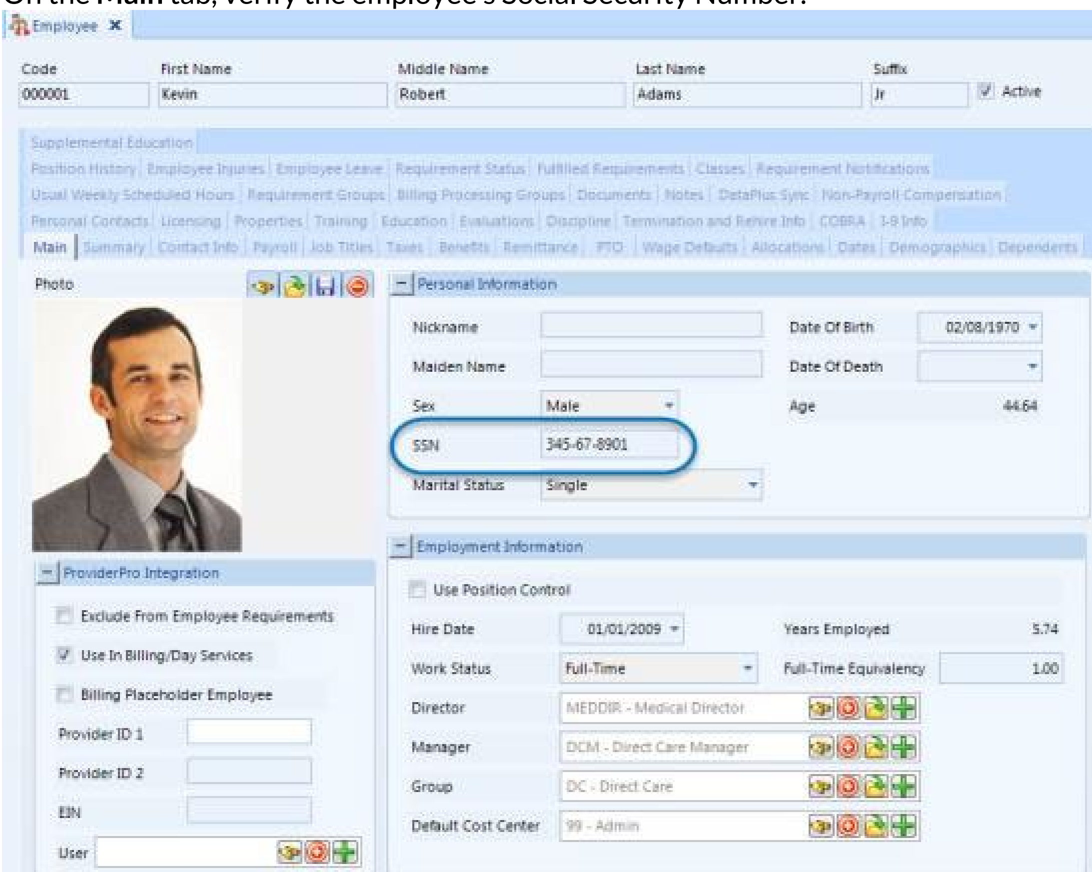
Verifying Employee Setup

Before gathering your W-2 information, you will want to verify the employees' information and make any needed corrections.

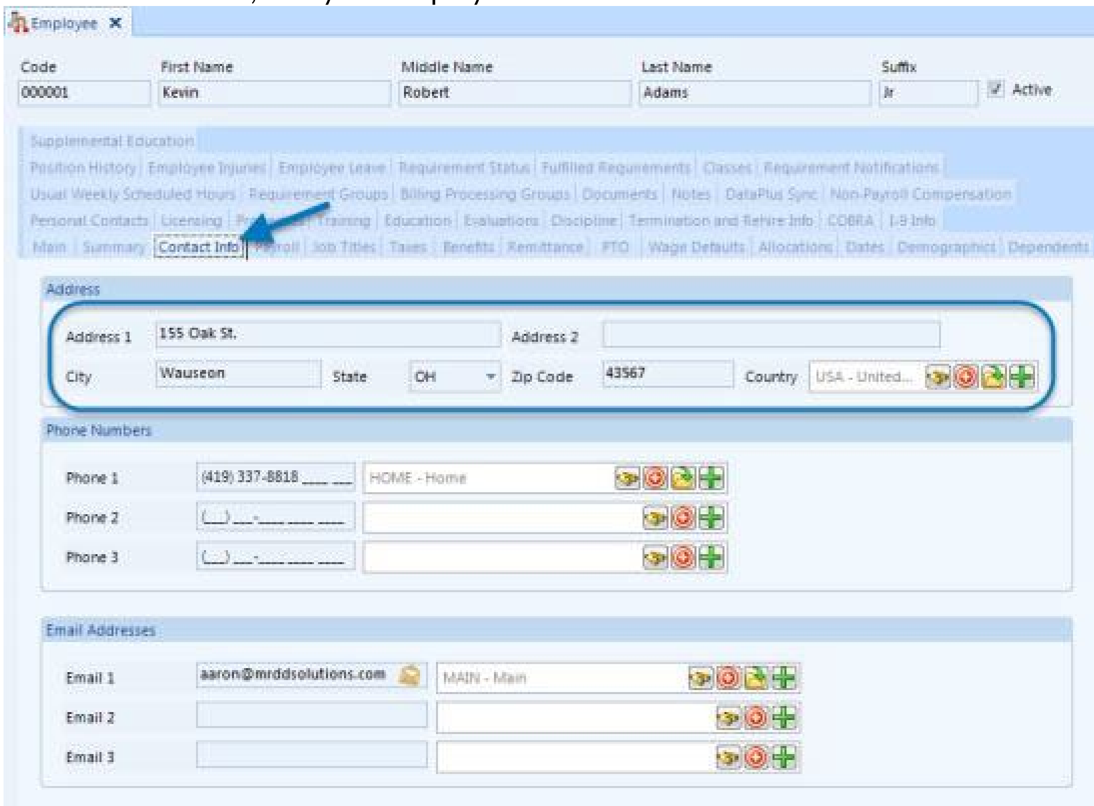
To do so:

TASK:

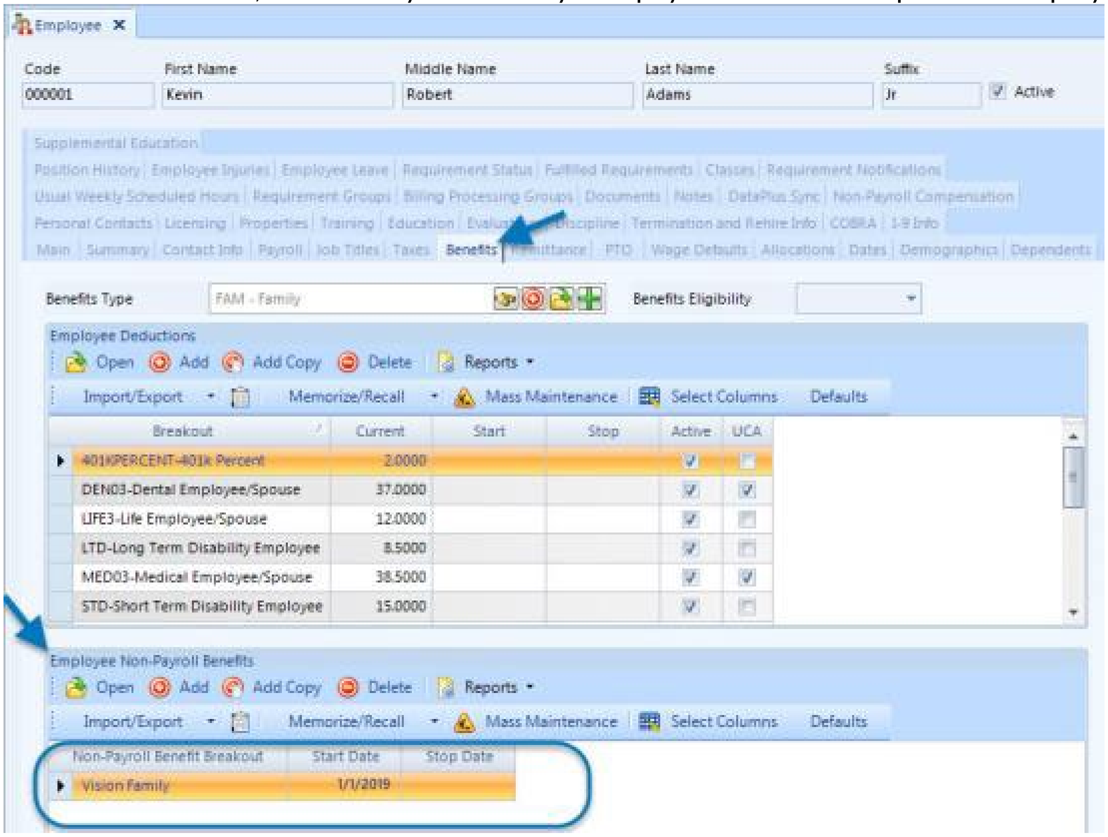
1. Go to **Employee Management** > **Employees.**
2. Open an Employee.
3. On the **Main** tab, verify the employee's Social Security Number.



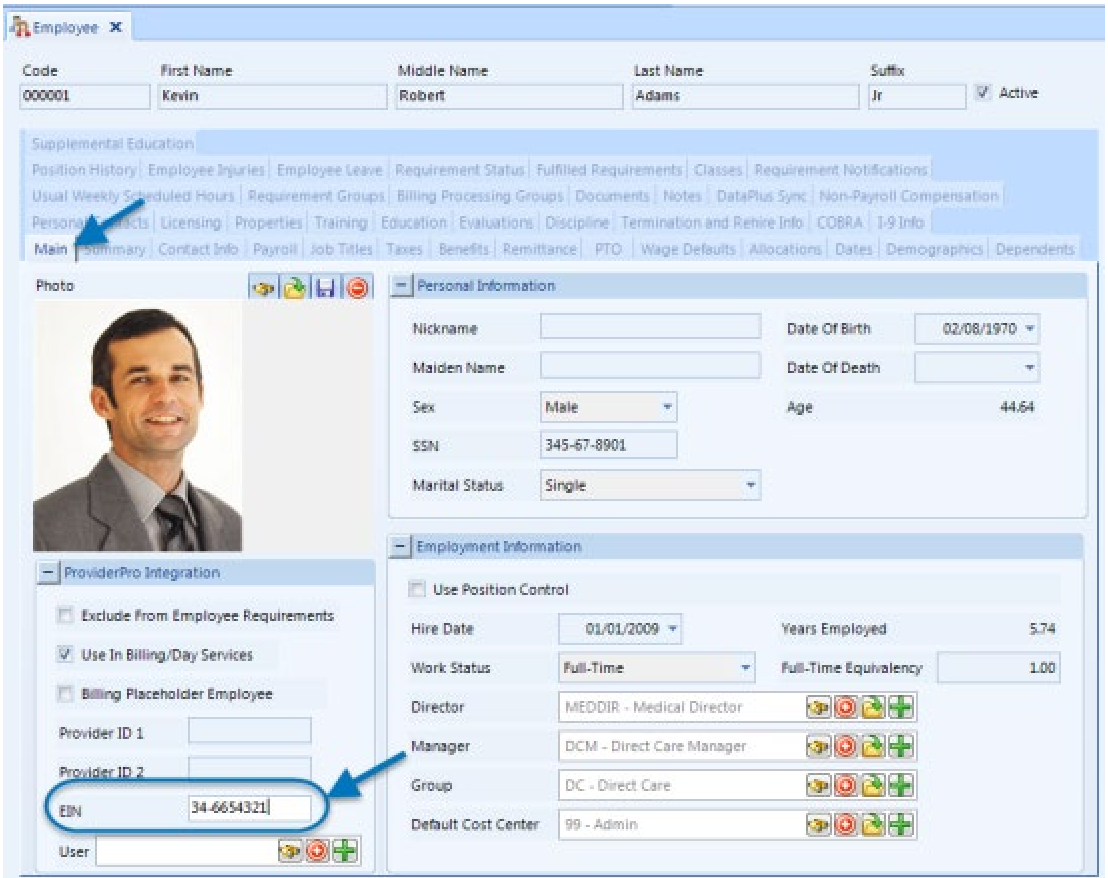
4. On the **Contact** tab, verify the employee's address.



5. On the **Benefits** tab, make sure you have any non-payroll benefits setup for the employee.



6. If the employee will receive a 1099 instead or a W-2 and an EIN should be used instead of the Social Security Number, verify the correct EIN is entered for the employee. (This is rarely used and should not be filled in, if not applicable).



7. If you made any changes to the employee, click **Save**.

Entering Non-Payroll Compensation

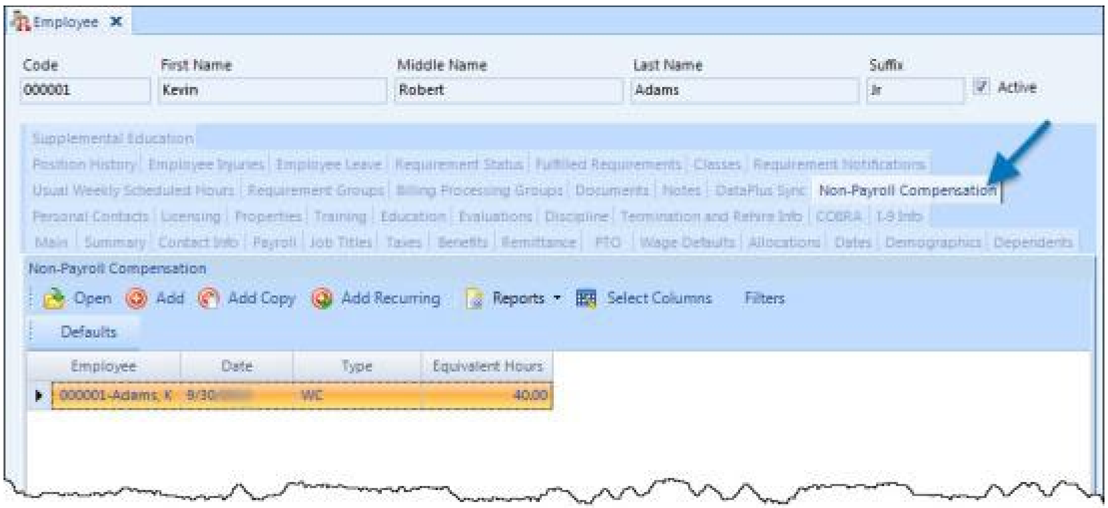
Enter any extra W-2 income for employees on the **Non-Payroll Compensation** tab of the **Employees** dialog box as appropriate.

To enter non-payroll compensation:

TASK:

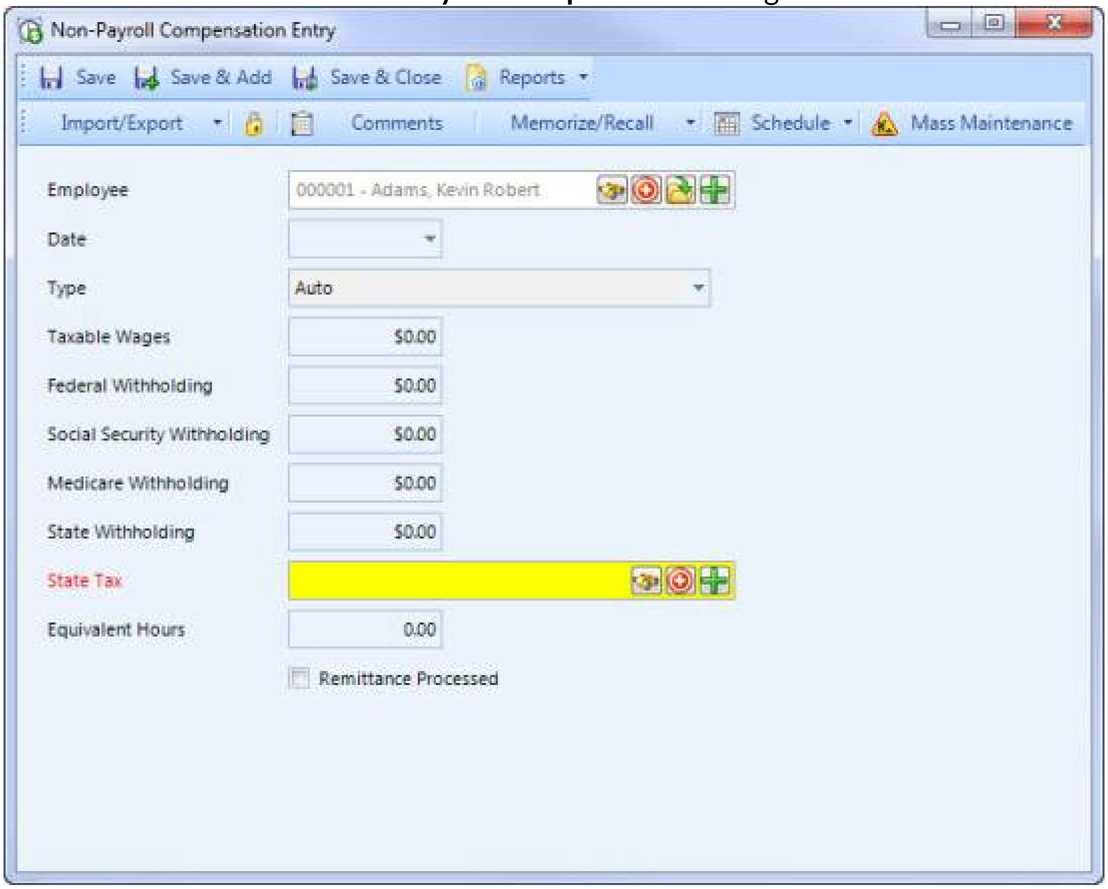
1. Go to **Employee Management** > **Employees.**
2. Open an Employee who has non-payroll compensation.
3. Click the **Non-Payroll Compensation** tab.

   STEP RESULTS: You will see:

4. Click Add.

STEP RESULTS: You'll see the **Non-Payroll Compensation** dialog box.



5. Enter or select the information below as needed and click **Save**.

In this field:	Enter or select:
Date	The date the compensation was paid or recognized.
Type	• Auto - Adds Taxable Wages to Box 3, Social Security Withholding to Box 4, Taxable Wages to Box 5 and Medicare Withholding to Box 6 of the W-2. • Grant - Adds Taxable Wages to Box 3, Social Security Withholding to Box 4, Taxable Wages to Box 5 and Medicare Withholding to Box 6 of the W-2. • Long - Checks Box 13 Third Party sick pay in the W-2. • Short - Checks Box 13 Third Party sick pay in the W-2. • Write Off - Adds Taxable Wages to Box 3, Social Security Withholding to Box 4, Taxable Wages to Box 5 and Medicare Withholding to Box 6 of the W-2. • Workers' Comp - Adds Taxable Wages to Box 3, Social Security Withholding to Box 4, Taxable Wages to Box 5 and Medicare Withholding to Box 6 of the W-2.

Taxable Wages	The amount of taxable wages. This amount is added to Box 1 of the W-2.
Federal Withholding	The amount of federal tax withheld from the taxable wages. This amount is added to Box 2 of the W-2.
Social Security WH	The amount of Social Security tax withheld from the taxable wages. The amount is added to that state's wages.
Medicare WH	The amount of Medicare tax withheld from the taxable wages.
State WH	The amount of state tax withheld from the taxable wages. The amount is added to that state's withholding.
State Tax	The withholding state
Equivalent Hours	The number of hours the employee would have worked. For example, if the employee is on long or short term disability this number is used to track the number of hours the disability payment represents.
Remittance Processed	This field is automatically selected for you after you run the Non-payroll Compensation utility. You might also select this box if you have already remitted all taxes for the quarter, and this non-payroll compensation entry is in that same quarter (that is you don’t want to pay it in the new quarter.; instead it will be picked up for payment on the 941 form) or if a third-party has already paid the remittance agency.

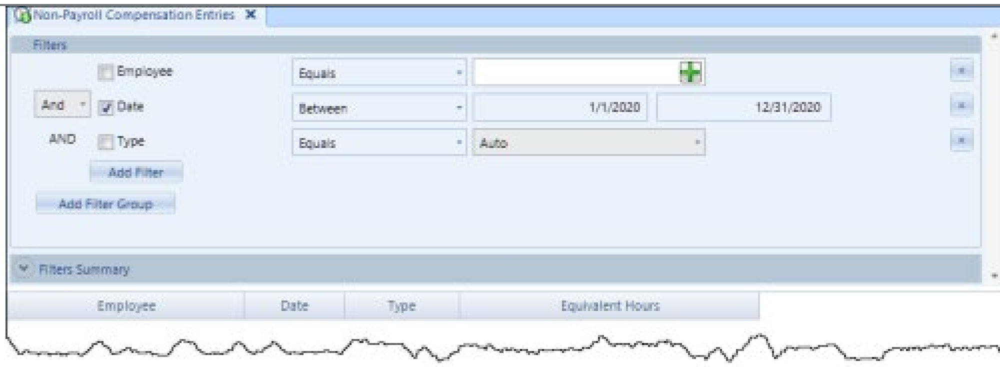
Next, print out the non-payroll compensation report to use during the end of year tie-out process.

Note: The amounts entered through non-payroll compensation are NOT reflected on the regular payroll reports as the compensation was not paid through the payroll process. However, these amounts must be taken into consideration when tying out your numbers such as gross and taxable wages.

To print the non-payroll compensation report from ProviderPro:

TASK:

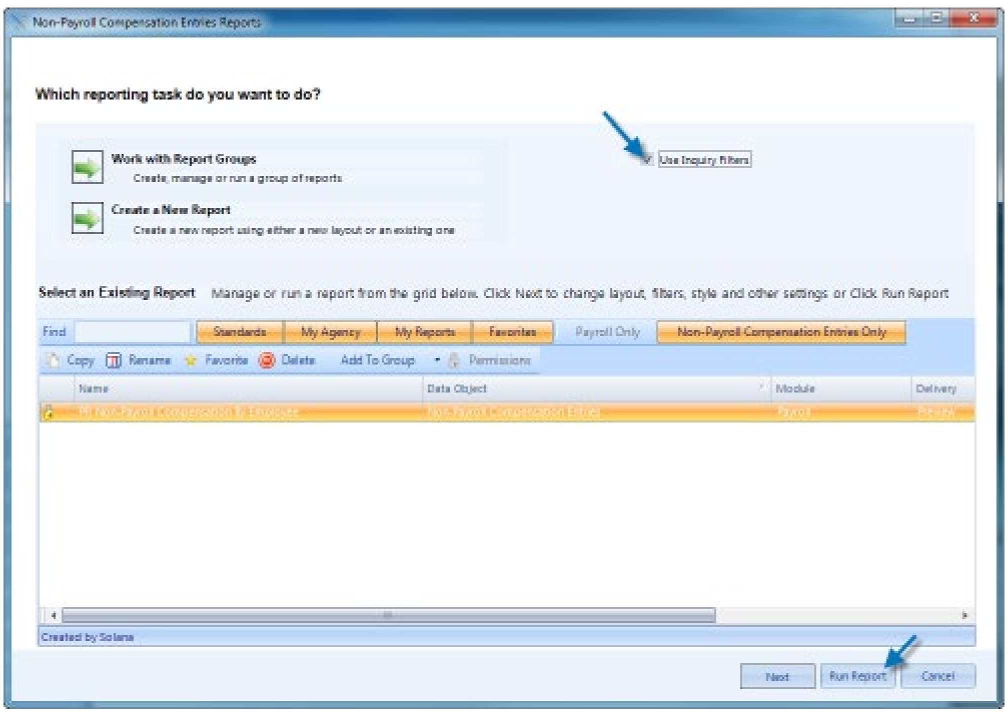
1. Go to **Employee Management** > **Non-Payroll Compensation** > **Non-Payroll Compensation Entries.**
2. Set the **Date** filter to the correct date range.



3. Click **Reports** on the toolbar.

   Step Results: The Report Wizard opens in a pop-up window. **PR Non-Payroll Compensation By Employee** should already be selected.

4. Select the **Use Inquiry Filters** check box and then click **Run Report**.



Step Results: The report will open in a print preview window.

Solana

My Company

Payroll - Non-Payroll Compensation

By Employee

Employee	Date	Type	Taxable Wages	Federal WH	Medicare WH	SS WH	State WH	State	Equivalent Hrs	Processed
000001		Adams, Kevin Robe								
	03/02	Auto	300.00	45.00	0.00	30.00	5.00	OH	0.00	☐
	06/03	Auto	300.00	45.00	0.00	30.00	5.00	OH	0.00	☐
	09/04	Auto	300.00	45.00	0.00	30.00	5.00	OH	0.00	☐
	12/03	Auto	300.00	45.00	0.00	30.00	5.00	OH	0.00	☐
			1,200.00	180.00	0.00	120.00	20.00	0.00	0.00	
000174		Albright, Hal J.								
	01/01	Short	1,500.00	150.00	21.75	63.00	54.00	OH	0.00	☑
			1,500.00	150.00	21.75	63.00	54.00	0.00	0.00	
000300		Hume, Desmond David								
	09/24	Auto	1,000.00	200.00	100.00	100.00	75.00	OH	0.00	☐
			1,000.00	200.00	100.00	100.00	75.00	0.00	0.00	
000400		Emerson, Michael J								
	09/27	Auto	1,000.00	200.00	100.00	100.00	75.00	OH	0.00	☐
			1,000.00	200.00	100.00	100.00	75.00	0.00	0.00	
			4,700.00	730.00	221.75	383.00	224.00	0.00	0.00	

5. Click **Print** from the print preview window or go to the **Export** menu to save it as a PDF.
6. Click the **X** to exit the print preview window.
7. Click **Finish** to exit the Report Wizard.

Tying Out the Numbers

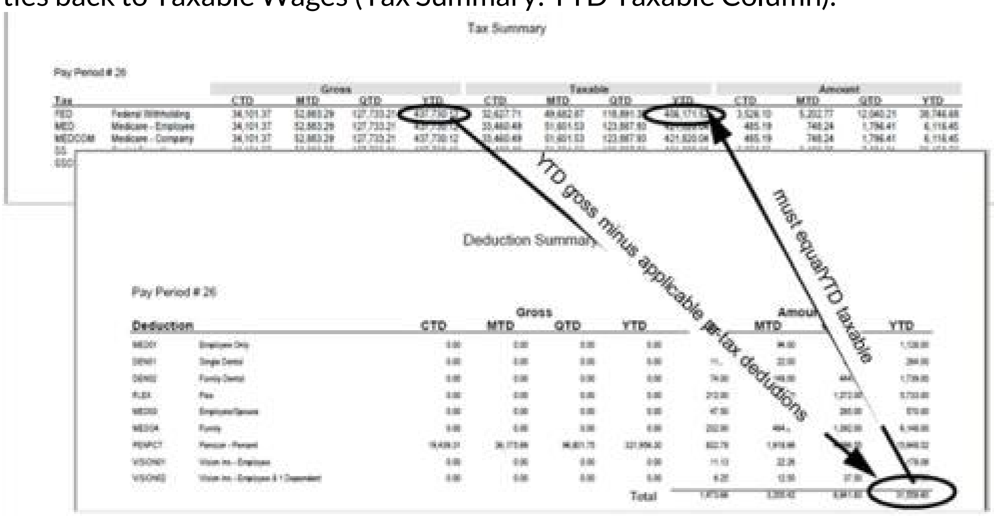
It is important that the numbers that are gathered in the W-2 process are accurate. Even though you cannot tie out completely until your last payroll of the year, you can tie out each quarter, so that only the fourth quarter needs to be tied-out at year-end.

Federal, Social Security, Medicare and State Withholding

Make sure you complete these steps for Federal, both sides of Social Security and Medicare and for each state you withhold taxes for.

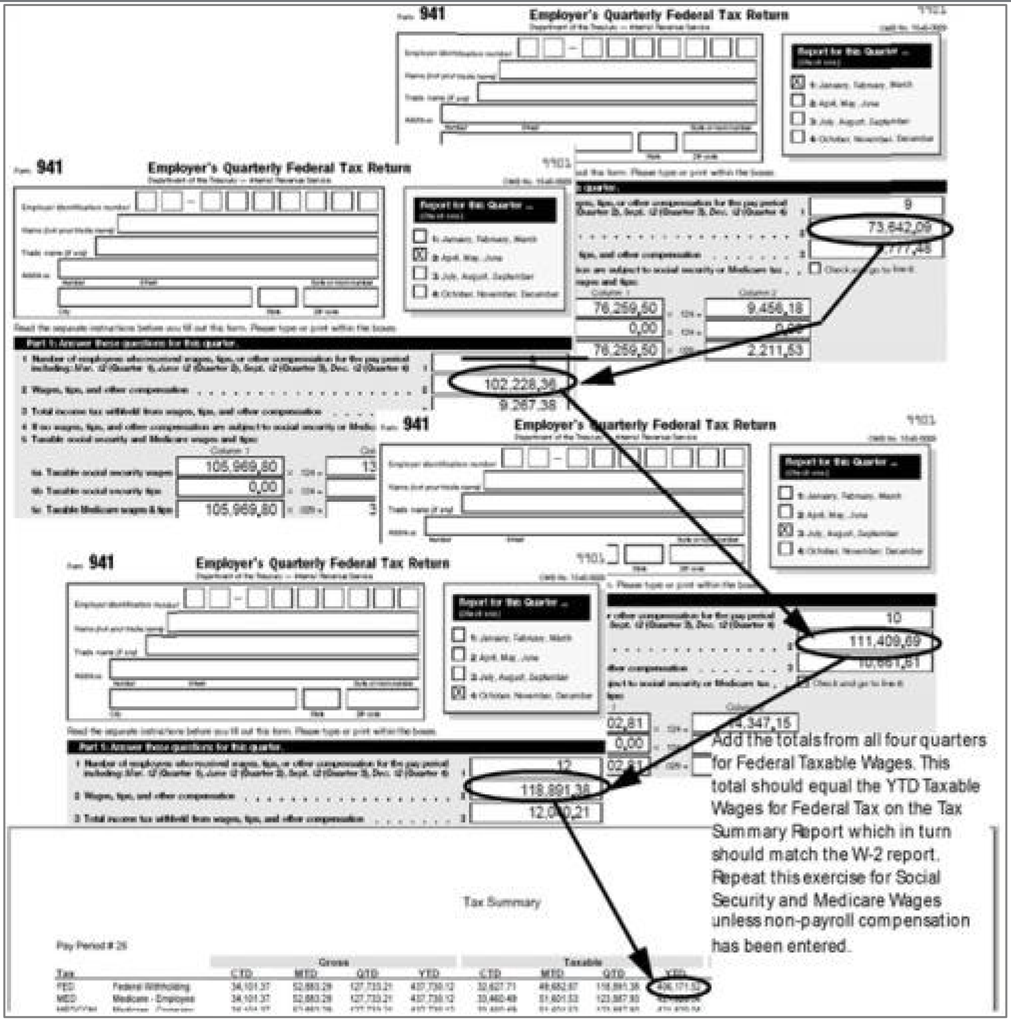
TASK:

1. Print the Tax Summary report.
2. Print the Deduction Summary report selecting only the pretax deductions for that tax.
3. Verify that Gross Wages (Tax Summary Report: YTD Gross Column) minus Pretax Deductions for each specific tax (Deduction Summary) minus People Claiming Non-Taxable ties back to Taxable Wages (Tax Summary: YTD Taxable Column).



In the example above for Federal taxes, $437,730.12 - $31,558.60 = $406,171.52

4. Repeat this process for each type of tax that has pretax deductions or exempt considerations.
5. Locate your 941 Reports for each quarter you filed. You can also print the 941 Report for each quarter but be aware that the data may have changed since you filed.
6. Verify the total taxable wages for Federal, Social Security and Medicare for all four 941 returns equals the total YTD taxable wages on the Tax Summary Report.



7. After you gather W-2 data, verify the numbers you tied out from the Payroll reports match the reports that are available in the Gather W-2 Process.

Important: You should do this verification after each time you "Gather" the W-2 data.

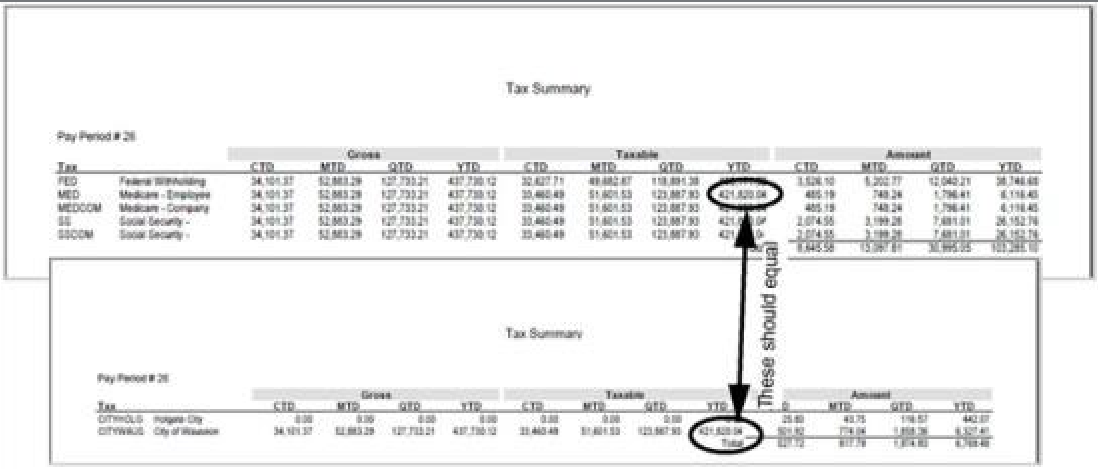
Note: This is the minimum verification that Sandata recommends. In addition, if your agency has non-payroll compensation it will be necessary to add this amount to the appropriate figures in balancing.

Cities and Counties

For each city or county tax:

TASK:

1. Print the Tax Summary Report for city/state taxes and Medicare-Employee.
2. Make sure that Taxable Wages (Tax Summary Report: YTD Taxable Column) summarized for all cities equals Medicare Taxable Wages (Tax Summary Report: YTD Taxable Column).



3. After you gather W-2 data, verify the numbers you tied out from the Payroll reports match the reports that are available in the Gather W-2 Process.

Gathering the W-2 Data

Along with gathering the W-2 data, remember to:

- Complete and return the W-2 Electronic Submission Form (if Sandata is processing)
- Complete and return the W-2 Authorization Form (if Sandata is processing)

Note: Be sure to **Gather** the employee data at least ***once*** after the last payroll of the year is processed.

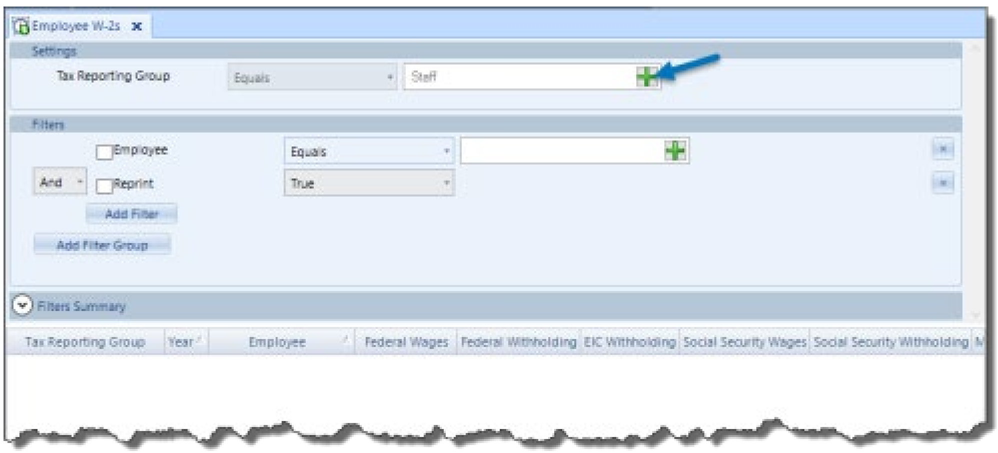
To gather the W-2 data in ProviderPro:

TASK:

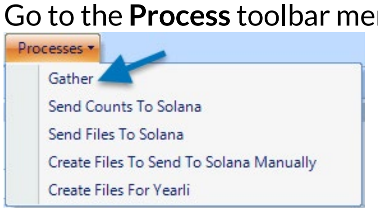
1. Go to **Employee Management** > **Payroll** > **Tax Forms** > **Employee W-2s**.

   STEP RESULTS: You'll see the **Employee W-2s** transaction grid.

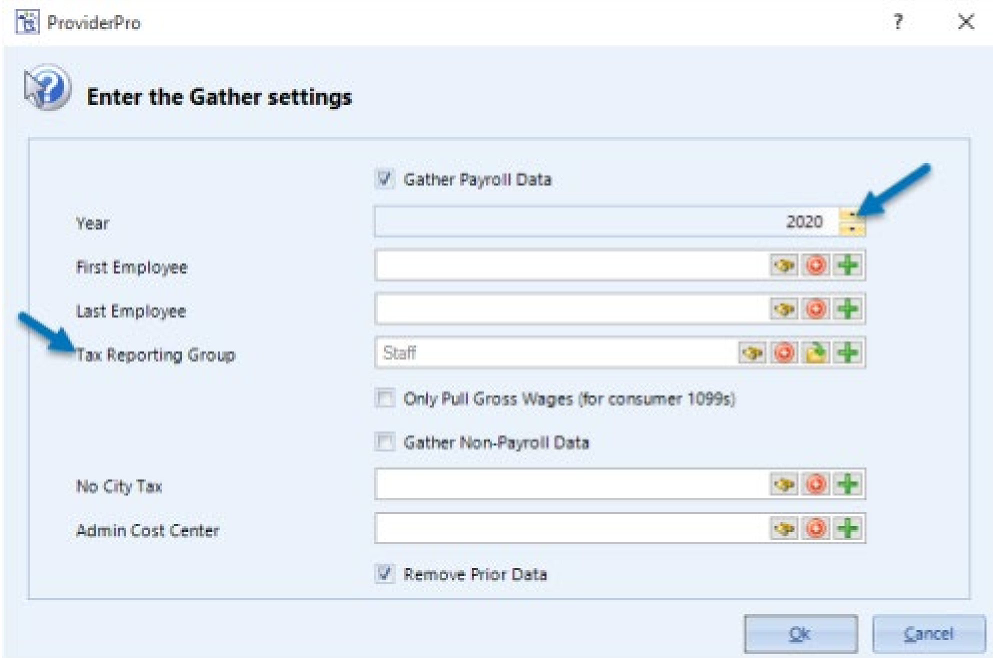
2. Change the **Tax Reporting Group** to the correct one.



3. Go to the **Process** toolbar menu and select **Gather**.



STEP RESULTS: You will be prompted to enter the gather settings.



4. Complete the information below as needed and click **Ok.**

Gather Payroll Data	To include payroll data, such as wages.
Year	The tax year for which you are gathering W-2 information.
First Employee/Last Employee	The beginning employee code and ending employee code of the employees you want to include. Leave these boxes blank if you want to gather for all employees.
Tax Reporting Group	The tax reporting group for the data you want to include.
Only Pull Gross Wages	If the payroll data is for employees (such as consumers) who only receive 1099s. If the employee has an employer identification number entered in the **EIN** box of the **Employee** form, the employee's EIN will be used instead of his/her Social Security Number.
Gather Non-payroll Data	To include non-payroll data that was entered for the employee and then you must enter the No City Tax and Admin Cost Center. These are used to evaluate what cost center the Non Payroll Compensation entries should use to determine which city to attribute the taxable wages to. If No City Tax only is selected, ProviderPro will not try to include the Non Payroll Compensation in Taxable Wages for any City. If the Administrative Cost Center only is used, the taxable wages will go to the City Tax set up in the Administrative Cost Center.

	If both the No City Tax and the Administrative Cost Center are used and the Administrative Cost Center selected has the same No City Tax set up as the No City Tax, Provider Pro will attempt to use the City in the Employee record in the Home City Tax field under Special Taxes, if set up. If there is not a Home City Tax in the employee's record, ProviderPro will revert the taxable wages back to No City Tax.
No City Tax	The tax code of the no city tax, if you are gathering non-payroll data. This box is used in conjunction with the **Admin Cost Center** below to determine which city tax should be used for non-payroll data. • If you want to use an employee's home city for non-payroll compensation, choose any cost center that has "No City Tax" assigned to it as the **Admin Cost Center** below. Make sure the employee has a "Home City" set up. If they do not, their non-payroll compensation will be assigned to the "No City Tax" set up in the cost center. • If you want non-payroll compensation to be taxable wages in one city, choose any cost center that has a "City Tax" assigned to it in the **Admin Cost Center** below.
Admin Cost Center	The cost center's code, if you are gathering non-payroll data.
Remove Prior Data	To remove any prior data previously gathered. If this box is not selected the data will append and possibly duplicate information.

Note: This process may take a little while depending on the speed of your computer and/or the number of employees.

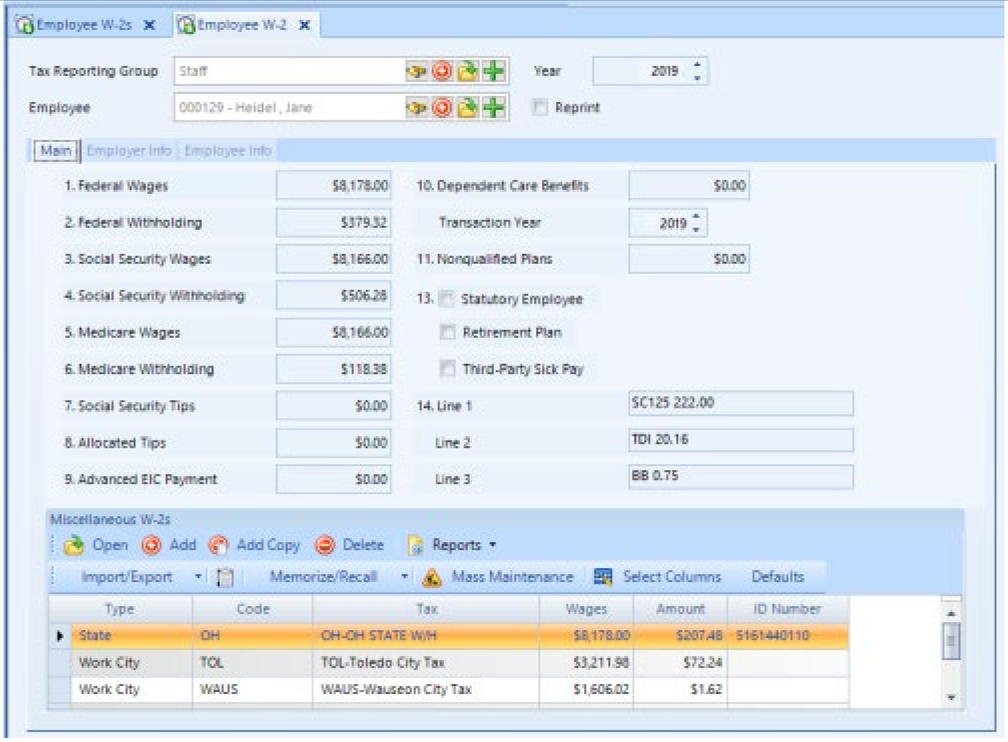
STEP RESULTS: You will see a confirmation message when the process is complete.

5. Click **Ok**.

   STEP RESULTS: The Employee W-2s that were generated will appear in the grid.

6. Click **Add** on the toolbar or select an entry from the grid and click **Open** to modify it or **Delete** to remove it.

   STEP RESULTS: If you clicked **Add** or **Open**, the **Employee W-2s** window opens.



7. Enter the following information as needed.

Note: Refer to the "Instructions for Forms W-2 and W-3" available from the Internal Revenue Service (IRS) for complete details on completing W-2/W-3 information.

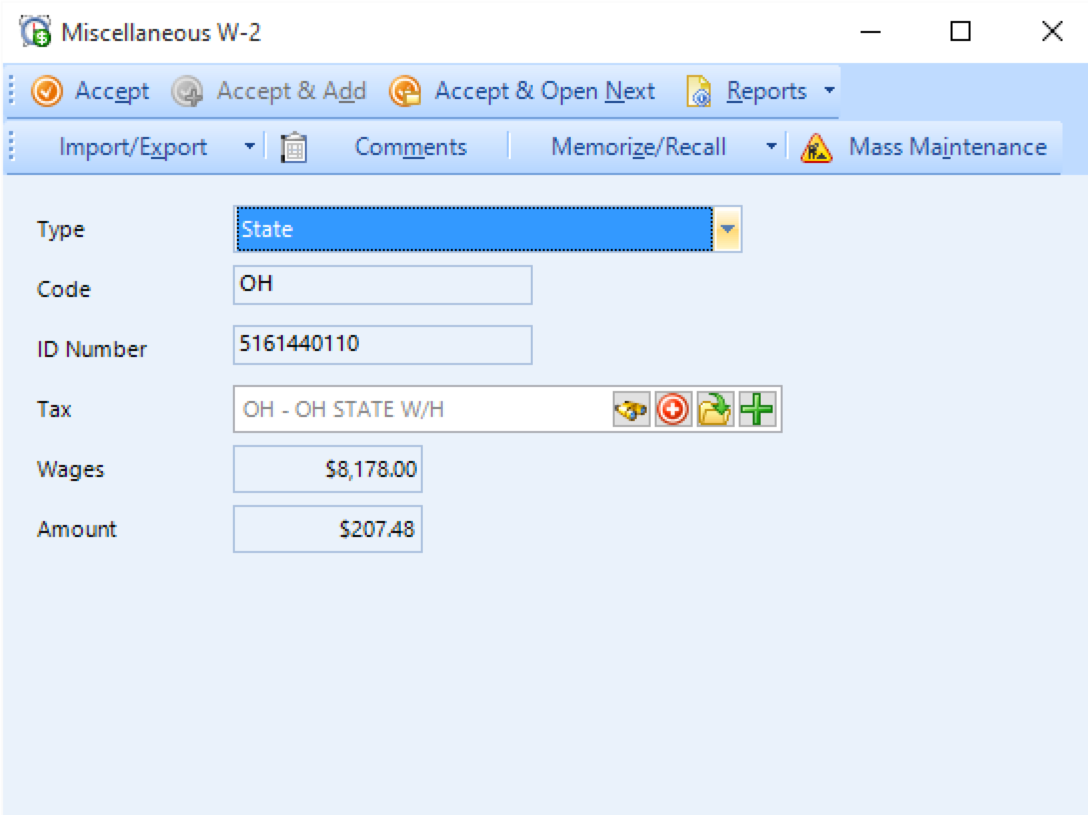
Year	The tax year of the W-2
Tax Reporting Group	The code of the employee's tax reporting group
Employee	The employee's code.
Reprint	If Sandata is processing your W-2s and you have already sent in your file but need to make changes to it and have Sandata reprint the employee's W-2, select the **Reprint** check box.
1. Federal Wages	The amount of federal taxable wages. If Only Pull Gross Wages was NOT checked, it pulls from the tax information from Employee Payments for Tax Category that is set to Federal Withholding. The Value = Gross Wages (Calculation Factor) – Exempt Wages (Exempt Factor). Otherwise, if Only Pull Gross Wages is selected, then it pulls from the wage information from Employee Payments and doesn't even look at taxes/taxable wages.
2. Federal Withholding	The amount of federal tax withheld from the employee. This pulls from the tax information from Employee Payments for Tax Category that is set to Federal Withholding. The Value = Amount (Tax Amount)
3. Social Security Wages	The amount of Social Security taxable wages. This pulls from the tax information from Employee Payments for Tax Category

	that is set to Employee Social Security. The Value = Gross Wages (Calculation Factor) – Exempt Wages (Exempt Factor).
4. Social Security Withholding	The amount of Social Security tax withheld from the employee. This pulls from the tax information from Employee Payments for Tax Category that is set to Employee Social Security. The Value = Amount (Tax Amount)
5. Medicare Wages	The amount of taxable Medicare wages. This pulls from the tax information from Employee Payments for Tax Category that is set to Employee Medicare. The Value = Gross Wages (Calculation Factor) – Exempt Wages (Exempt Factor).
6. Medicare Withholding	The amount of Medicare tax withheld from the employee. This pulls from the tax information from Employee Payments for Tax Category that is set to Employee Medicare. The Value = Amount (Tax Amount)
7. Social Security Tips	The amount of Social Security tips earned. This pulls from Employee Payments for Deduction Type Category that is set to Social Security Tips. Box 3 is reduced by this amount.
8. Allocated Tips	The Gather does not calculate this amount.
9. Advanced EIC Payment	The Gather does not calculate this amount.
10. Dependent Care benefits	The amount of any dependent care flexible spending benefits. his pulls from Employee Payments for Deduction Type Category that is set to Dependent Care.
Transaction Year	The tax reporting year.
11. Non Qualified Plans	The amount contributed to non-qualified plans. This pulls from Employee Payments for Wage Types with a W-2 Type of Box 11.
13. Statutory Employee	If the W-2 is for an independent contractor working for your organization. The Gather does not automatically set this.
13. Retirement Plan	If the employee contributed to a retirement plan. This is selected based on Employee Payments for Deduction Type Category that is set to EmployeContributio401k, Employee Contribution 403b, Employee Contribution 457b, Designated Roth Contributions 401k, Designated Roth Contributions 403b or SIMPLE Retirement Account S.
13. Third-Party Sick-Pay	If the employee received third-party pay when on leave. This pulls from Non-Payroll Compensation Entries with a Type set to Short or Long.
14. Line 1, 2 and 3	The descriptions/amounts to appear on lines 1, 2 or 3. For example, state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income and education assistance payments. This is

	pulled based on the Deduction Type Category and W-2 Type settings.

8. To add an entry for miscellaneous deductions, state, city, county or a school district tax to appear in Box 12 of the W-2 Form, click **Add** or select an existing one from the grid and click **Open** (to modify it) or **Delete** (to remove it).

STEP RESULTS: If you clicked **Add** or **Open**, you will see:



9. Enter or select the information below for Box 12 of the W-2 and click **Accept**.

Type	Deduction, State, City, County, School District
Code	If you selected a **Type** of Deduction above, enter the appropriate IRS code.
ID Number	The tax ID number of the reporting entity.
Tax	The code of the tax.
Wages	The amount of the taxable wages.
Amount	The amount paid.

Box 12: Pulls from the Deduction Type Information based on the Category and W-2 Type. Boxes 15-17 are State Withholding Tax Information: This Pulls from the tax information from Employee Payments for Tax Category = State Withholding. (There could be more than one.)

Box 15: State/Employer's State ID Number. The State abbreviation comes from the Code in the Tax setup. The State ID number comes from the Tax or the Tax EIG Group

Box 16: State wages, tips, etc.: The Value = Gross Wages (Calculation Factor) – Exempt Wages (Exempt Factor)

Box 17 State income tax: Value = Amount (Tax Amount)

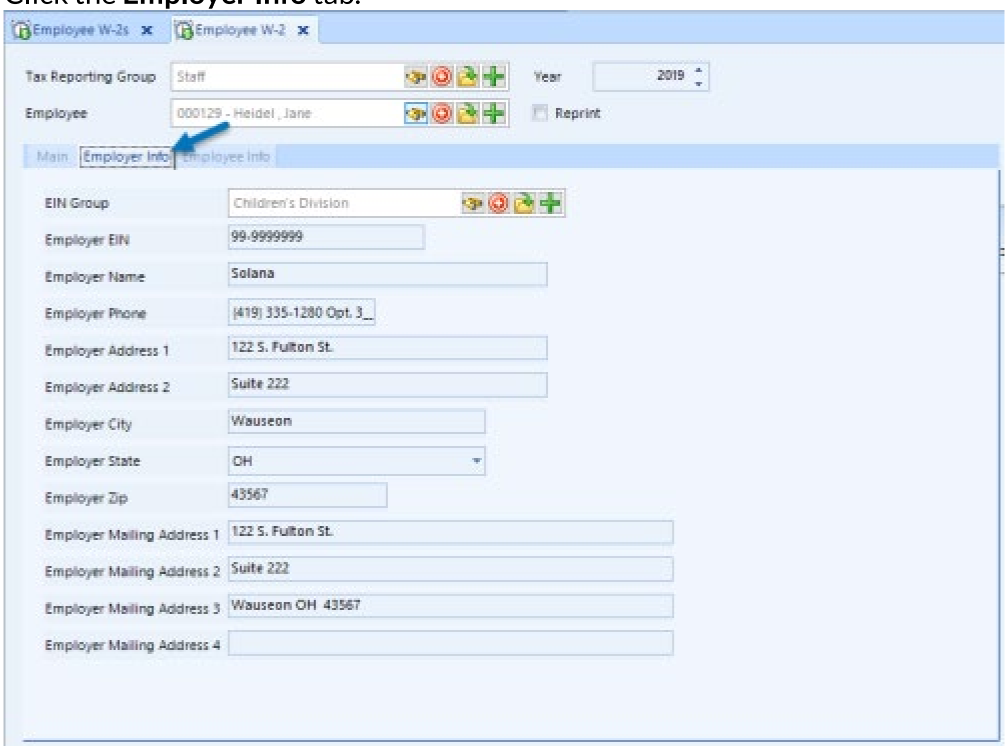
Box 18-20 (Local Withholding Tax Information): This pulls from the tax information from Employee Payments for Tax Category of City Work, City Live, County Work, County Live, School District Work, and School District Live. (There could be more than one.)

Box 18 Local wages, tips, etc. TheValue = Gross Wages (Calculation Factor) – Exempt Wages (Exempt Factor)

Box 19 Local income tax: Value = Amount (Tax Amount)

Box 20 Locality name. If School District Live/Work it combines together the Tax Code and Description and shows the first 12 letters. Otherwise, it uses the Tax Code.

10. Click the **Employer Info** tab.

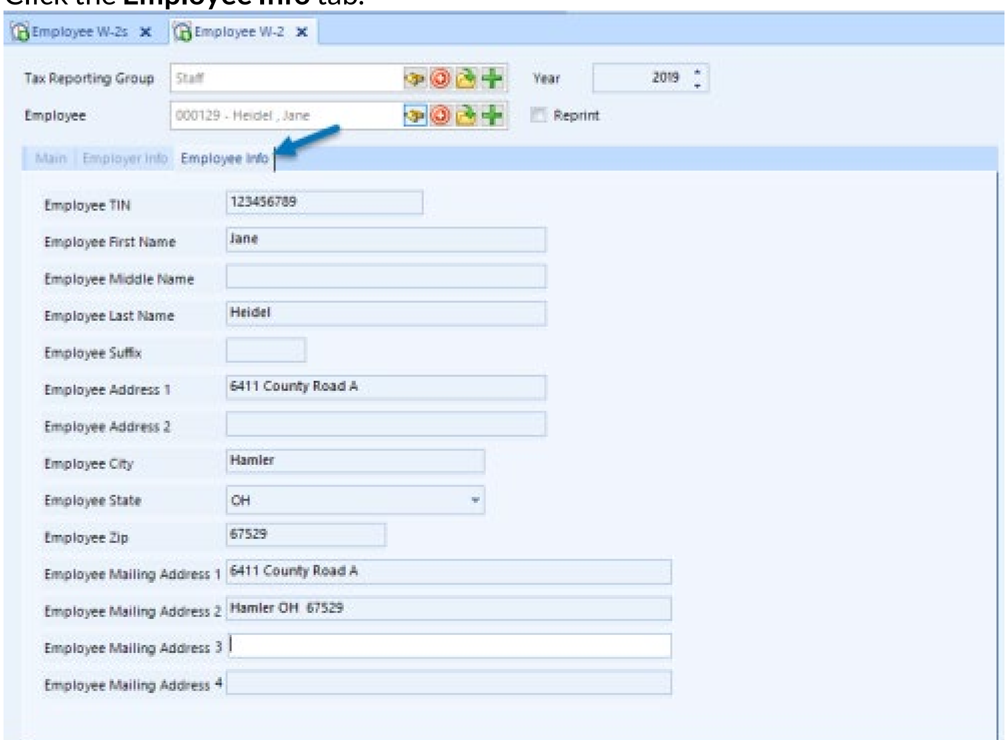


11. Enter the following information as needed.

EIN Group	If your agency licensed the Payroll Multiple EIN Group feature set, this is the EIN Group code for the employer for this W-2.
Employer EIN	Your company's Federal ID number, including the necessary dashes for this W-2 .
Employer Name	The name of your company for this W-2 (up to 40 characters).

Employer Phone	Your company’s main phone number.
Employer Address 1	Your company’s street address (up to 40 characters).
Employer Address 2	A second street address for your company, if applicable (up to 40 characters).
Employer City	Your company’s city.
Employer State	Your company’s state.
Employer Zip	Your company’s zip code.
Employer Mailing Address 1	Your company’s street address
Employer Mailing Address 2	A second street address for your company, if applicable, if not, enter your company's city, state and zip code.
Employer Mailing Address 3	If you have a second street address for your company, enter your company's city, state and zip code. Otherwise, enter your company's main phone number.
Employer Mailing Address 4	If you have a second street address for your company, enter your company's main phone number. Otherwise, enter leave it blank.

12. Click the **Employee Info** tab.



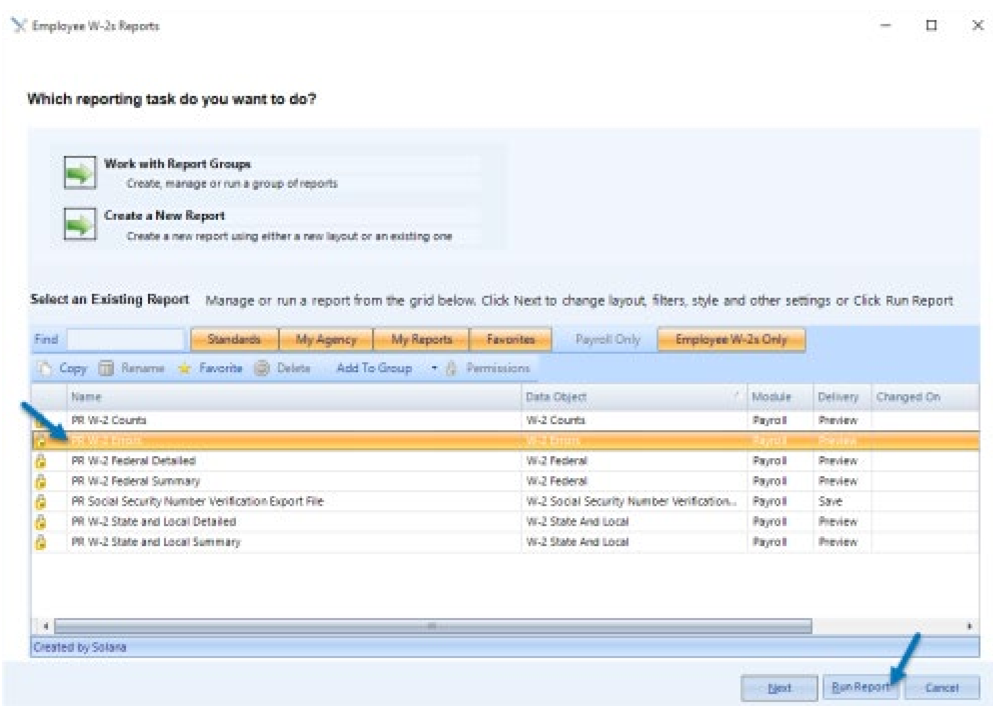
13. Enter the following information as needed.

Employee TIN	The employee's tax ID number, including the necessary dashes for this W-2
Employee First Name	The employee's first name (up to 20 characters).
Employee Middle Name	The employee's middle name (up to 20 characters).
Employee Last Name	The employee's last name (up to 20 characters).

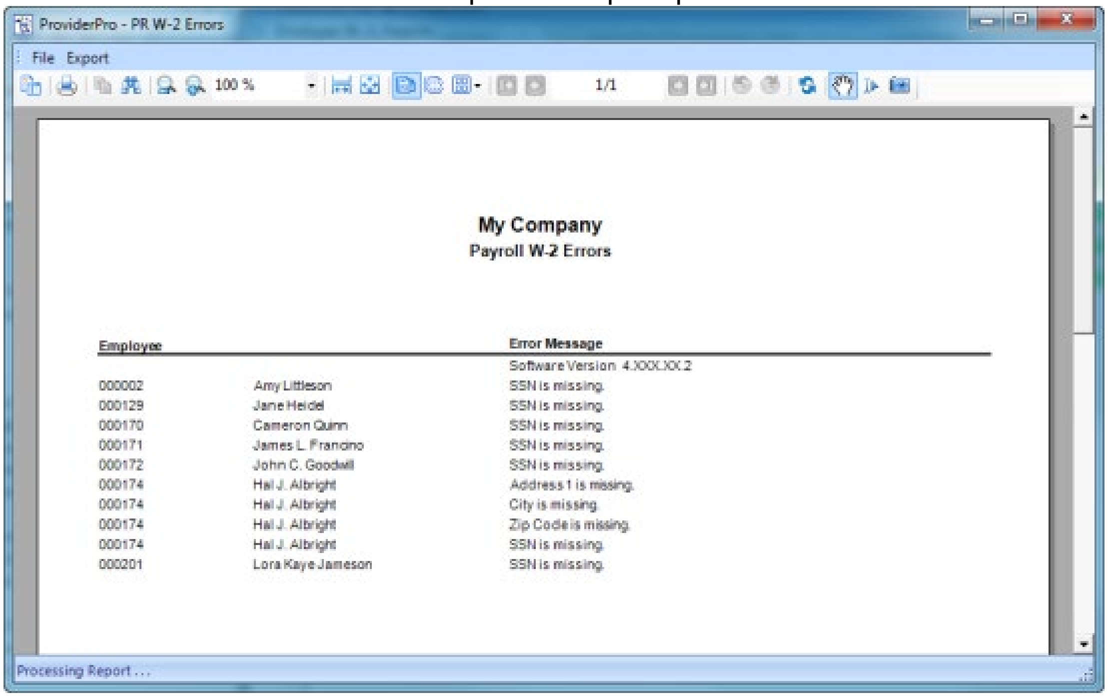
Employee Suffix	The employee's suffix, such as Jr., III, etc., if needed (up to 10 characters).
Employee Address 1	The employee's street address (up to 40 characters).
Employee Address 2	A second street address for the employee, if applicable (up to 40 characters).
Employee City	The employee's city.
Employee State	The employee's state.
Employee Zip	The employee's zip code.
Employee Mailing Address 1	The employee's street address
Employee Mailing Address 2	A second street address for the employee, if applicable, if not, leave it blank.
Employee Mailing Address 3	The employee's city, state and zip code.
Employee Mailing Address 4	Leave this blank.

14. Click **Save & Close** on the toolbar.
15. Click **Reports** on the toolbar to run the error-checking reports.

    STEP RESULTS: The **Report Wizard** will open in a pop-up window.
16. Select **PR W-2 Errors** from the exiting reports grid and click **Run Report**.



STEP RESULTS: You will see the error report in the print preview window.



It will show the following errors if they exist:

- Special Characters in First, Middle or Last Name (except dashes)
- Missing Address 1
- Missing City
- Missing State
- Missing Zip Code
- Missing Social Security Number
- Duplicate Social Security Number
- Ohio School District Code Greater Than Four Characters
- Taxable Compensation Equal to or Less Than Zero
- Tax Withheld Amounts That Are Negative
- Local Wages That Are Negative
- Commas or Quotation Marks
- Missing Agency Phone Number
- State Taxes Without an ID

17. Click the **Print** icon and refer to this report to correct any errors.
18. Click the **X** in the upper right corner to close the print preview.
19. Click **Finish** to exit the Report Wizard.

Note: It is critical to address and correct these errors before continuing. For example, if multiple employees have the same SSN, all the W-2s will print with the first employee's contact information. You do not need to re-gather the W-2 information for these changes to reflect correctly after they are entered in the employee's record.

Printing W-2 Reports

There are several reports available to help verify that your numbers match those on the payroll reports you used to tie out your end of year numbers. Sandata recommends that you at a minimum print out and save to PDF the Federal Summary and the State and Local Summary.

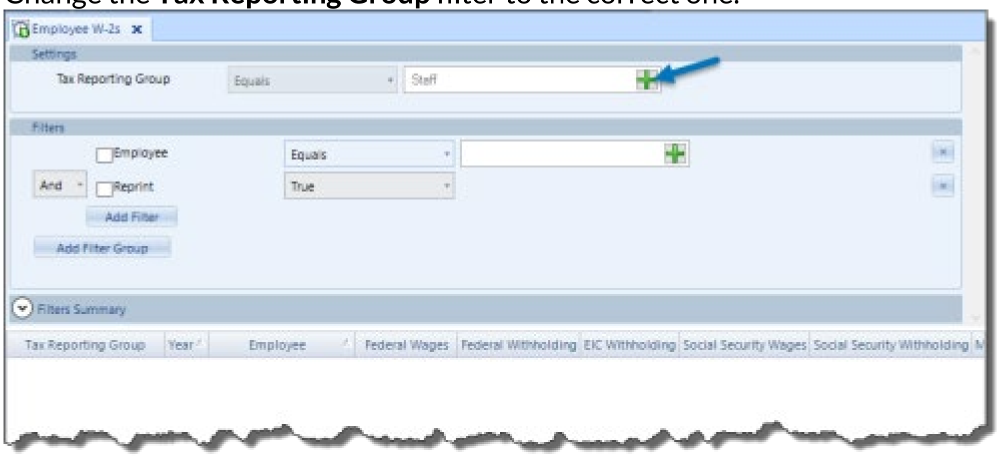
To print the W-2 reports:

TASK:

1. Go to **Employee Management** > **Payroll** > **Tax Forms** > **Employee W-2s**.

   STEP RESULTS: You'll see the **Employee W-2s** transaction grid.

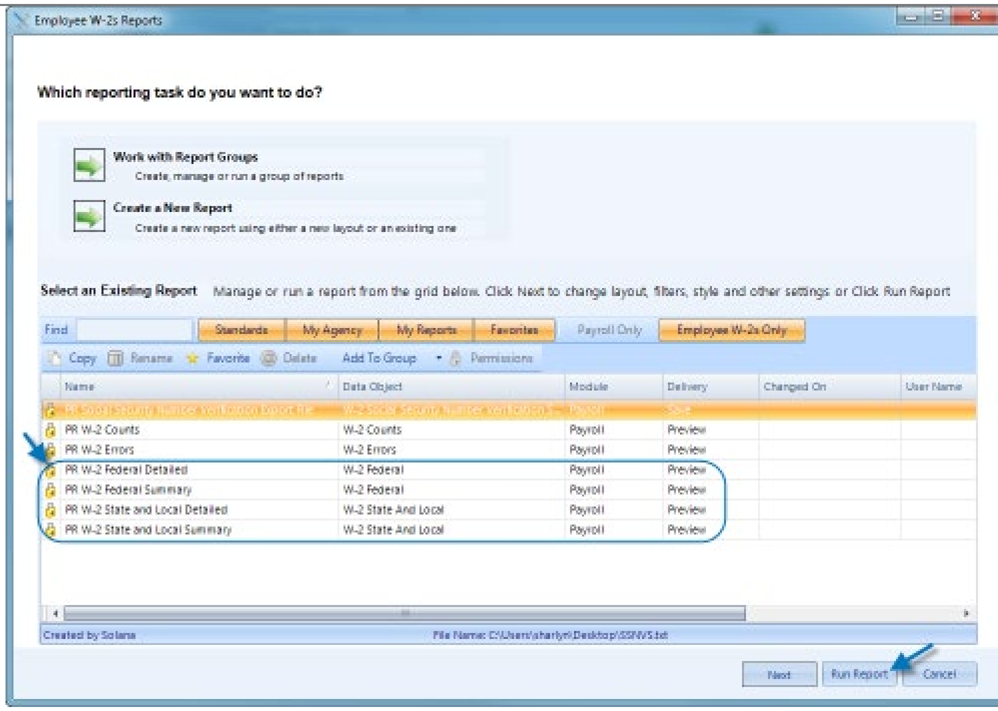
2. Change the **Tax Reporting Group** filter to the correct one.



3. Click **Reports** on the toolbar.

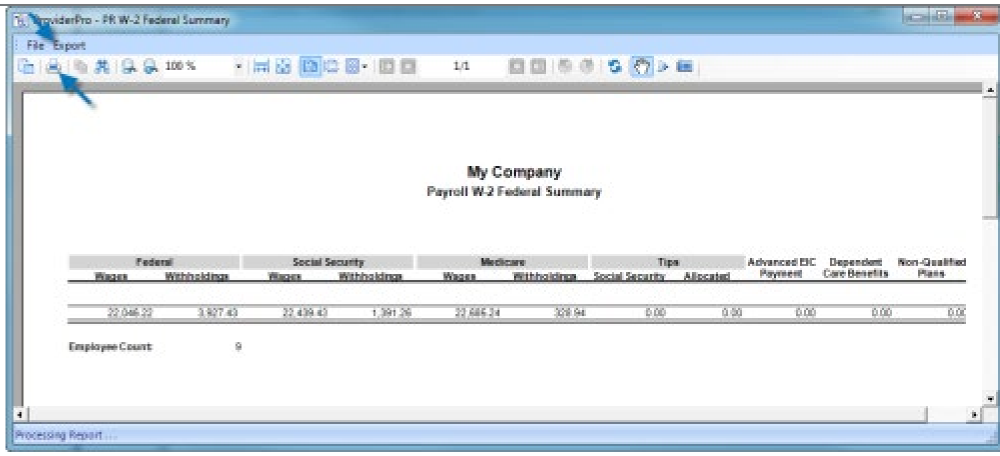
   STEP RESULTS: The Report Wizard opens.

4. Select one of the following reports from the existing reports grid and click **Run Report**.



This report:	Will show:
PR W-2 Federal Summary	A one-page summary report of the federal W-2 information, including the total for all employees for box 1 through 11 information and box 13 through 14 information.
PR W-2 Federal Detailed	A detailed report of the federal W-2 information by employee, including the employee number, employee name, box 1 through 11 information, box 13 and box 14 information.
PR W-2 State and Local Summary	A summary report including the total for all employees for each state tax, city tax, school district tax, county tax and Box 12 type.
PR W-2 State and Local Detailed	The employees that had taxable wages and the withholding amount for each state tax, city tax, school district tax, county tax and Box 12 type.

5. Click **Print** from the print preview window or go to the **Export** menu to save it as a PDF.



6. Click the **X** to exit the print preview window.
7. Click **Finish** to exit the Report Wizard.

Submitting Files to Sandata for Processing

If Sandata is processing your W-2's for your agency, the next step is to send the file package to Sandata.

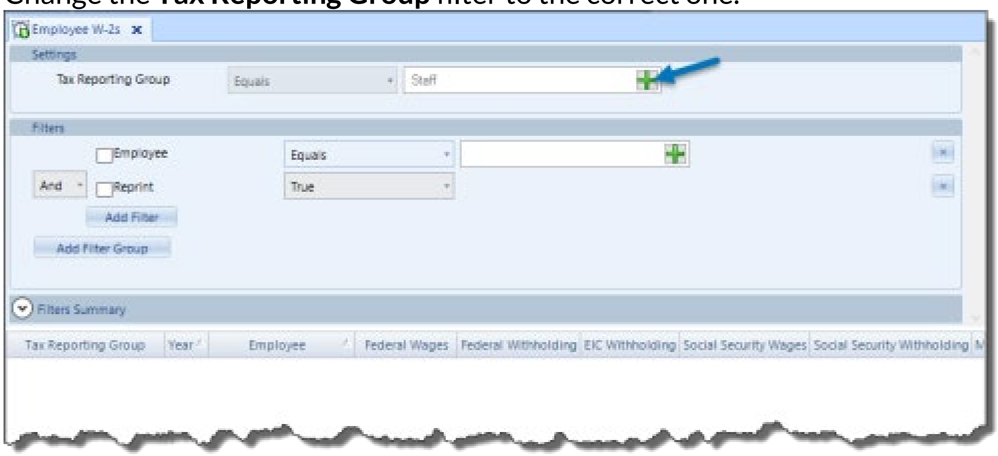
Sending Files Directly to Sandata

To send your files directly to Sandata for processing:

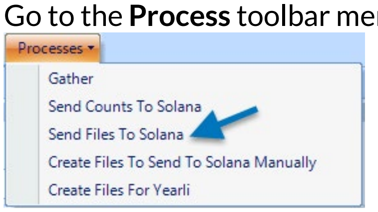
TASK:

1. Make sure you have an Internet connection.
2. Go to **Employee Management** > **Payroll** > **Tax Forms** > **Employee W-2s**.

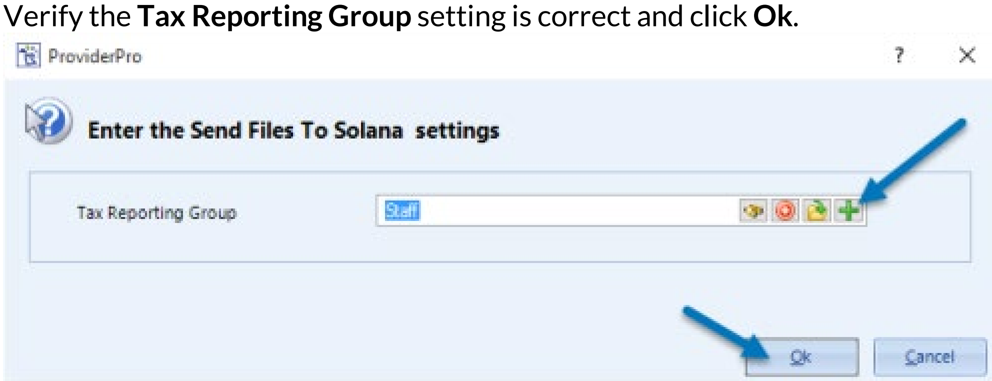
   STEP RESULTS: You'll see the **Employee W-2s** transaction grid.
3. Change the **Tax Reporting Group** filter to the correct one.

4. Go to the **Process** toolbar menu and select **Send Files To Sandata**.

5. Verify the **Tax Reporting Group** setting is correct and click **Ok**.

STEP RESULTS: You will see a confirmation message when the process is complete.

6. Click **Ok** to exit the confirmation window.

   STEP RESULTS: The appropriate files were uploaded to Sandata for processing.

7. If you have not already done so, email Sandata the completed "W-2 Electronic Submission Information" and "W-2 Authorization" forms.

8. Send an email message to Endofyear@sandata.com indicating that you have submitted the W-2 information and have emailed the appropriate forms. This is our confirmation that your information is complete and ready to be processed.

9. Our processor will send you an email to access their secure portal. Please look for this email to be received prior to January 10th.

10. Our processor will upload a PDF of the employer copy to their secure portal , submit file to the IRS, and mail out the W-2s if you selected that option.

Important: Contact Endofyear@sandata.com with any questions.

Creating Files to Send to Sandata Manually

If you cannot send your files to Sandata automatically because of technical difficulties, you can create a file package to manually submit to Sandata.

To do so:

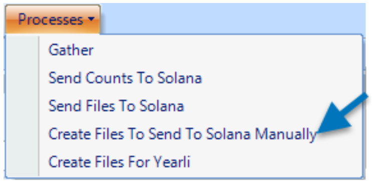
TASK:

1. Go to **Employee Management** > **Payroll** > **Tax Forms** > **Employee W-2s**.

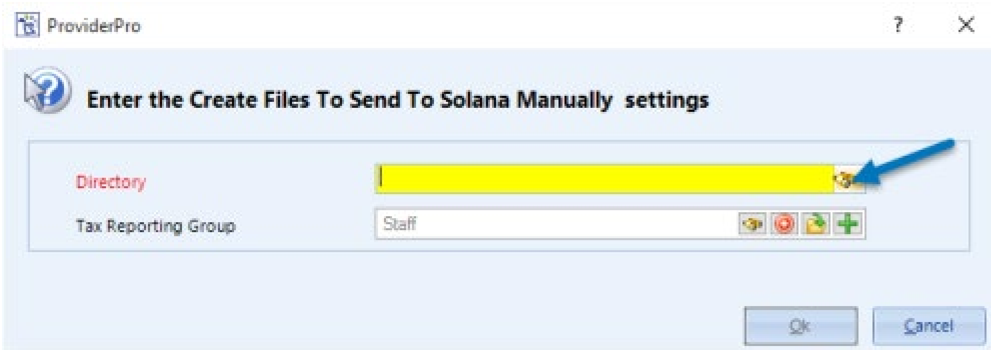
   STEP RESULTS: You'll see the **Employee W-2s** transaction grid.

2. Change the **Tax Reporting Group** filter to the correct one.

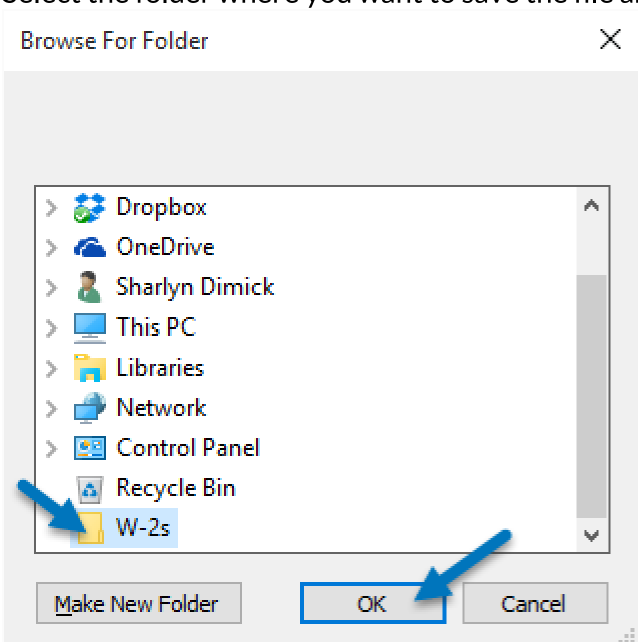
3. Go to the **Process** toolbar menu and select **Create Files To Send To Sandata Manually**.



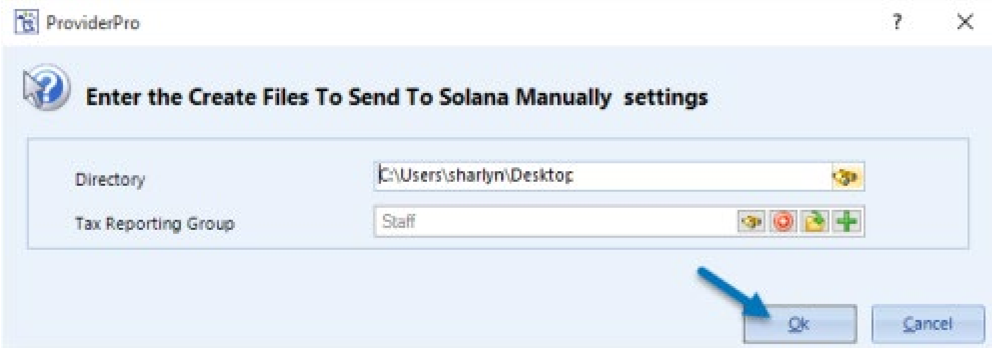
4. Verify the **Year** and **Tax Reporting Group** settings are correct.
5. Click the binoculars icon ( ) next to **Directory** to browse to where you want to save the file.



6. Select the folder where you want to save the file and click **OK**.



7. Click **OK** to create the files.



STEP RESULTS: You will see a confirmation message when the files are complete.

8. Click **OK** to close the confirmation window.

   STEP RESULTS: A zip file called, "W2 Files.zip" that contains the required files for processing W-2s was created in the directory you selected.

9. Submit a support request to Sandata for assistance in submitting this file through the secure FTP site. Do not email it.
10. If you have not already done so, fax to Sandata the completed "W-2 Electronic Submission Information" and "W-2 Authorization" forms.
11. Send an email message to Endofyear@sandata.com indicating that you have submitted the W-2 information and have faxed the appropriate forms. This is our confirmation that your information is complete and ready to be processed.
12. Our processor will send you an email to access their secure portal. Please look for this email to be received prior to January 10th.
13. Our processor will upload a PDF of the employer copy to their secure portal , submit file to the IRS, and mail out the W-2s if you selected that option.

Important: Contact endofyear@solanapro.com with any questions.

Electronic Retrieval of Employer Copies from Our Processor

If you opted for employees to access their W-2 forms from Solana MyPay, you will receive an email from us when they are ready for employees. Those employees who already registered on Solana MyPay will automatically receive an email notification from Solana MyPay that their W-2s are available. However, you may want to send out your own notification for those who have not done so yet.

You can access related electronic files via our processors secure FTP site. Most of the files are PDFs. Therefore, you need to have Adobe Reader installed to view the PDFs. If you do not have Adobe Reader installed on your computer, you can download it free of charge from www.adobe.com.

Folder/File Name	**Contents**
W-2s Employee Copy.PDF	The employee copies of the W-2s
W-2s Multi-Local Employee Copy.PDF	The employee copies of the W-2s with Multiple States and Locals
W-2s Employer Copy.PDF	The employer copy of the W-2s
Multiple State and Local.PDF	The extra sheet given to employees if they have three or more two cities and/or school districts.
W2City.txt	The city electronic file you need to submit to your city tax agency, if you report to one of the cities in Ohio that requires electronic filing.

When filing electronically with the SSA, no W-3 form is created or used. For audit purposes you can use the Federal Returns Journal that we send in your employer packet.

Note: Please note our processor does NOT file your 9401, 940, SUTA or FUTA for you. We will submit your federal and state files only. Please also note, any state reporting required along with W2s are your responsibility unless Sandata and/or our processor requests it from you.

To access the secure FTP site:

TASK:

1. Go to the email you received from our processor with the link to their secure website.
2. Click on the link and use the information emailed to your designated contact.
3. Once you are logged in you will click on User (top menu).
4. You will then Click on EZ-File.
5. You will then see all PDF copies available and have the option to download them.

Important: Your username and password will be received directly from our processor via email. Please review your Spam or junk folder if you have not received it by January 10th.

Note: You must download these files. our processor does NOT guarantee keeping archived copies of these files. Sandata will begin removing these files beginning the first week of March.

Processing 1099s

These topics take you through the steps of processing 1099s:

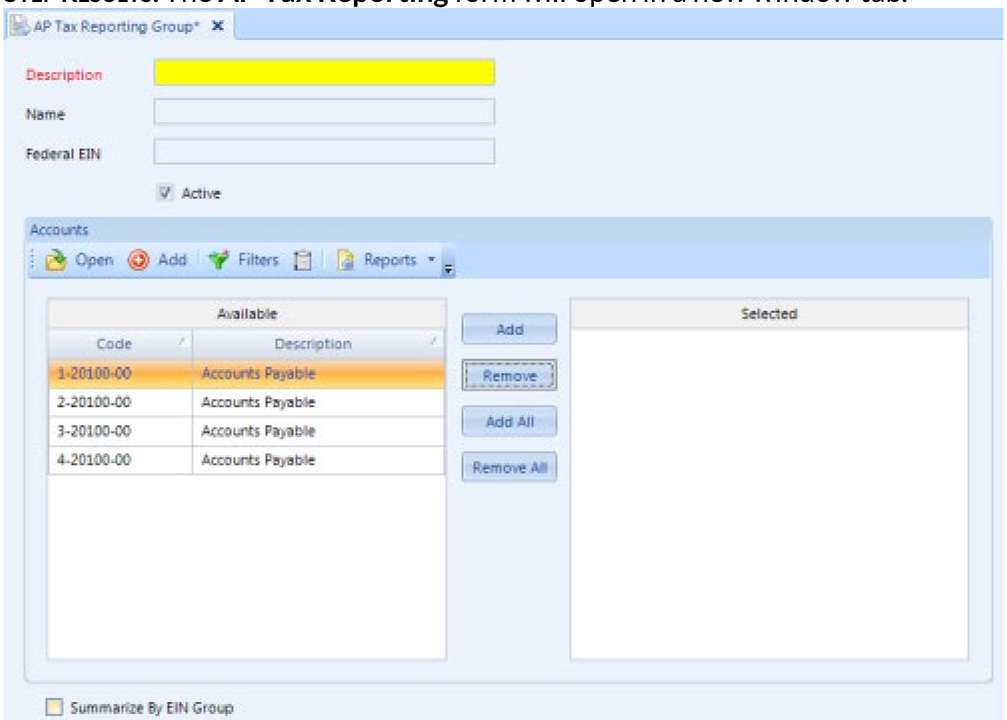
- Verifying Vendor Setup
- Gathering 1099s
- Submitting 1099s to Sandata
- Processing 1099s through Payroll

AP Tax Reporting Groups

CONTEXT: Accounts Payable Tax Reporting groups are used when reporting/filing 1099 information. You will need one tax reporting group for each AP control account/filing requirement. You must have at least one, but can have more if need be. Also, if you only have one AP control account, ProviderPro will automatically create the tax reporting group for you.

1. Choose **Financial Management > Accounts Payable > Setup > AP Tax Reporting Groups**.

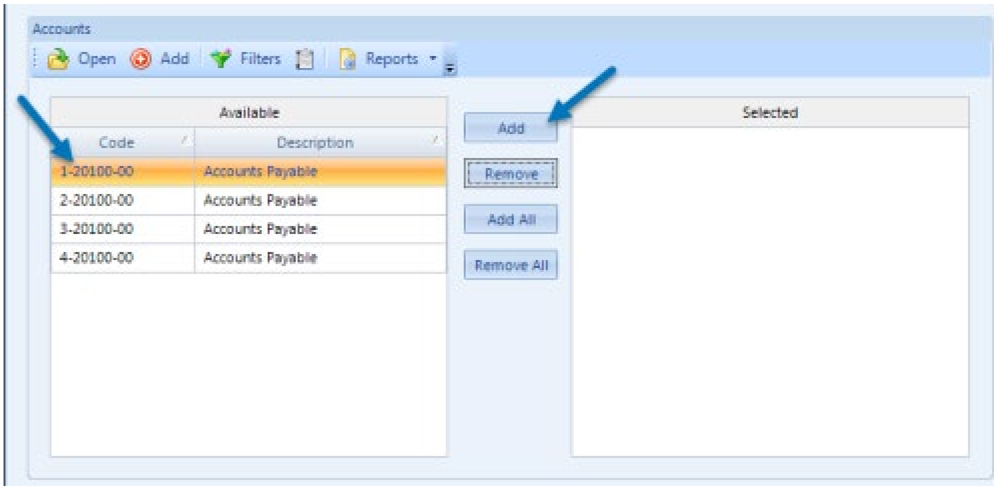
   STEP RESULTS: The **AP Tax Reporting** form will open in a new window tab.



2. Click **Add** to create a new tax reporting group or enter an existing code or description in the **Toolbar Lookup(** **)** and press **Enter** to view or modify the selected one.
3. Complete the following information:

Description	A meaningful description of the tax reporting group (up to 40 characters). **Note:** This description will be printed on the report headers.
Name	The name of the company that should appear on the 1099.
Federal EIN	The Federal EIN Number of the company that should appear on the 1099.
Active	If this tax reporting group should appear as a choice in lookups.
Summarize by EIN Group	Iflicensed for the Fiscal Support Entity, this option summarizes the tax report group by the assoicated EIN Group.

4. Select the AP Control Account(s) associated with this tax reporting group and click **Add** to move them from the **Available** column to the **Selected** column. Select the Account and click **Remove** if the Account should no longer be associated with this tax reporting group.



5. When finished, click **Save**.

Verifying Vendor Setup

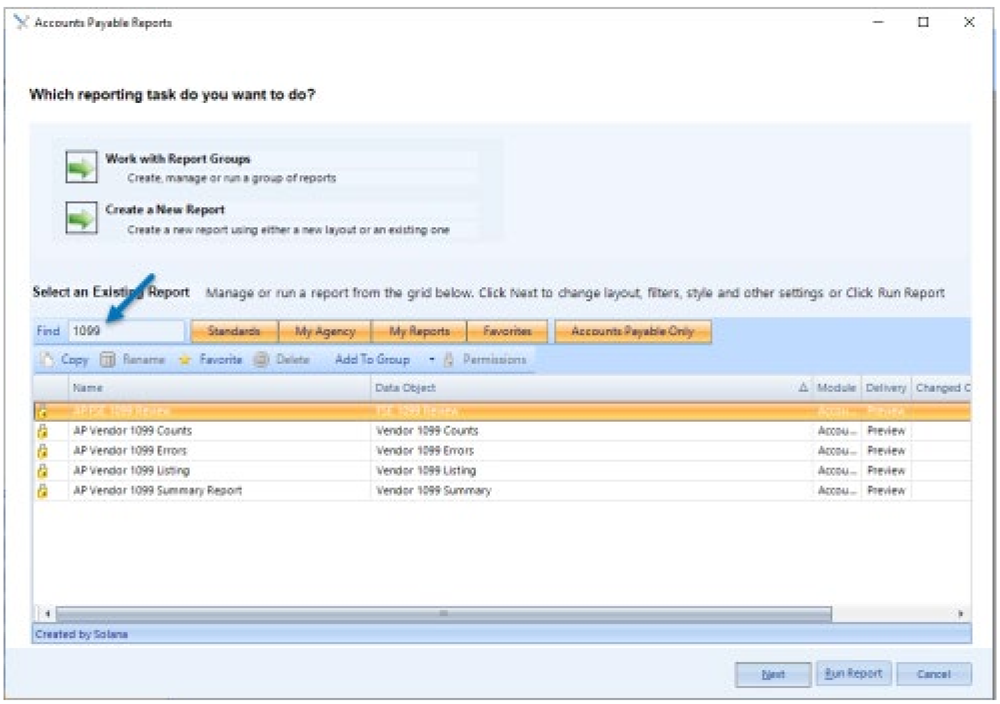
Print and Review the 1099 Summary Report

Print and review the 1099 summary report to make sure all the vendors that need a 1099 are set up correctly. This report lists all vendors that are currently marked to receive a 1099 or have received payments during the date range specified, their Federal IDs (as entered in their vendor record), the total amount paid, and the box number in which the amount will appear on the 1099.

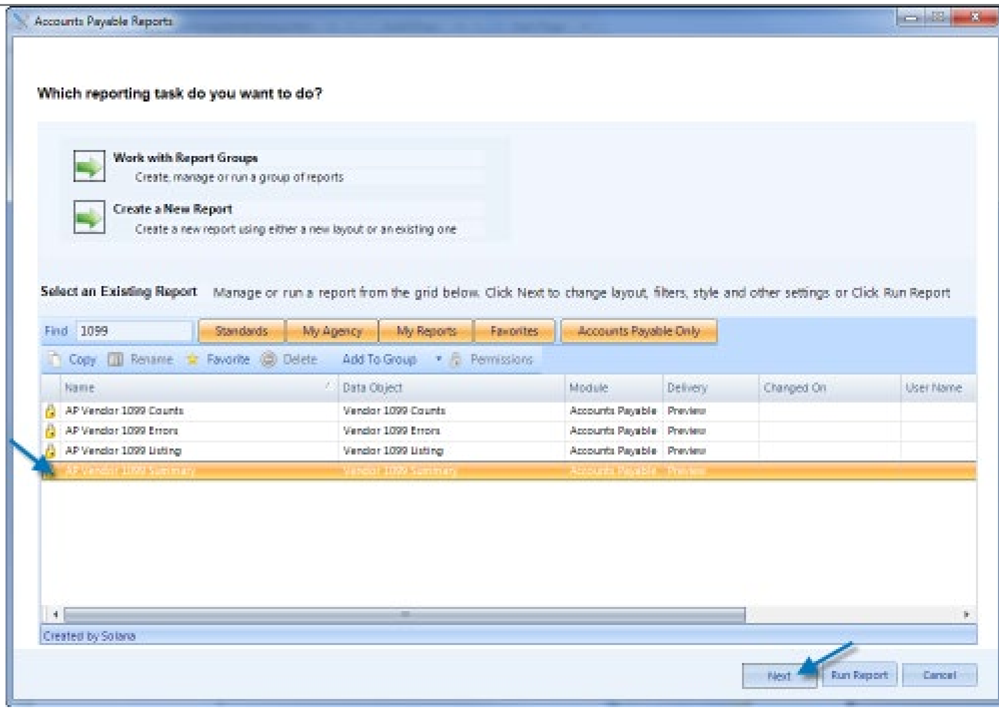
To run the 1099 summary report:

TASK:

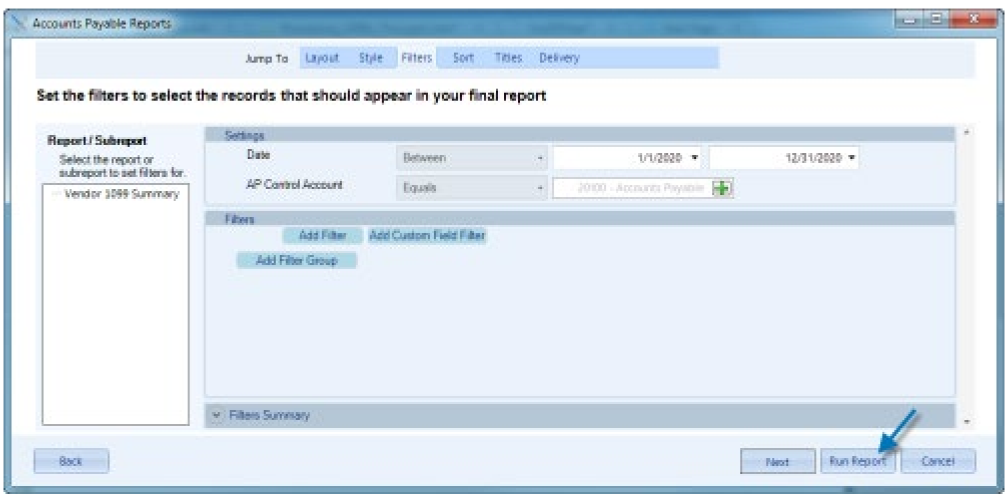
1. Click **Reports** from the **Accounts Payable** menu or navigation pane to launch the Report Wizard.
2. Enter "1099" in the **Find** box.



3. Select **AP 1099 Summary Report** in the existing report grid and click **Next.**

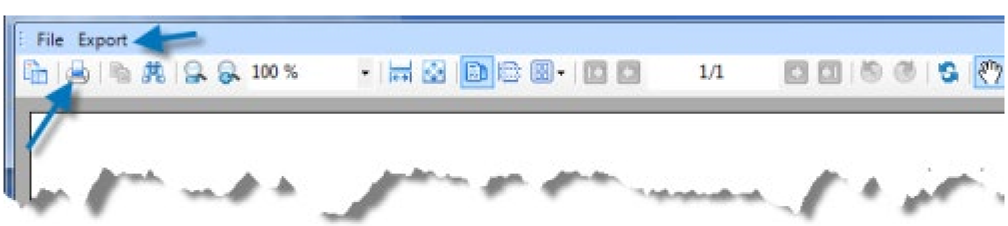


4. Select the appropriate date range and AP Control Account for your report and click **Run Report**.



STEP RESULTS: The report will open in a print preview window.

5. From here, you can print the report by clicking the **Print** icon or save it to a standard format by going to the **Export** menu.



6. Click the **X** in the upper right corner to close the print preview.
7. Click **Finish** to exit the Report Wizard.

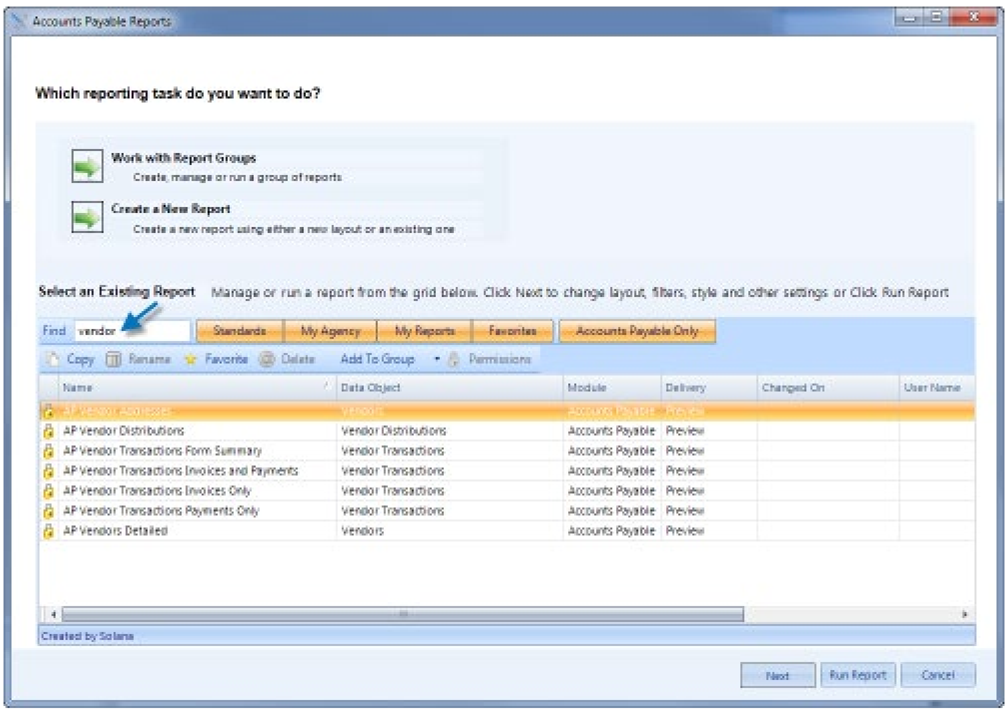
Printing and Reviewing the Vendor Address Listing

Print a vendor address listing and verify that each of your vendor's addresses is correct.

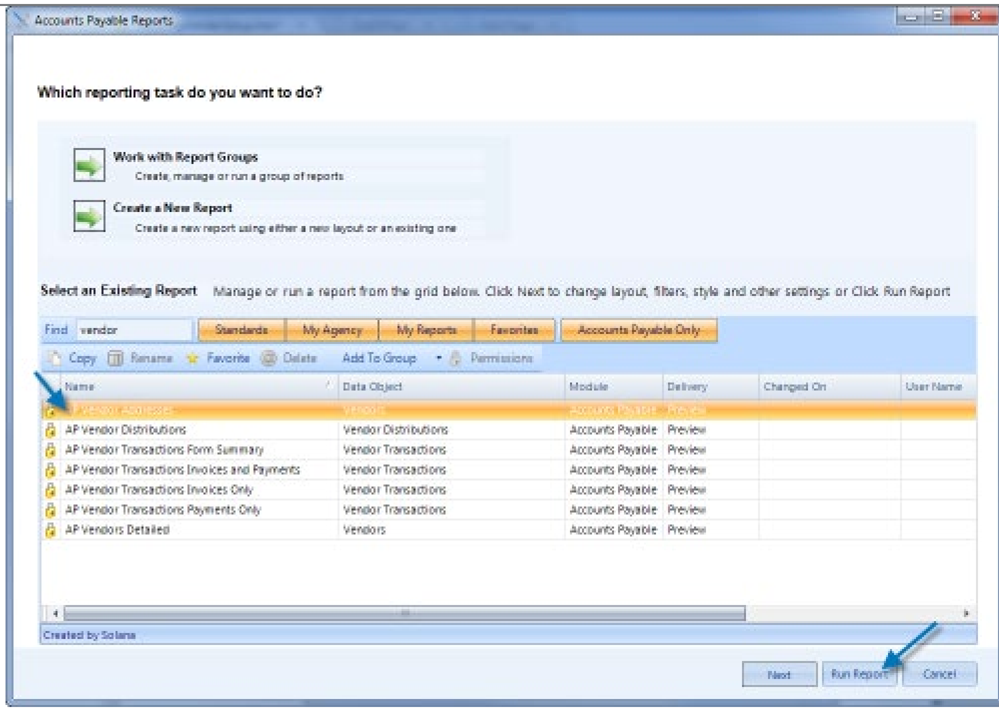
To create an address listing for vendors from ProviderPro:

TASK:

1. Click **Reports** from the **Accounts Payable** menu or navigation pane to launch the Report Wizard.
2. Enter "vendor" in the **Find** box.

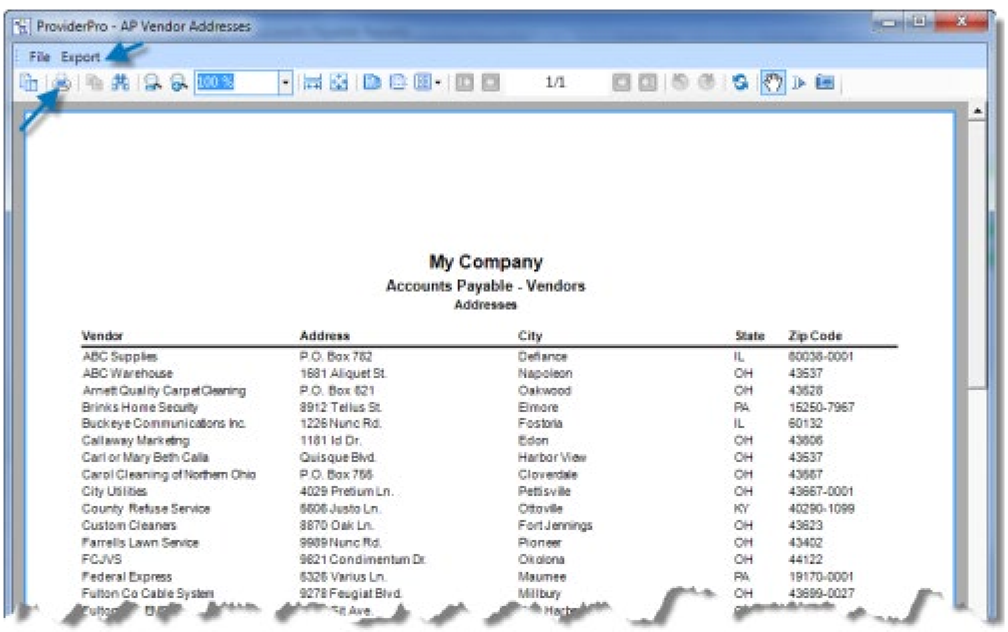


3. Select **AP Vendor Addresses** in the existing reports grid and click **Run Report.**



Step Results: The report will open in a print preview window.

4. From here, you can print the report by clicking the **Print** icon or save it to a standard format by going to the **Export** menu.



5. Click the **X** in the upper right corner to close the print preview.
6. Click **Finish** to exit the Report Wizard.

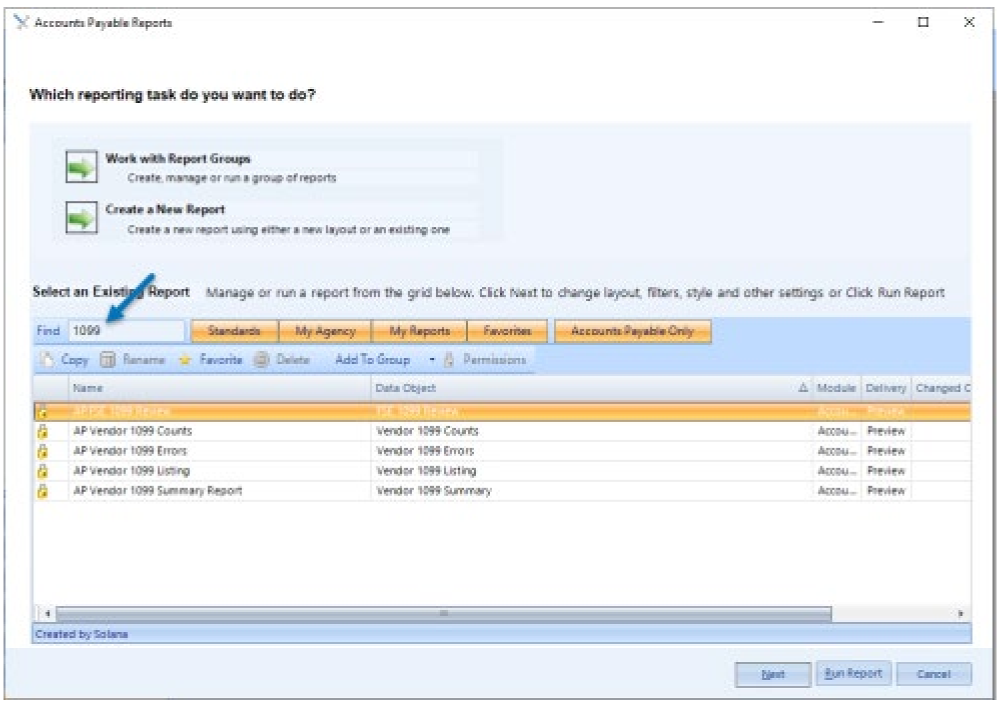
Run the FSE 1099 Review Report

If you are licensed for the Fiscal Support Entity (FSE) module, you can run FSE 1099 Review report to make sure the vendors that are set up to receive a 1099 do not have any invoices that are distributed to an account that is not tied to a GL Cost Center. It also looks for invoices that are distributed to a GL Cost Center that is not tied to a Payroll EIN Group.

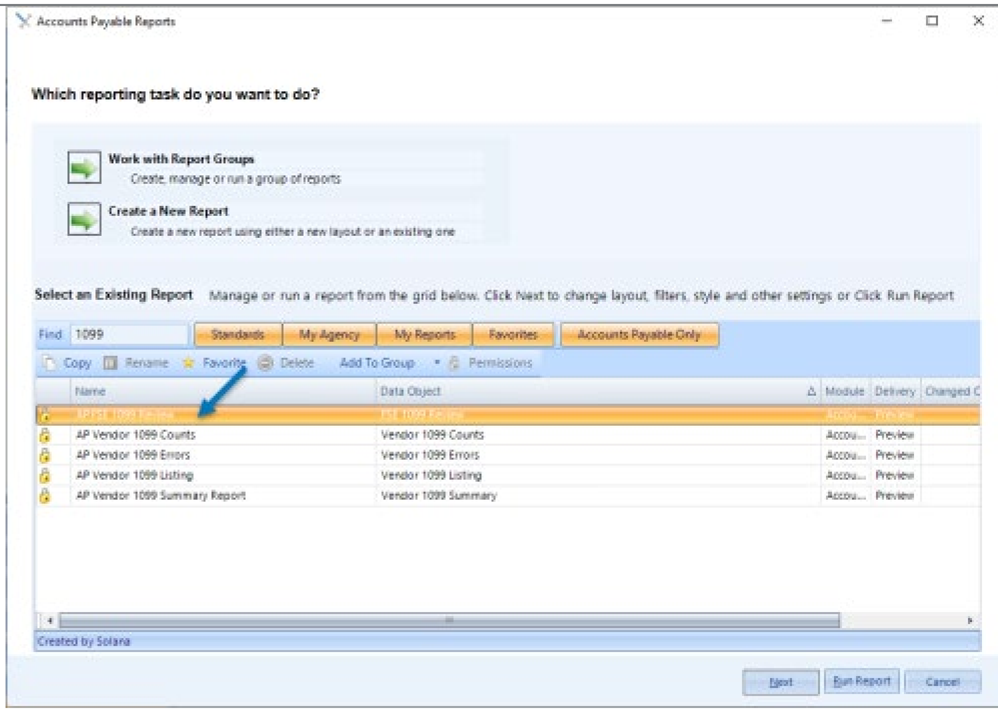
To run the FSE 1099 Review report:

TASK:

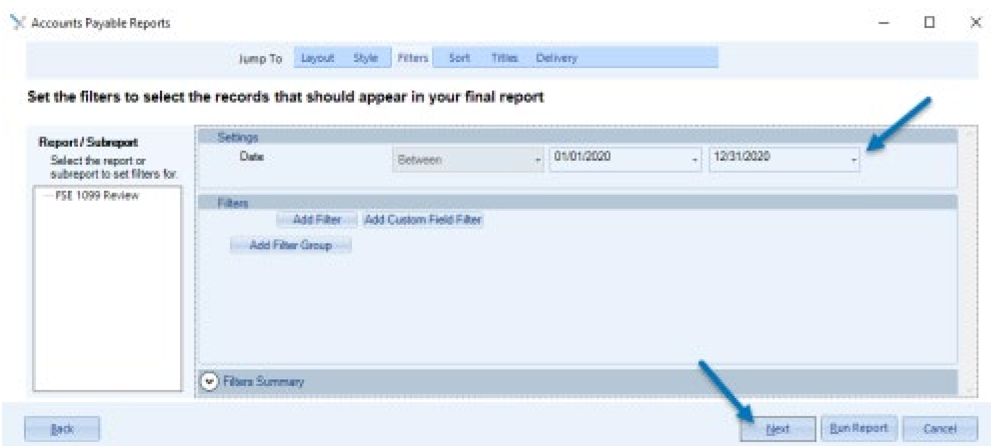
1. Click **Reports** from the **Accounts Payable** menu or navigation pane to launch the Report Wizard.
2. Enter "1099" in the **Find** box.



3. Select **AP FSE 1099 Review Report** in the existing report grid and click **Next.**

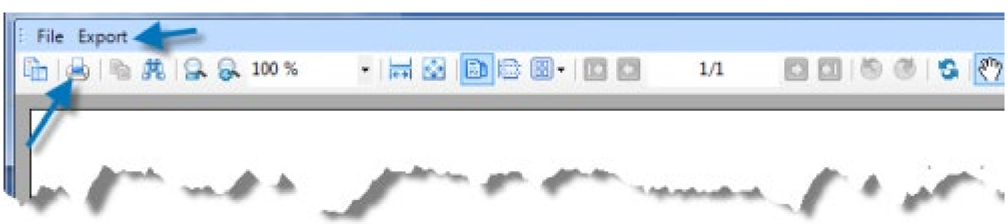


4. Select the appropriate date range for your report and click **Run Report**.



STEP RESULTS: The report will open in a print preview window.

5. From here, you can print the report by clicking the **Print** icon or save it to a standard format by going to the **Export** menu.



6. Click the **X** in the upper right corner to close the print preview.
7. Click **Finish** to exit the Report Wizard.

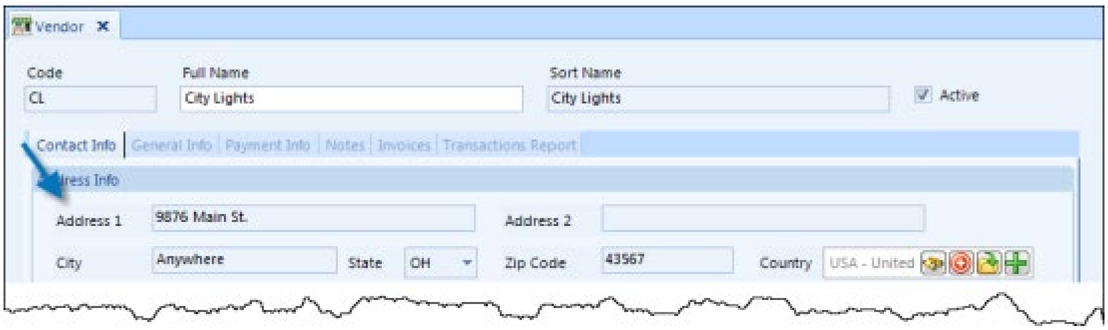
Making Changes to the Vendor

Once you have reviewed the 1099 Summary Report and the Vendor Address Listing, make any changes to the vendor as needed.

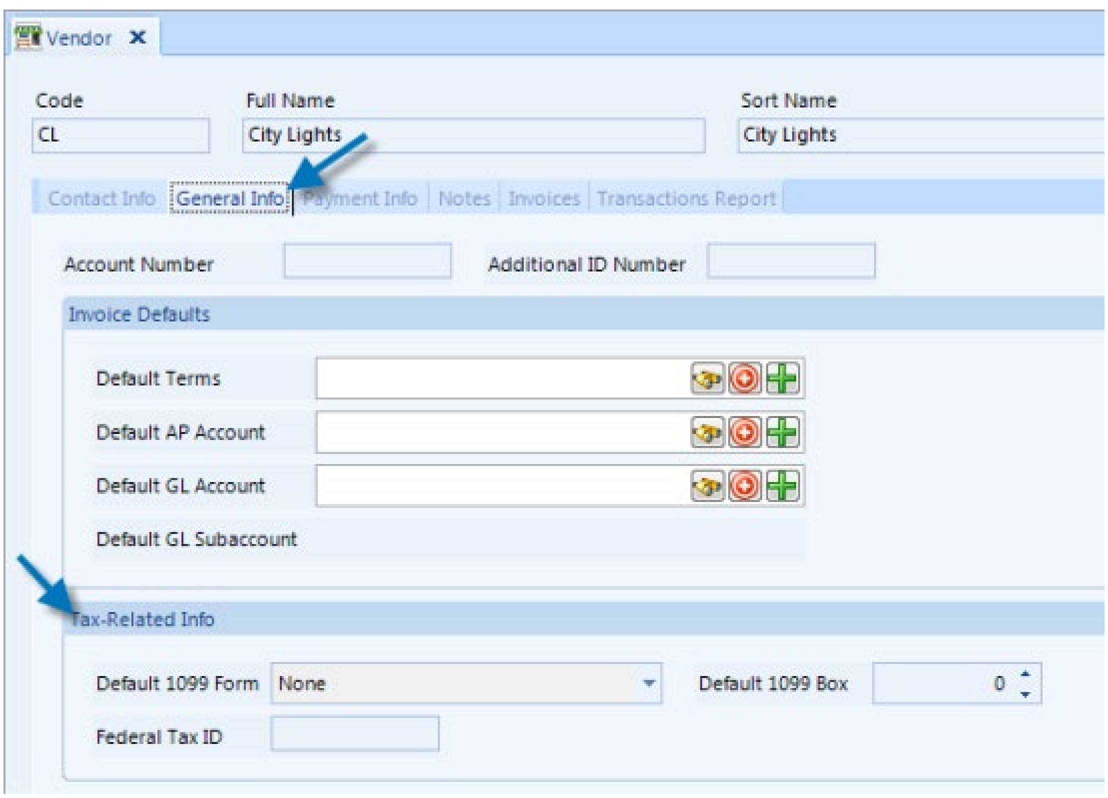
To do so:

TASK:

1. Go to **Financial Management** > **Accounts Payable** > **Vendors**.
2. Open a vendor.
3. Correct the vendor's address as needed.



4. Click the **General Info** tab.



5. Correct the 1099 information as needed.

In this field:	Enter or select:
Federal ID	The vendor’s federal tax ID. In order to import into Yearli, this number must be filled in and must be unique (that is, two vendors cannot have the same Federal ID). The dashes must be included in the number.
Default 1099 Form	The default 1099 form for this vendor (None, MISC, DIV, INT, R or NEC). This field must be set up along with the Default 1099 Box field, if you want the total amount for this vendor to appear in the 1099 export file for end of year processing.
Default 1099 Box	The default box number on the 1099 form selected above. Start at box one and count left to right. If the default form is MISC, then box 1 = box 1, box 2 = box 2, box 3 = box 3, box 4 = box 4. If the default form is DIV, the box numbering is slightly different: box 1 = box 1, box 2a = box 2, box 2b = box 3, box 2c = box 4, box 2d = box 5, and so on. This box must be set up along with the **Default 1099 Form** box, if you want the total amount for this vendor to appear in the 1099 export file for end of year processing. If you are not sure which box number to enter, consult with your tax accountant or the IRS.

6. If you made any changes, click **Save**.

Gathering 1099s

You can create a 1099 export file to send to Sandata or to import into Yearli to process yourself. Along with exporting the 1099s, remember to:

- Complete and return the 1099 Authorization Form (if Sandata is processing)
- Set up a new directory for every company for which you are going to print 1099s (if processing your own 1099s) - The export will create four files per company.

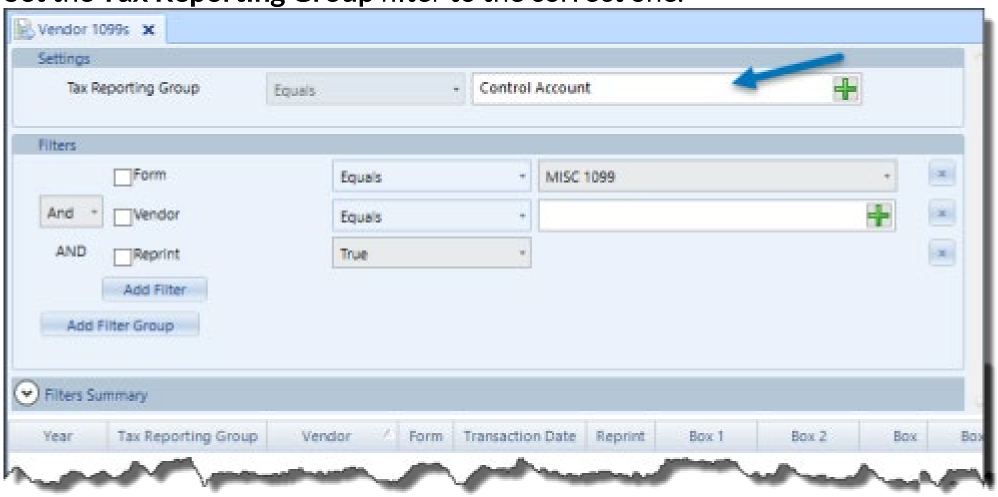
To gather the 1099 data:

TASK:

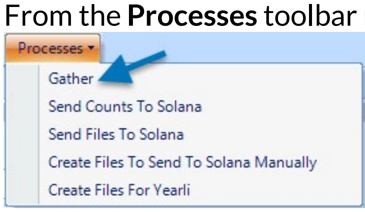
1. Go to **Financial Management** > **Accounts Payable** > **Vendor 1099s**.

   STEP RESULTS: You'll see the **Vendor 1099s** transaction grid.

2. Set the **Tax Reporting Group** filter to the correct one.

3. From the **Processes** toolbar menu, select **Gather**.

   STEP RESULTS: You will be prompted to enter the gather settings.

4. Verify the tax report group is correct and enter the appropriate tax year.

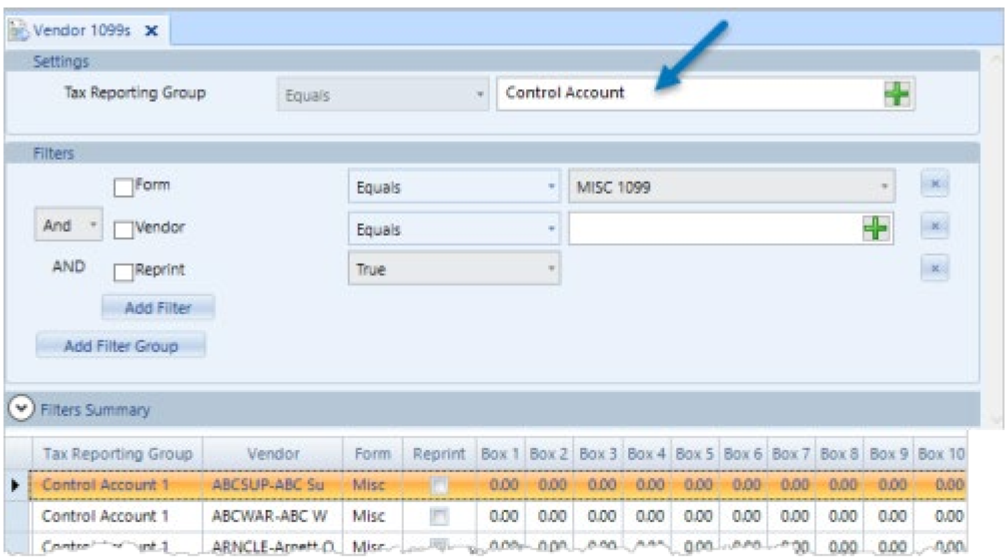
5. Leave the **Begin Vendor** and **End Vendor** boxes blank to include all vendors set up with 1099 information or enter the beginning vendor code and ending vendor code you want to include in the file.

6. Click **OK**.

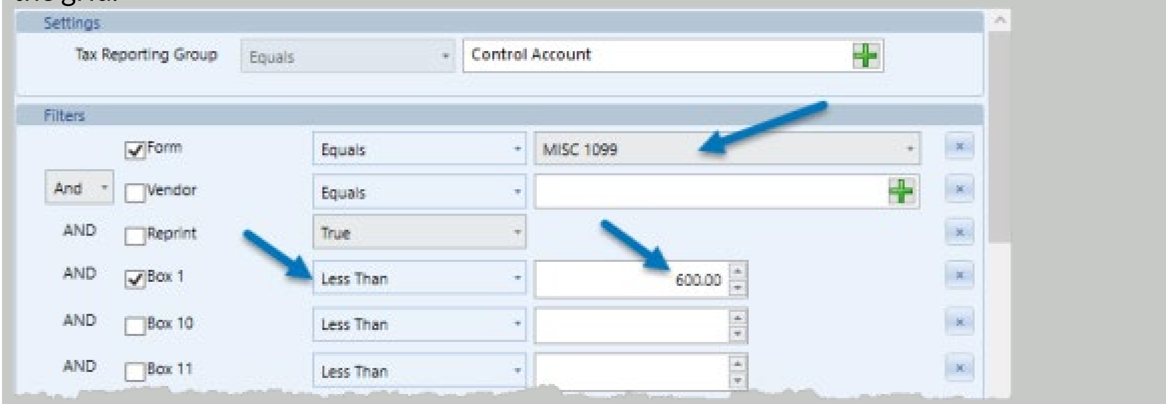
STEP RESULTS: Depending on the number of vendors, this process may take several minutes. A confirmation message will appear when the process is complete.

7. Click **Ok**.

STEP RESULTS: You will see a list of vendors that have 1099 information appear in the grid if the Tax Reporting Group filter is still set to the correct one. Otherwise, set the **Tax Reporting Group** filter to the appropriate one and click **Refresh** on the toolbar.

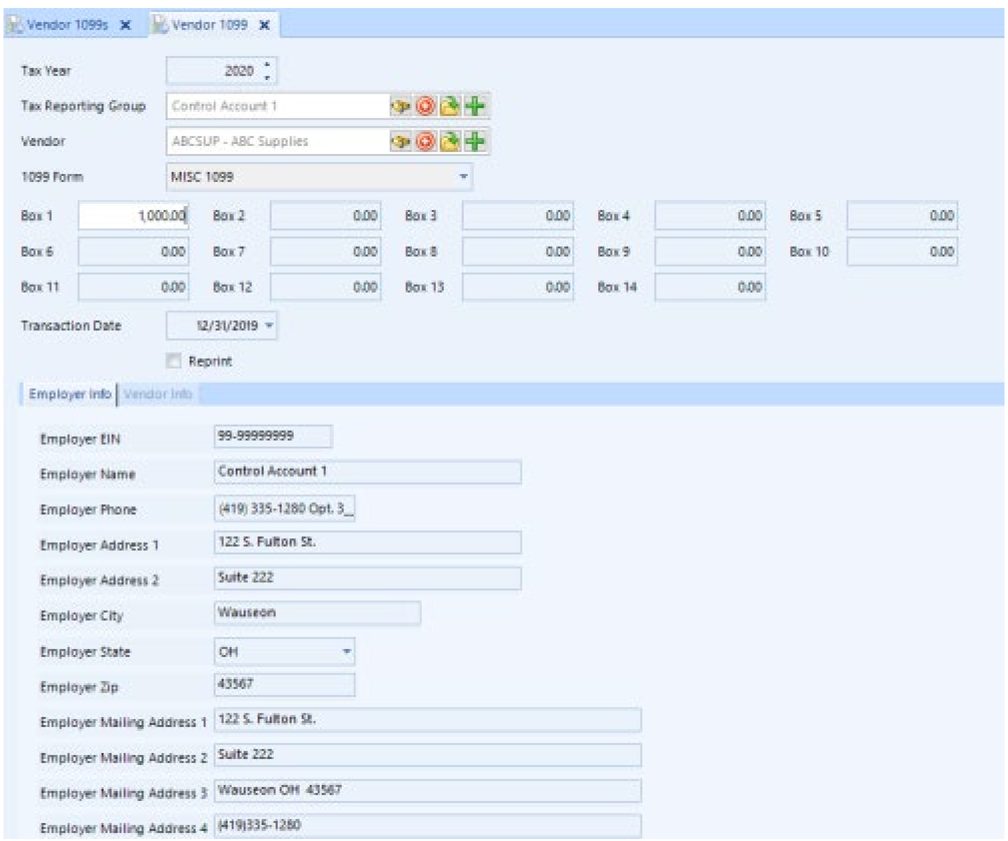


Important: This list will contain all vendors that have both a 1099 Form and Box Number completed. It does NOT filter out on a specific dollar amount. Therefore, if the limit to send MISC 1099 is $600, you will need to delete any vendor with an amount under $600 so that they will not receive a 1099. To do so, set the **Form** filter to MISC 1099 and the correct **Box (1 - 14)** filter to less than $600.00. Click **Refresh** and then delete the entries that appear in the grid.



8. Click **Add** on the toolbar or select an entry from the grid and click **Open** to modify it (or **Delete** to remove it).

   STEP RESULTS: If you clicked **Add** or **Open**, the **Vendor 1099** window opens.



9. Enter the following information as needed.

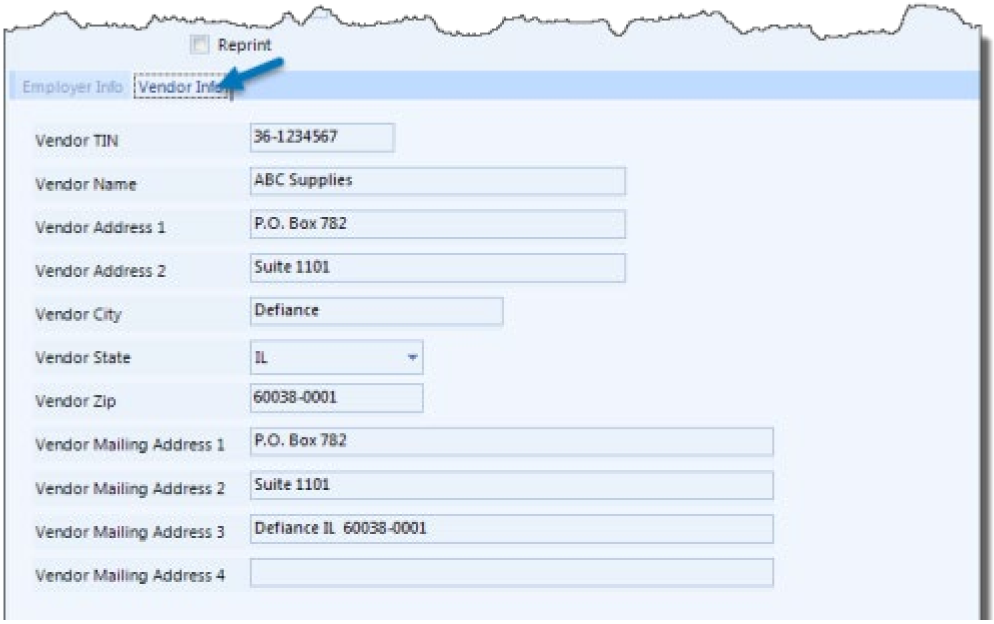
Year	The tax year of the 1099
Tax Reporting Group	The AP tax reporting group of the 1099.
Vendor	The code of the vendor.
1099 Form	The 1099 form type: None, MISC, DIV or INT

Box 1 Box 2 Box 3 Box 4 Box 5 Box 6 Box 7 Box 8 Box 9 Box 10 Box 11 Box 12 Box 13 Box 14	The amount that will appear in that box number on the 1099 form selected above. Start at box one and count left to right. If the 1099 form is MISC, then box 1 = box 1, box 2 = box 2, box 3 = box 3, box 4 = box 4. If the 1099 form is DIV, the box numbering is slightly different: box 1 = box 1, box 2a = box 2, box 2b = box 3, box 2c = box 4, box 2d = box 5, and so on. If you are not sure which box number to enter the amount in, consult with your tax accountant or the IRS.
Transaction Date	A date within the tax year.
Reprint	If Sandata is processing your 1099s and you have already sent in your file, but need to make changes to it and have Sandata reprint the 1099, select the **Reprint** check box.

10. On the **Employer** tab, complete this information as it should appear in the file and on the printed 1099 form. If you gathered the 1099 this information comes from Database Preferences and the Tax Reporting Group:

Employer EIN	Your company’s Federal ID number, including the necessary dashes for this 1099 .
Employer Name	The name of your company for this 1099 (up to 40 characters).
Employer Phone	Your company’s main phone number.
Employer Address 1	Your company’s street address (up to 40 characters).
Employer Address 2	A second street address for your company, if applicable (up to 40 characters).
Employer City	Your company’s city.
Employer State	Your company’s state.
Employer Zip	Your company’s zip code.
Employer Mailing Address 1	Your company’s street address
Employer Mailing Address 2	A second street address for your company, if applicable, if not, enter your company's city, state and zip code.
Employer Mailing Address 3	If you have a second street address for your company, enter your company's city, state and zip code. Otherwise, enter your company's main phone number.
Employer Mailing Address 4	If you have a second street address for your company, enter your company's main phone number. Otherwise, enter leave it blank.

11. Click the **Vendor** tab and complete this information as it should appear in the file and on the printed 1099 form. If you gathered the 1099 this information comes from the Vendor record:

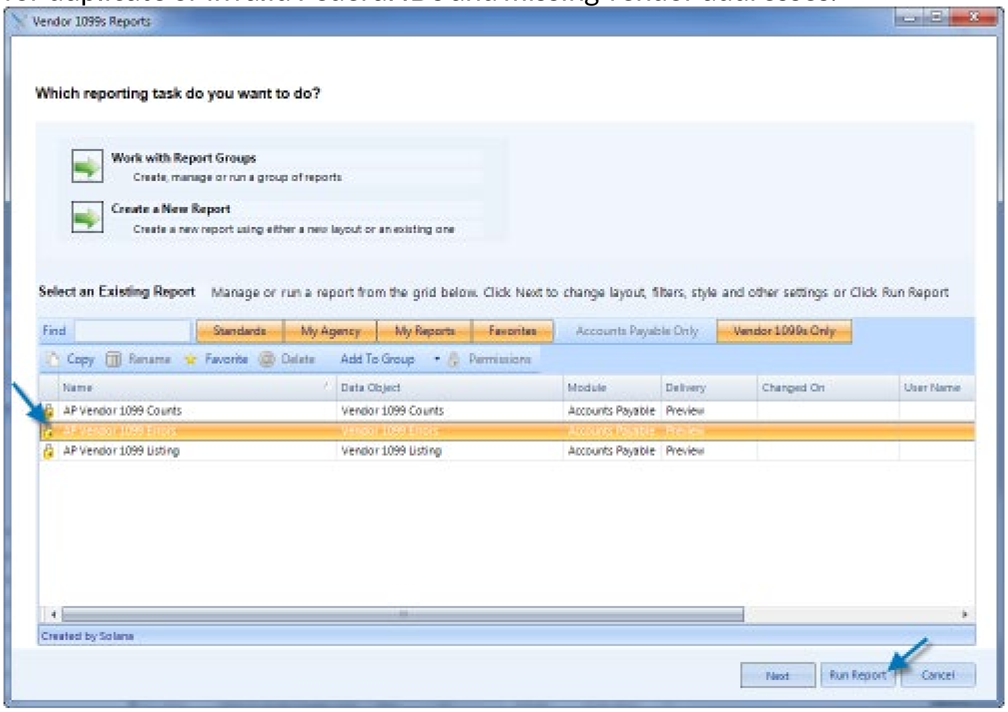


Vendor TIN	The vendor's Federal ID number, including the necessary dashes for this 1099
Vendor Name	The name of the vendor for this 1099 (up to 40 characters).
Vendor Address 1	The vendor's street address (up to 40 characters).
Vendor Address 2	A second street address for the vendor, if applicable (up to 40 characters).
Vendor City	The vendor's city.
Vendor State	The vendor's state.
Vendor Zip	The vendor's zip code.
Vendor Mailing Address 1	The vendor's street address
Vendor Mailing Address 2	A second street address for the vendor, if applicable, if not, leave it blank.
Vendor Mailing Address 3	The vendor's city, state and zip code.
Vendor Mailing Address 4	Leave this blank.

12. Click **Save & Close** on the toolbar.
13. Click **Reports** on the toolbar to run the error-checking report.

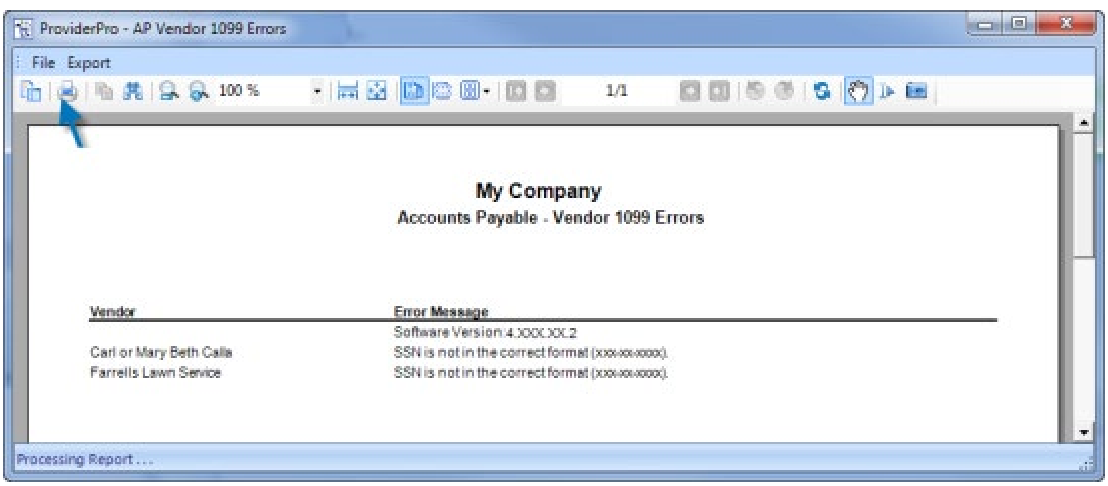
STEP RESULTS: The **Report Wizard** will open in a pop-up window.

14. Select **AP Vendor 1099 Errors** from the exiting reports grid and click **Run Report** to check for duplicate or invalid Federal IDs and missing vendor addresses.

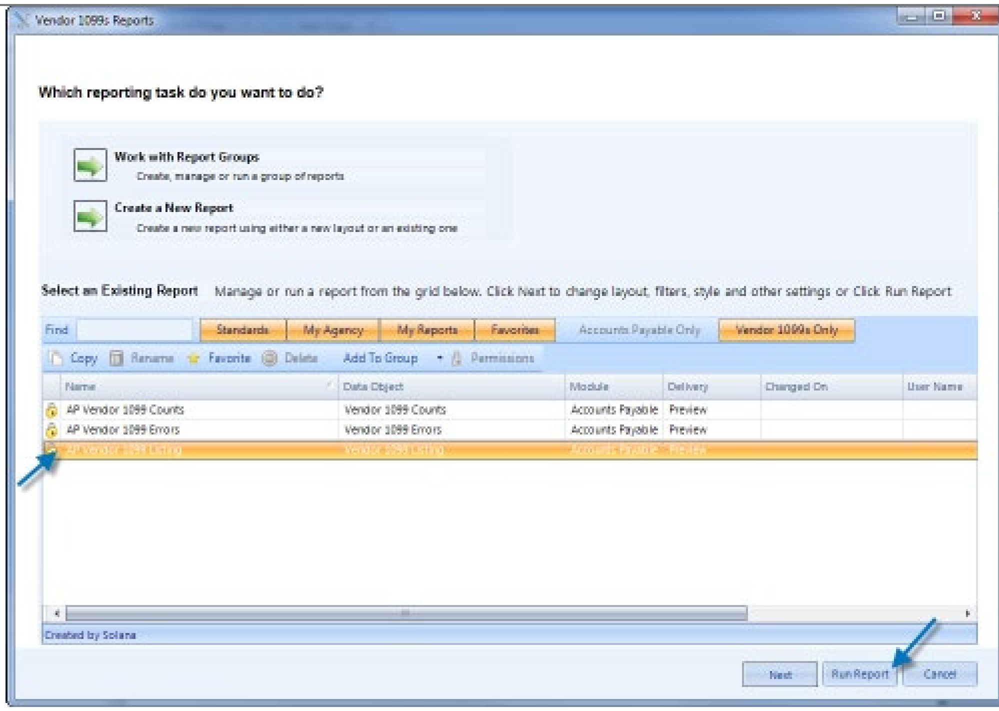


STEP RESULTS: You will see the error report in the print preview window.

15. Click the **Print** icon and refer to this report to correct any errors.

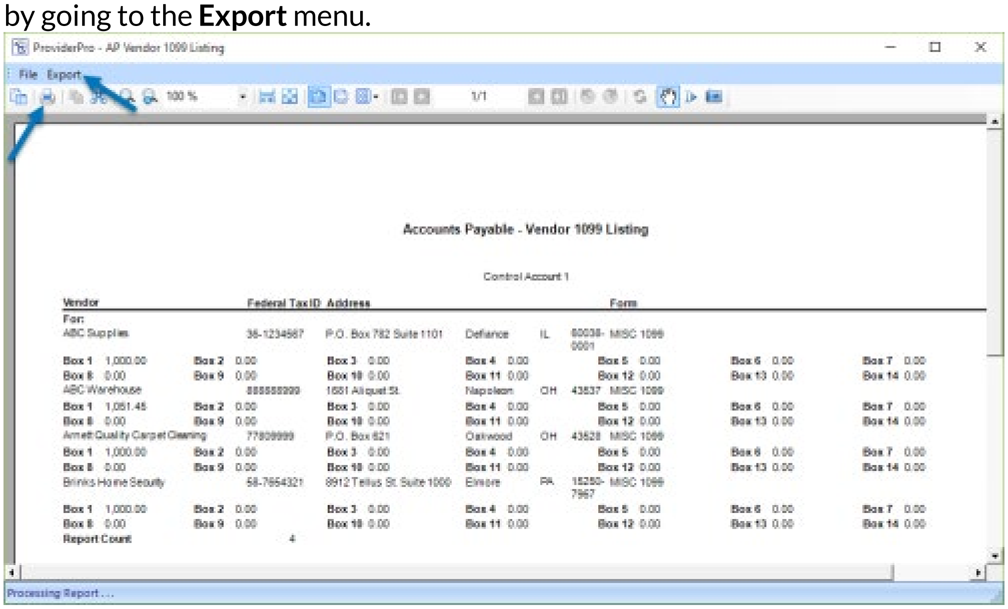


16. Click the **X** in the upper right corner to close the print preview.
17. Correct any errors found by modifying the vendor's information. You do not need to run the Gather process again after making your vendor changes.
18. Select **AP Vendor 1099 Listing** and click **Run Report** to print a copy of the file.



STEP RESULTS: The report will open in a print preview.

19. From here, you can print the report by clicking the **Print** icon or save it to a standard format by going to the **Export** menu.



Note: Sandata recommends printing this report or saving it as a PDF for your records.

Important: It is very important that you review this report thoroughly, because the information in the report is what will be used for printing the 1099s. Any time you run the “Gather” process, you will need to run and print this report again.

20. Click the **X** in the upper right corner to close the print preview.

21. Click **Finish** to exit the Report Wizard.

Submitting 1099s to Sandata

Uploading File to Sandata's Secure FTP Site for Processing

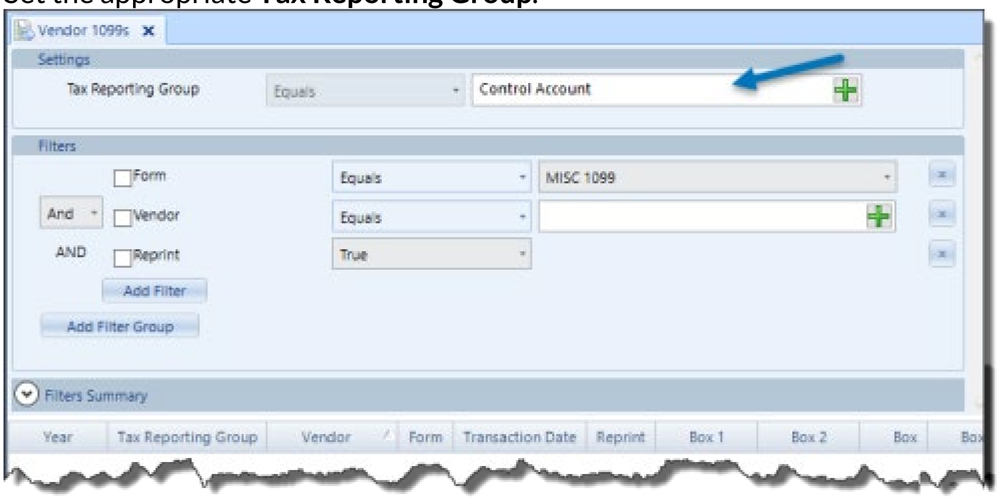
To upload the file to Sandata's FTP site for processing:

TASK:

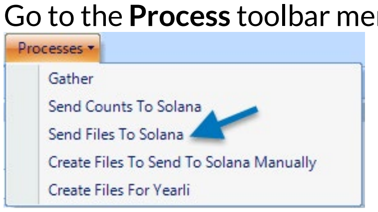
1. Make sure you have an Internet connection.
2. Go to **Financial Management** > **Accounts Payable** > **Vendor 1099s**.

   STEP RESULTS: You'll see the **Vendor 1099** transaction grid.

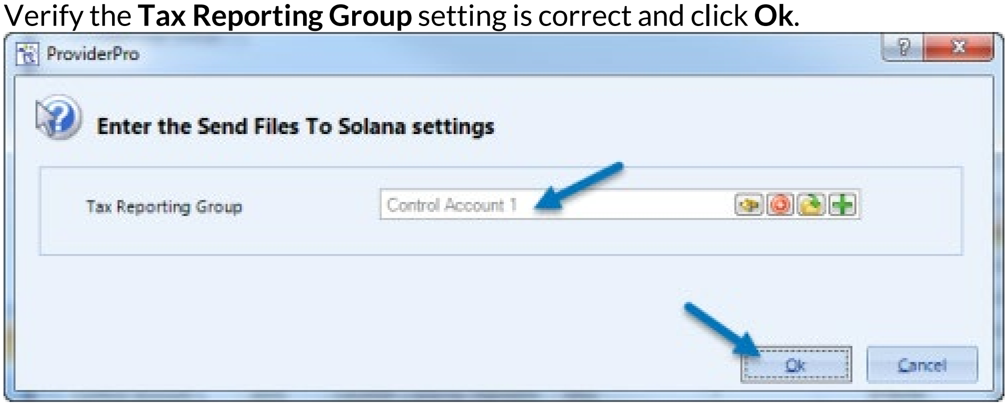
3. Set the appropriate **Tax Reporting Group**.



4. Go to the **Process** toolbar menu and select **Send Files To Sandata**.



5. Verify the **Tax Reporting Group** setting is correct and click **Ok**.



   STEP RESULTS: You will see a confirmation message when the process is complete.

6. Click **Ok** to exit the confirmation window.

   STEP RESULTS: The appropriate files were uploaded to Sandata for processing.

7. If you have not already done so, email Sandata the completed "1099 Electronic Submission Information" and "1099 Authorization" forms.

8. Send an email message to EndOfYear@Sandata.com indicating that you have submitted the 1099 information and have mailed the appropriate forms.

   Important: Your username and password will be received directly from our processor via email. Please review your Spam or junk folder if you have not received it by January 10th.

9. Sandata will send you back the employer copy, electronically file with the IRS, and mail out the 1099s, if you selected that option.

   Important: Contact Endofyear@sandata.com with any questions.

Creating the File Package to Submit to Sandata for Processing

If you cannot send your files to Sandata automatically because of technical difficulties, you can create a file package to manually submit to Sandata.

To create the file package from ProviderPro:

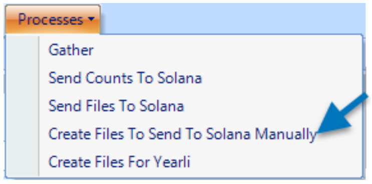
TASK:

1. Go to **Financial Management** > **Accounts Payable** > **Vendor 1099s**.

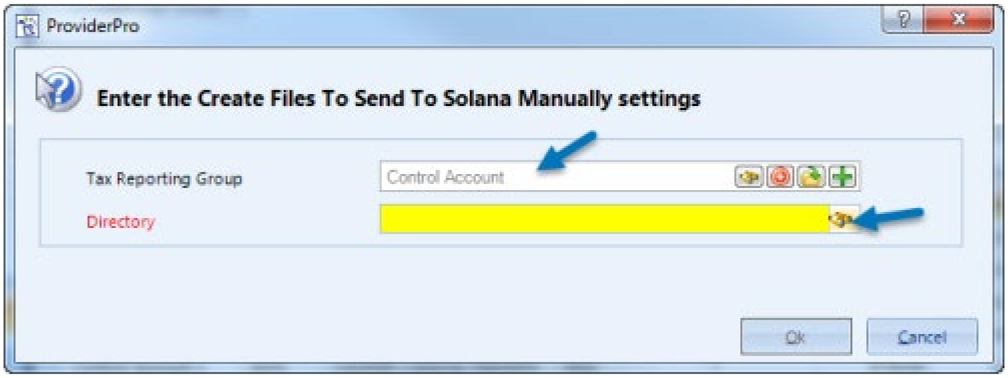
   STEP RESULTS: You'll see the **Vendor 1099s** transaction grid.

2. Set the appropriate **Tax Reporting Group**.

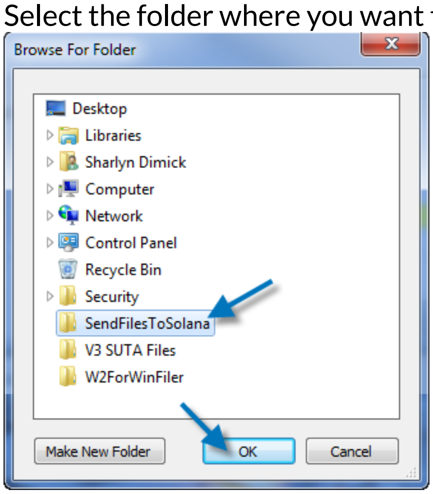
3. Go to the **Process** toolbar menu and select **Create Files To Send To Sandata Manually**.



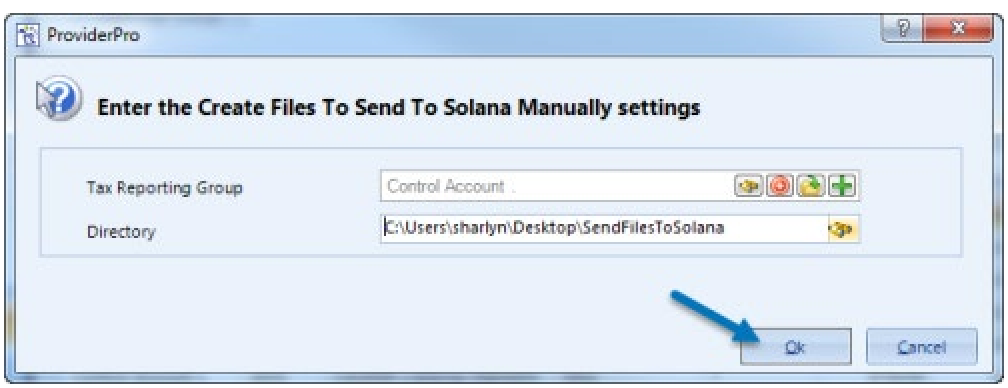
4. Verify the **Tax Reporting Group** setting is correct.
5. Click the binoculars icon ( ) next to **Directory** to browse to where you want to save the file.



6. Select the folder where you want to save the file and click **OK**.



7. Click **OK** to create the file.



STEP RESULTS: You will see a confirmation message when the file is complete.

8. Click **OK** to close the confirmation window.

   STEP RESULTS: A zip file called, "1099 Files.zip" that contains the required files for processing 1099s was created in the directory you selected.

9. Submit a support request to Sandata for assistance in submitting this file through the secure FTP site. Do not email it.
10. If you have not already done so, email to Sandata the completed "1099 Electronic Submission Information" and "1099 Authorization" forms.
11. Send an email message to Endofyear@sandata.com indicating that you have submitted the 1099 information and have faxed the appropriate forms. This is our confirmation that your information is complete and ready to be processed.
12. Sandata will send you back the employer copy, submit file to the IRS, and mail out the 1099s if you selected that option.

Important: Your username and password will be received directly from our processor via email. Please review your Spam or junk folder if you have not received it by January 10th.

Important: Contact EndOfYear@sandata.com with any questions.

Receiving the Employer Packet from Sandata

If you had Sandata process your 1099s, you will receive a shipment from us. Enclosed in the shipment you should find:

- The Recipient Copies of the 1099s (unless you wanted us to mail them out for you)

You can access the related electronic files via the Sandata secure FTP site. Some of the electronic files are in PDF format. Therefore, you need to have Adobe Reader installed to view the PDFs. If you do not have Adobe Reader installed on your computer, you can download it free of charge from www.adobe.com.

File Name	Contents
Recipient Copy.PDF	The recipient copy of the 1099s
Payer Copy.PDF	The employer copy of the 1099s

To access the secure FTP site:

TASK:

1. Go to the email you received from our processor with the link to their secure website.
2. Click on the link and use the information emailed to your designated contact.
3. Once you are logged in you will click on User (top menu).
4. You will then Click on EZ-File.
5. You will then see all PDF copies available and have the option to download them.

Important: Your username and password will be received directly from our processor via email. Please review your Spam or junk folder if you have not received it by January 10th.

Important: Each document must be downloaded individually.

Note: You must download these files. Our processor does NOT guarantee keeping archived copies of these files. Sandata will begin removing these files beginning the first week of March.

Processing 1099s through Payroll

Please review the special notes below for processing 1099s through Payroll (instead of Accounts Payable).

- When you gather your data, you will need to specify the appropriate Payroll Group and check the box to **Only Pull Gross Wages**.
- If you only want to include certain employees (for example, only those with wages over $600), you can click on the Wages heading to sort by amount and then highlight and delete any employees (independent contractors/vendors) that have amounts less than $600.
- When submitting this file to Sandata, be sure to indicate in an email to EndOfYear@sandata.com that this file should be processed as 1099s and indicate in which box number the wages should appear.
- 1099 files processed through Payroll must be converted by Sandata staff in order to be processed correctly in Yearli. If you choose to process your own files, you will need to contact Sandata to make arrangements to have them convert your files.

Processing 1094/1095-Cs

These topics take you through the steps of processing 1099s:

- Verifying Employee 1095-C Information
- Verifying Employer 1094/1095-C Information
- Gathering 1094/1095-Cs
- Submitting 1094/1095-Cs to Sandata
- Receiving Employer Packet from Sandata

Employer ACA Information

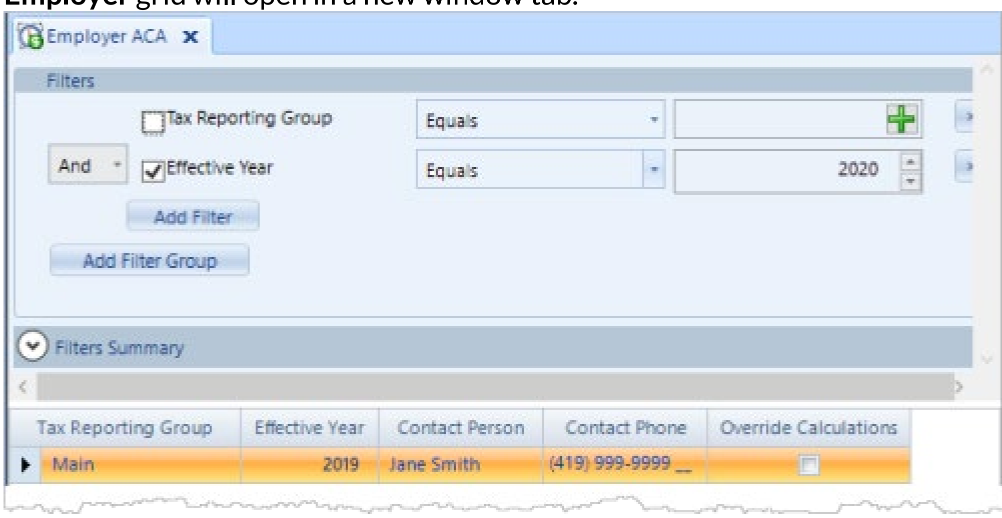
CONTEXT: Employer ACA information is used when gathering the 1094-C for the Affordable Care Act. You must complete employer ACA information for each of your tax reporting groups. You can either let ProviderPro calculate the information for the 1094-C based on the information you provide, or you can override the calculations and set the exact values to appear in the 1094-C.

Important: If the employer information has not changed from the prior year, you do not need to create a new one.

To enter a new or modify Employer ACA information:

TASK:

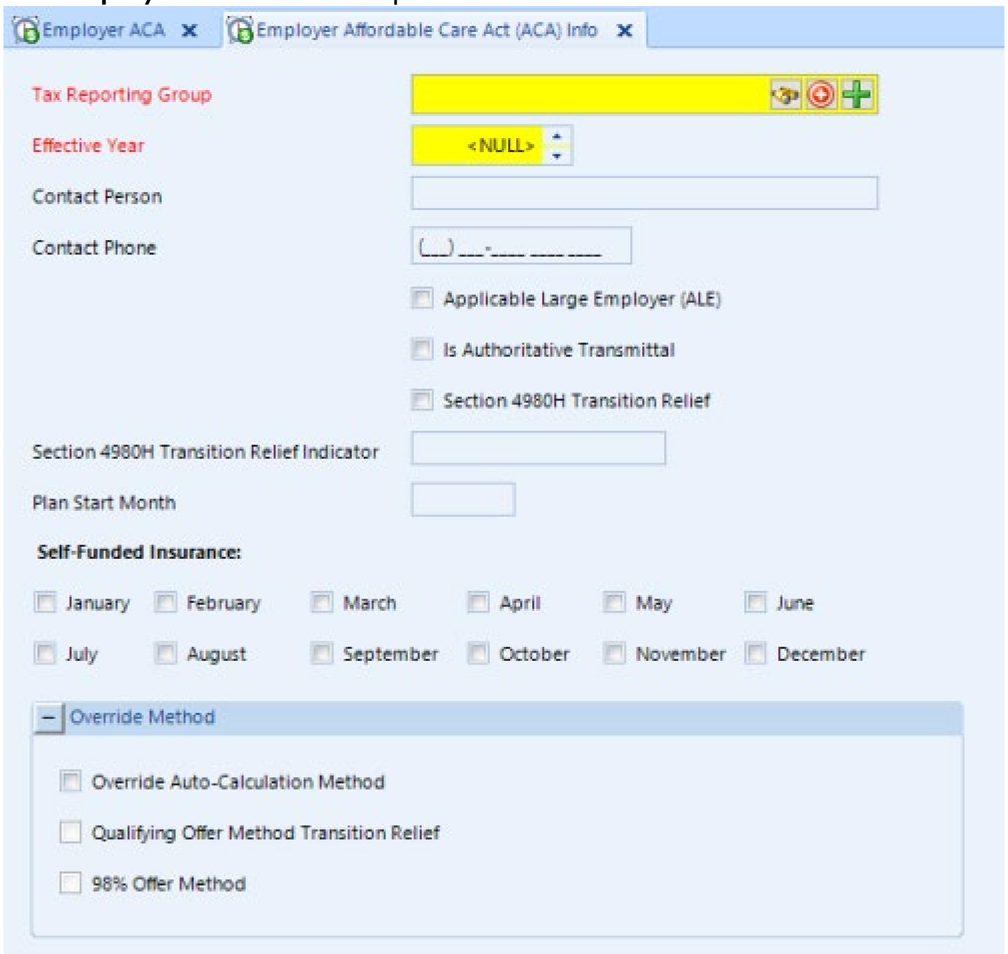
1. Choose **Employee Management > Payroll > Setup >Employer ACA**. **STEP RESULTS:** The **ACA Employer** grid will open in a new window tab.



Important: You can also access the Employer ACA information from the Tax Reporting Group. To do so go to **Payroll** > **Setup** > **Payroll Tax Reporting Groups**, open the tax reporting group in question and select the **ACA** tab.

2. Click **Add** to create new employer ACA information or search for and select an employer ACA information record from the grid and click **Open** to view or modify it.**STEP RESULTS:**

The **Employer ACA** form will open in a new window tab.



3. Complete the following information:

Tax Reporting Group	The tax reporting group that this employer information applies to.
Effective Year	The effective year for this information. **Important:** If the information has not changed from the prior effe not need to create a new one.
Contact Person	The contact person for this employer information (up to 60 charac
Contact Phone	The contact person's phone number.
Plan Start Month	The two-digit month the plan began.
Self Funded Insurance: January, February, March, April, May, June, July, August, September, October, November December	Select the check box next to the month(s) when the health insuran tax reporting group was self-funded.
Applicable Large Employer (ALE)	The employer for the selected tax reporting group qualifies as an A Employer.
Is Authoritative Transmittal	The employer for the selected tax reporting group has authoritativ

Section 4980H Transition Relief	The employer for the selected tax reporting group qualifies for Section 4980H transition relief.
Section 4980H Transition Relief Indicator	If Section 4980H Transition Relief is selected, enter the Section 4980H Transition Relief indicator (one (1) character).

4. If you want to override the auto-calculation method, complete the following information:

Override Auto-Calculation Method	To specify the settings for ACA directly, select Override Auto-Calc
Qualifying Offer Method Transition Relief	The employer for the selected tax reporting group qualifies for qua method transition relief.
98% Offer Method	The employer for the selected tax reporting group uses the 98% of

5. Click **Save** when finished.

Employee ACA Information

CONTEXT: Employee ACA information is used when gathering the 1095-C forms for the Affordable Care Act. You must complete employee ACA information for each employee that was employed at your organization for at least one day during the calendar year. You can either let ProviderPro calculate the information for the 1095-C based on the information you provide, or you can override the calculations and set the exact values to appear in the 1095-C.

The gather process looks at the employee's hire, rehire and termination dates. The employees' hire date, rehire date 1, rehire date 2, rehire date 3 and term date 1, term date 2 and term date 3 must be in chronological order. Otherwise, the 1095-C will be flagged with a date error. If the employee worked at least one day in calendar year based on these dates, a 1095-C will be created. A 1095-C will also be created for active and inactive employees that do not have any hire/rehire/term dates, but it will be flagged as having a date problem.

If an employee was employed for a particular month but doesn't have an Employee ACA record effective on or prior to that month, the 1095-C will be flagged with an invalid ACA error. Likewise, if an employee has an Employee ACA record that starts on a month when the employee was not employed, the 1095-C will also be flagged with an invalid ACA error.

Important: If the employee's information has not changed from the prior year or month, you do not need to add a new entry. For example, if you entered an effective month of January and an effective year of 2024 and the employee's information was the same all year, you only need to have one entry for the employee, not 12 entries.

Note: If an employee is terminated in the year, you do not need to enter a record for their termination month, just be sure you have his or her termination date entered correctly, and the software will not an end in coverage.

If you are using the auto-calculations and the 1095-C does not have any date problems or invalid ACA errors, then the gather will determine if a qualifying offer is true when:

- Employee is ACA Full-Time
- Employee was offered coverage
- Offered Employee Coverage is MEC
- Offered Employee Coverage is MV
- Offered Employee Coverage is Affordable
- If Employee has a spouse, the spouse was offered MEC coverage
- If Employee has dependent, the dependents were offered MEC coverage

The other fields on the 1095-C are auto-calculated as follows:

Employee Offered Coverage	Qualified Offer	Qualifying Offer Method Transitional Relief (Set up in Employer ACA record)	Employee Coverage is MEC	Employee Coverage is MV	If spouse, spouse coverage is MEC	If spouse, spouse coverage is MEC Conditional	If dependents, dependent coverage is MEC	Box 14 Code	Box 15 Amount
Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	1A	blank
No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1I	blank
Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	1I	blank
Yes	No	No	Yes	Yes	No	No	No	1B	Yes
Yes	No	No	Yes	Yes	No	No	Yes	1C	Yes
Yes	No	No	Yes	Yes	Yes	No	No	1D	Yes
Yes	No	No	Yes	Yes	Yes	No	Yes	1E	Yes
Yes	No	No	Yes	No	N/A	N/A	N/A	1F	blank
No	N/A	No	N/A	N/A	N/A	N/A	N/A	1H	blank
Yes	No	No	No	N/A	N/A	N/A	N/A	1H	blank
Yes	No	No	Yes	Yes	No	Yes	N/A	1J	Yes
Yes	No	No	Yes	Yes	No	Yes	Yes	1K	Yes

Note: If the employer is self-insured and the employee is not ACA full-time, but was offered coverage, then the Box 14 code is 1G and the Box 15 Amount is blank.

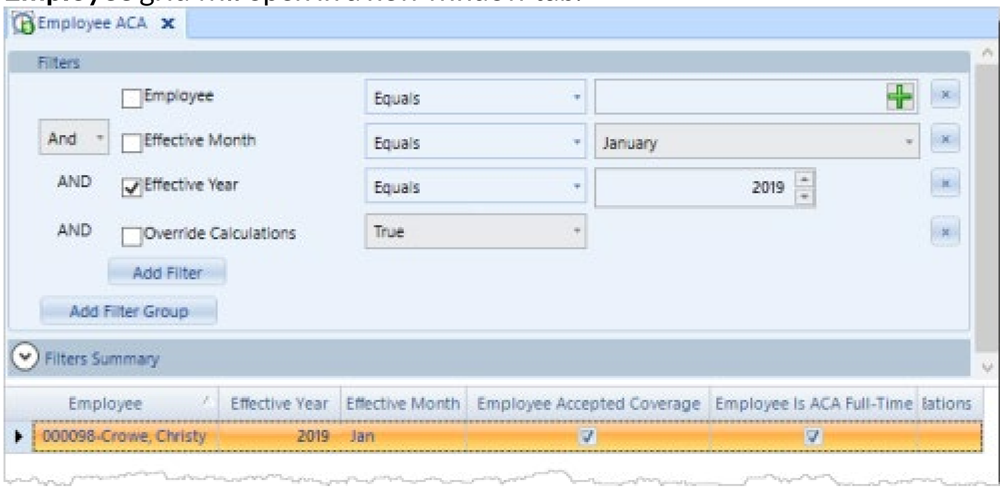
Box 16: If the employee accepted coverage the Box 16 Code will be 2C. If the employee was not employed during the month the Box 16 Code will be 2A. If the employee was ACA full-time and offered coverage, but did not access coverage Box 16 will be blank. Otherwise, it will use whatever code was entered for Box 16.

Note: If an employee has more than four hire/rehire dates in a year, make sure you enter the most recent rehire dates in the employee record. Taking into consideration any needs for these dates for eligibility of paid time off, retirement, etc.

To enter a new or modify employee ACA information:

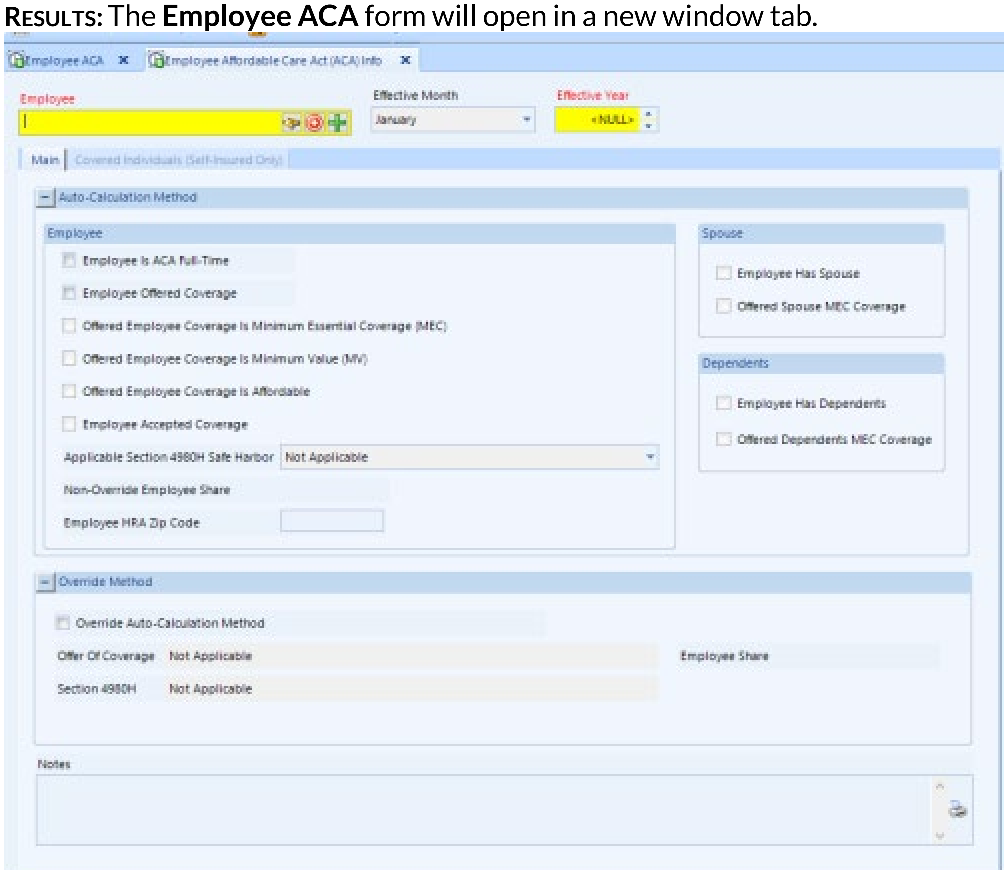
TASK:

1. Choose **Employee Management > Payroll > Setup >Employee ACA**. **Step Results:** The **ACA Employee** grid will open in a new window tab.



Important: You can also access the Employee ACA information from the Employee. To do so go to **Employee Management** > **Employees**, open the employee in question and select the **ACA** tab.

2. Click **Add** to create new employee ACA information or search for and select an employee ACA information record from the grid and click **Open** to view or modify it. **Step Results:** The **Employee ACA** form will open in a new window tab.



3. Complete the following information:

Employee	The employee that this ACA information applies to.
Effective Month	The month this ACA information went into effect. **Important:** If the employee's information has not changed from the prior effective month/year, you do not need to create a new one.
Effective Year	The effective year for this ACA information. **Important:** If the employee's information has not changed from the prior effective month/year, you do not need to create a new one.

4. If you are using the auto-calculation method, complete the information below. Otherwise, if you are not using the auto-calculation method, then skip to **Step 7**.

Employee Is ACA Full-Time	This employee qualifies for ACA as a full-time employee.
Employee Offered Coverage	This employee was offered health insurance coverage.
Offered Employee Coverage is Minimum Essential Coverage (MEC)	The coverage offered to this employee meets the federal requirements to be considered minimum essential coverage.
Offered Employee Coverage is Minimum Value (MV)	The coverage offered to this employee meets the federal requirements to be considered minimum value.
Offered Employee Coverage Is Affordable	The coverage offered to this employee meets the federal requirements to be considered affordable.
Employee Accepted Coverage	This employee accepted the offered coverage.
Applicable Section 4980H Safe Harbor	If applicable, select the Section 4980H Safe Harbor for this employee: • 2B - Employee Not Full-Time • 2D - Employee in Section 4980H Limited Assessment Period • 2E - Multi-employer Interim Rule Relief • 2F - Affordability Form W-2 Safe Harbor • 2G - Affordability Federal Poverty Line Safe Harbor • 2H - Affordability Rate of Pay Safe Harbor • 2I - Non-Calendar Year Transition Relief
Non-Override Employee Share	The non-override employee share (up to 10 characters)
Employee HRA Zip Code	The employee's zip code for HRA.

5. If you are using the auto-calculation method and you have a spouse, complete the following information:

Employee has Spouse	This employee has a spouse.
Offered Spouse MEC Coverage	The coverage offered to this employee's spouse meets the federal requirements to be considered minimum essential coverage.

6. If you want to override the auto-calculation method and you have dependents, complete the following information:

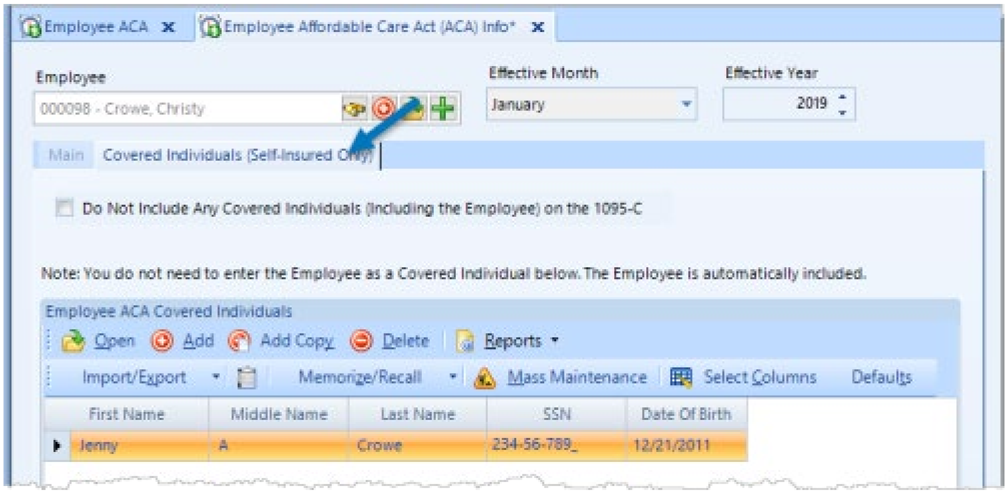
Employee has Dependents	This employee has dependents
Offered Dependents MEC Coverage	The coverage offered to this employee's dependents meets the federal requirements to be considered minimum essential coverage.

7. If you want to override the auto-calculation method, complete the following information:

Override Auto-Calculation Method	To specify the settings for ACA directly, select Override Auto-Calculation Method.
Offer of Coverage	The offer of coverage for this employee: • 1A - Qualifying Offer • 1B - MEC/MV Offered to Employee Only • 1C - MEC/MV Offered to Employee/MEC Offered to Dependents • 1D - MEC/MV Offered to Employee/MEC Offered to Spouse • 1E - MEC/MV Offered to Employee/MEC Offered to Spouse & Dependents • 1F - MEC without MV Offered to Employee/MEC Offered to Employee, Spouse and Dependents • 1G - Offer to Employee not Full-Time any Month of Year. • 1H - No Offer of Coverage • 1I - Offer Transition Relief 2015, No Offer, Not a Qualified Offer
Employee Share	The employee's share of coverage.
Section 4980H	The Section 4980H option for this employee. • 2A - Employee Not Employed During Month • 2B - Employee Not Full-Time • 2C - Employee Enrolled in Coverage Offered • 2D - Employee in Section 4980H Limited Assessment Period • 2E - Multi-employer Interim Rule Relief • 2F - Affordability Form W-2 Safe Harbor • 2G - Affordability Federal Poverty Line Safe Harbor • 2H - Affordability Rate of Pay Safe Harbor • 2I - Non-Calendar Year Transition Relief

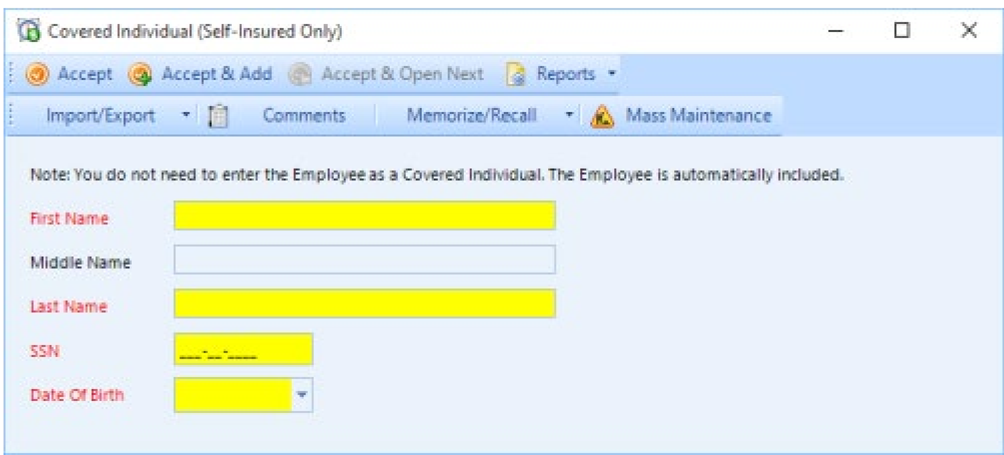
8. Enter any additional notes or comments about the ACA information for this employee.

9. If this employee's employer is **self-funded** and the employee has dependents, select the **Covered Individuals** tab.



10. Select the **Do Not Include Any Covered Individuals (including the Employee) on the 1095-C** check box if you do not want them to appear on a 1095-C.

11. Click **Add** or highlight an existing **Covered Individuals** record in the grid and click **Open** to view or modify it.**STEP RESULTS:** The Covered Individual form will open in a pop-up window.



12. Complete the following information as appropriate:

First Name	The first name of the dependent (up to 20 characters).
Middle Name	The middle name or initial of the dependent (up to 20 characters).
Last Name	The last name of the dependent (up to 20 characters).
Social Security Number	This dependent's nine-digit Social Security Number. The Social Security Number is required if the Birth Date is blank.
Birth Date	This dependent's date of birth. The Birth Date is required if the Social Security Number is blank.

Note: You do not need to enter the employee as a covered individual. The employee is automatically included on the 1095-C.

13. When finished, click **Accept** to close the pop-up window and accept the values.

14. Click **Save** when finished.

Gathering the 1095-C

Along with gathering the Affordable Care Act (ACA) data, remember to:

- Complete and return the Electronic Submission Form (if Sandata is processing)
- Complete and return the Authorization Form (if Sandata is processing)

Note: Be sure to **Gather** the 1095-C data at least ***once*** after the last payroll of the year is processed.

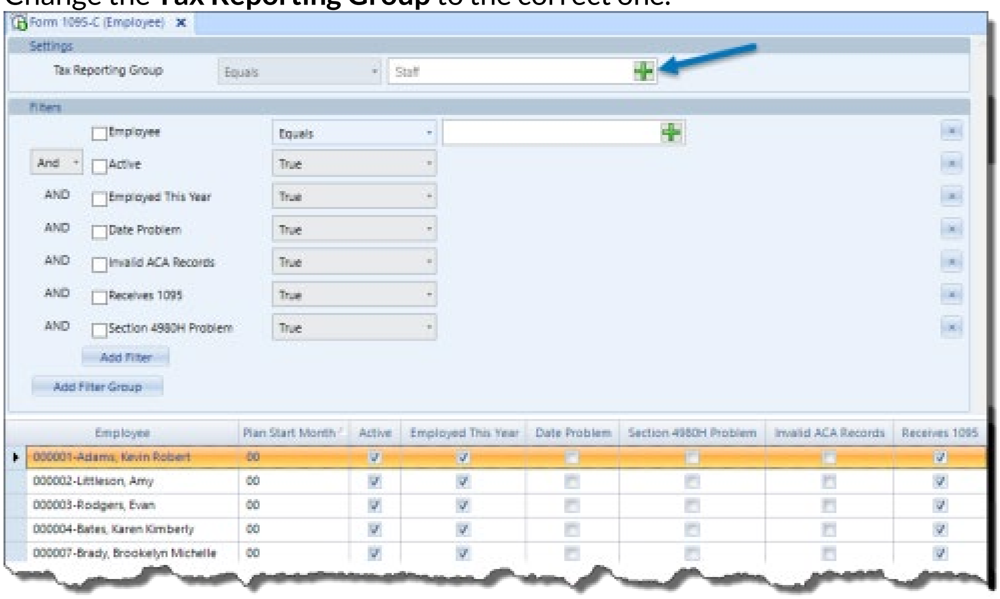
To gather the 1095-C data in ProviderPro:

TASK:

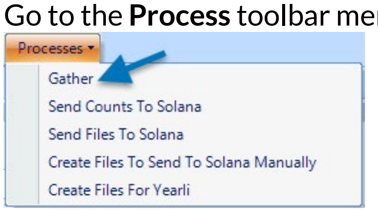
1. Go to **Employee Management** > **Payroll** > **Tax Forms** >**Form 1095-C (Employees)**.

   STEP RESULTS: You'll see the **1095-C (Employees)** transaction grid.

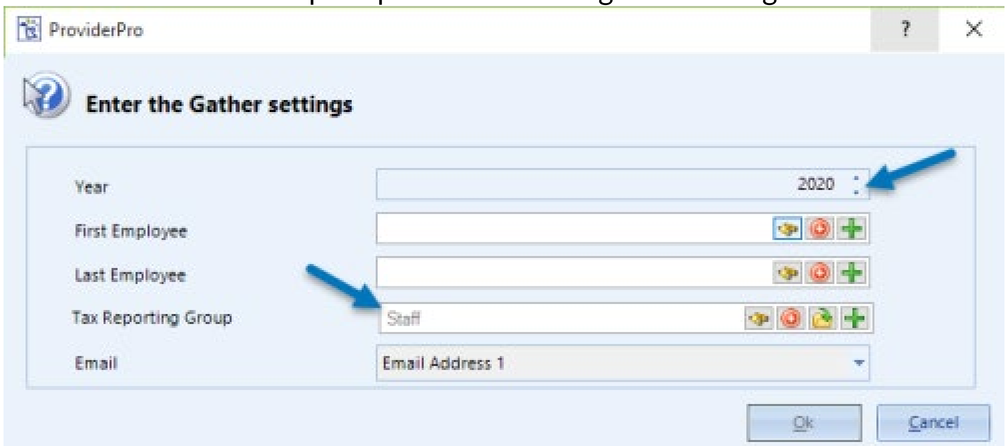
2. Change the **Tax Reporting Group** to the correct one.



3. Go to the **Process** toolbar menu and select **Gather**.



STEP RESULTS: You will be prompted to enter the gather settings.



Note: If you have already gathered once and you gather again, you will lose any changes you made to the ACA tab and will need to make the same changes again and/or delete any records you deleted previously.

4. Complete the information below as needed and click **Ok.**

Year	The tax year for which you are gathering 1095-C/1094-C information.
First Employee/Last Employee	The beginning employee code and ending employee code for the employees you want to include in the gather. Leave these boxes blank if you want to gather for all employees.
Tax Reporting Group	The tax reporting group for the data you want to include.
Email	Select the email address to include for the employees in the 1095-C: Email Address 1, 2 or 3

Note: This process may take a little while depending on the speed of your computer and/or the number of employees.

STEP RESULTS: You will see a confirmation message when the process is complete. You will need to research and correct any errors that were found. Once you correct the errors, you will then run the gather again.

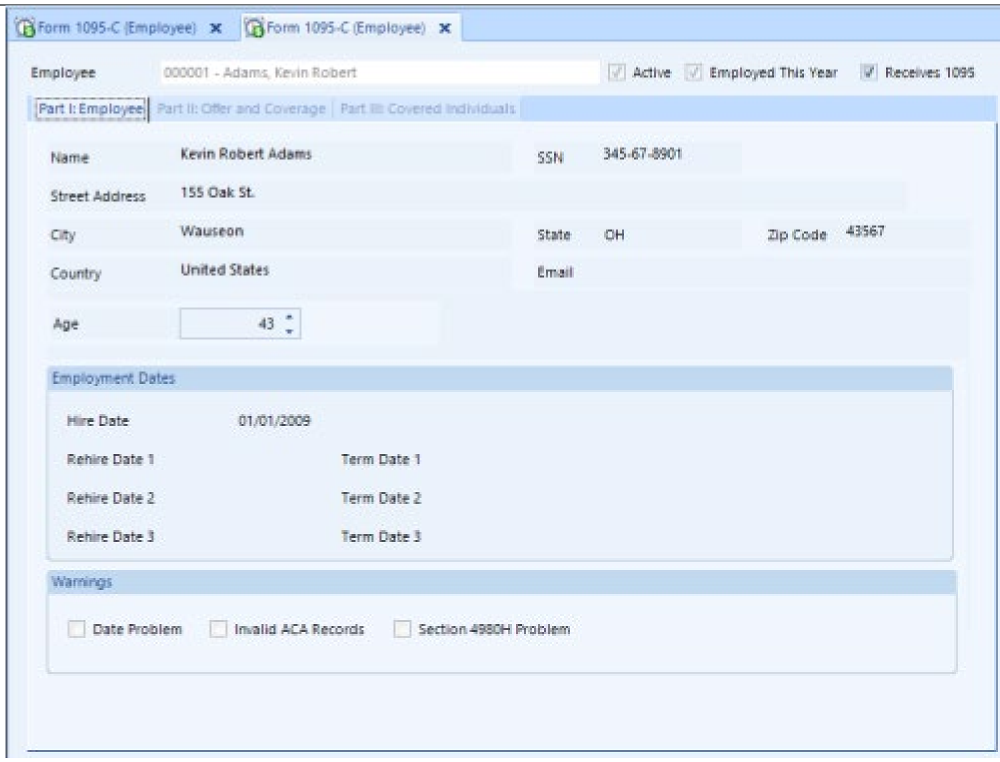
5. Click **Ok**.

STEP RESULTS: The 1095-Cs that were generated will appear in the grid.

6. Select an entry from the grid and click **Open** to view/modify it or **Delete** to remove it.

Note: If you gather again you will lose any changes you made to the ACA tab and will need to make the same changes again and/or delete any records you deleted previously.

STEP RESULTS: If you clicked **Open**, the **Form 1095-C Employee** window opens.



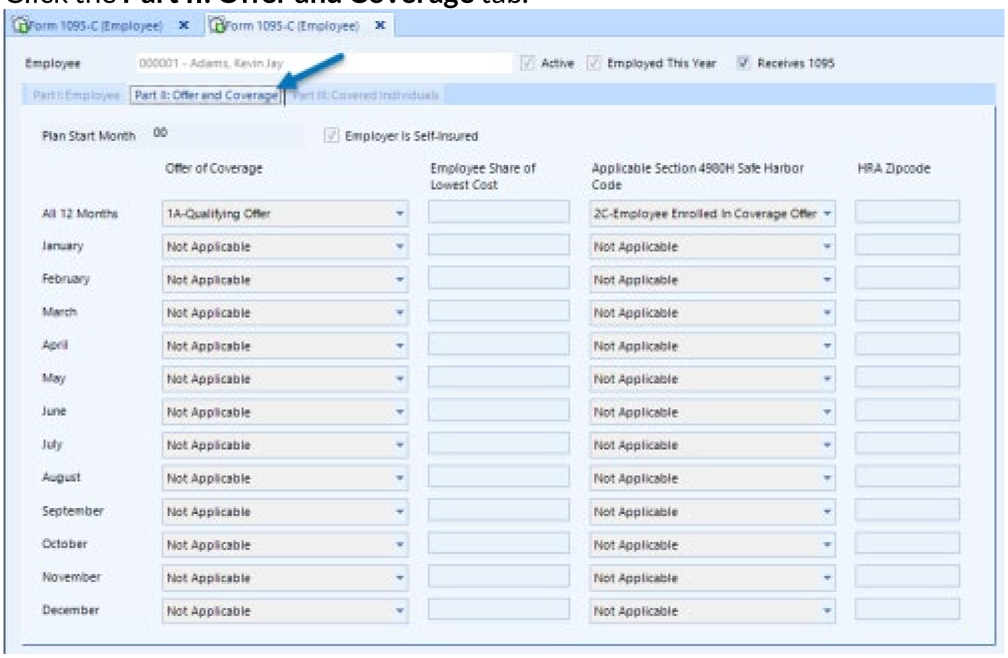
7. Enter or modify the following information as needed.

Note: Refer to the "Instructions for Forms 1095-C and 1094-C" available from the Internal Revenue Service (IRS) for complete details on completing this information.

Employee	The employee that is receiving a Form 1095-C. (Read Only)
Active	This is an active employee in ProviderPro. (Read Only)
Employed This Year	This employee was employed at least one day during the gathered year. (Read Only)
Receives 1095	This employee will receive a 1095-C and does not have any errors.
Name	The employee's full name. (Read Only)
SSN	The employee's nine-digit Social Security Number. (Read Only)
Address 1	The employee's street address (up to 40 characters). (Read Only)
Address 2	A second street address for the employee, if applicable (up to 40 characters).
City	The employee's city. (Read Only)
State	The employee's state. (Read Only)
Zip	The employee's zip code. (Read Only)
Country	The employee's country. (Read Only)
Email	The employee's email address. (Read Only)
Age	The employee's age.
Employment Dates: Hire Date Rehire Date 1 -3 Term Date 1-3	This employee's hire/rehire and termination dates used to determine if the employee worked at least one day during the gather year. The dates must be in chronological order, otherwise it will be flagged with a date problem. (Read Only)

Date Problem	If selected, there is either an issue with the employee's hire/rehire/term dates note being in chronological order or the employee doesn't have any employment dates.
Invalid ACA Records	If selected, then the employee was employed for a particular month, but doesn't have an Employee ACA record effective on or prior to that month or the employee has an Employee ACA record that starts on a month when the employee was not employed.
Section 4980H Problem	If selected, then the employee needs to have Section 4980H set to a value other than "Not Applicable" in his/her Employee ACA record.

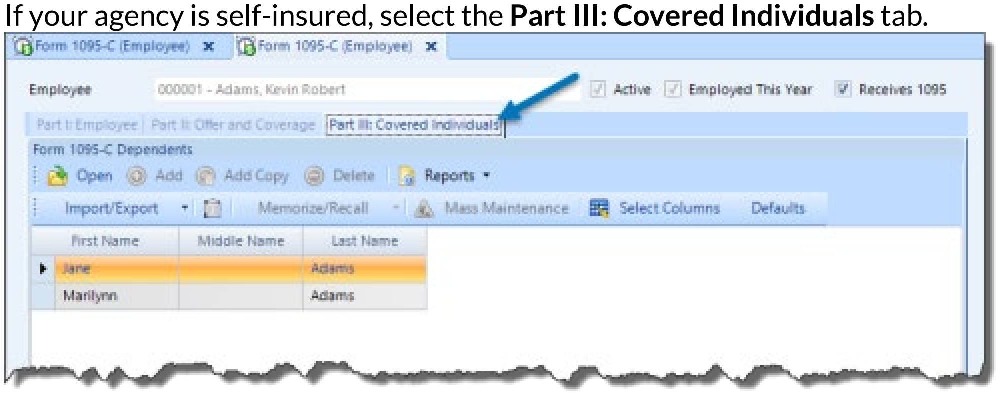
8. Click the **Part II: Offer and Coverage** tab.



9. Enter or update the **Offer of Coverage**, **Employee Share of Lowest CostApplicable Section 498H Safe Harbor Code** and **HRA Zip Code** values as needed for each month the employee was employed.

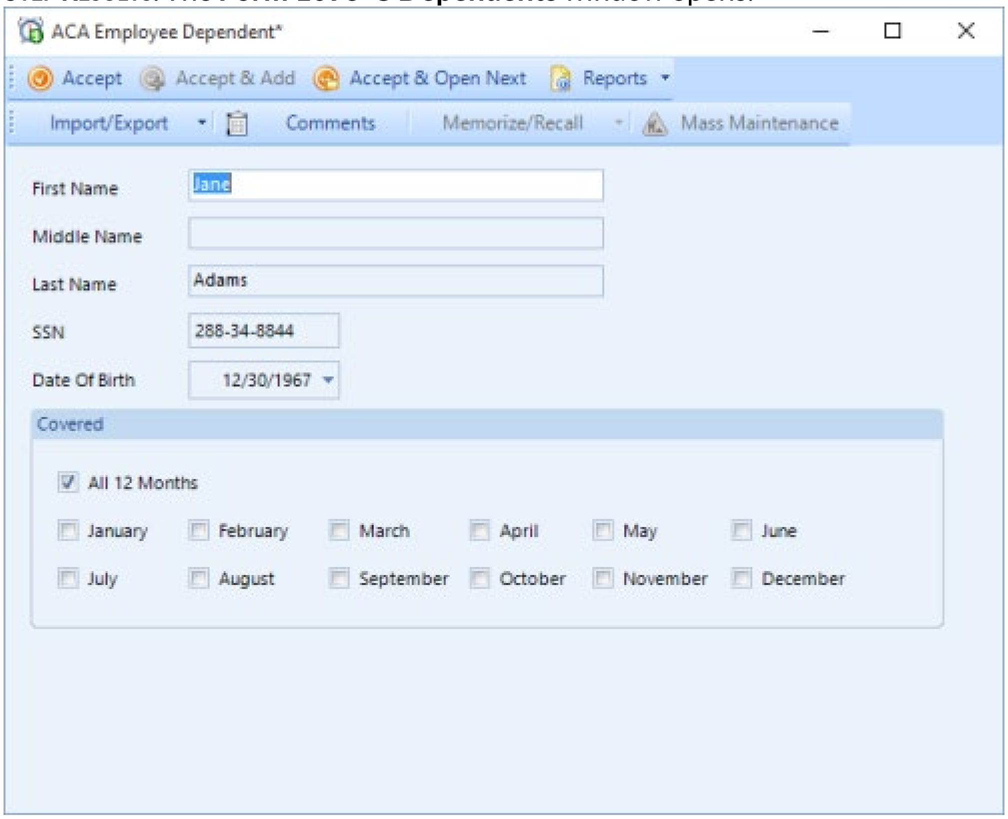
Note: See "Employee ACA Information" for details on how these values are calculated during the gather.

10. If your agency is self-insured, select the **Part III: Covered Individuals** tab.



11. Select an entry from the grid and click **Open** to view or modify it.

    STEP RESULTS: The **Form 1095-C Dependents** window opens.

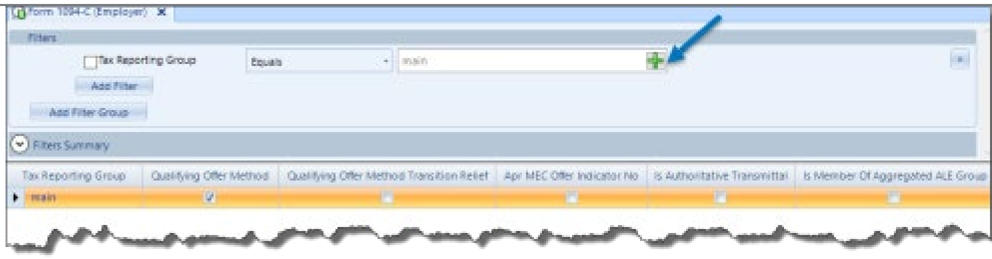


12. Review or modify the following information as needed and click **Accept**.

First Name	The dependent's first name (up to 20 characters).
Middle Name	The dependent's middle name (up to 20 characters).
Last Name	The dependent's last name (up to 20 characters).
SSN	The dependent's nine-digit Social Security Number
Date Of Birth	The dependent's birth date.
Covered: All Months, January, February, March, April, May, June, July, August, September, October, November and December	The months the dependent was covered or All Months.

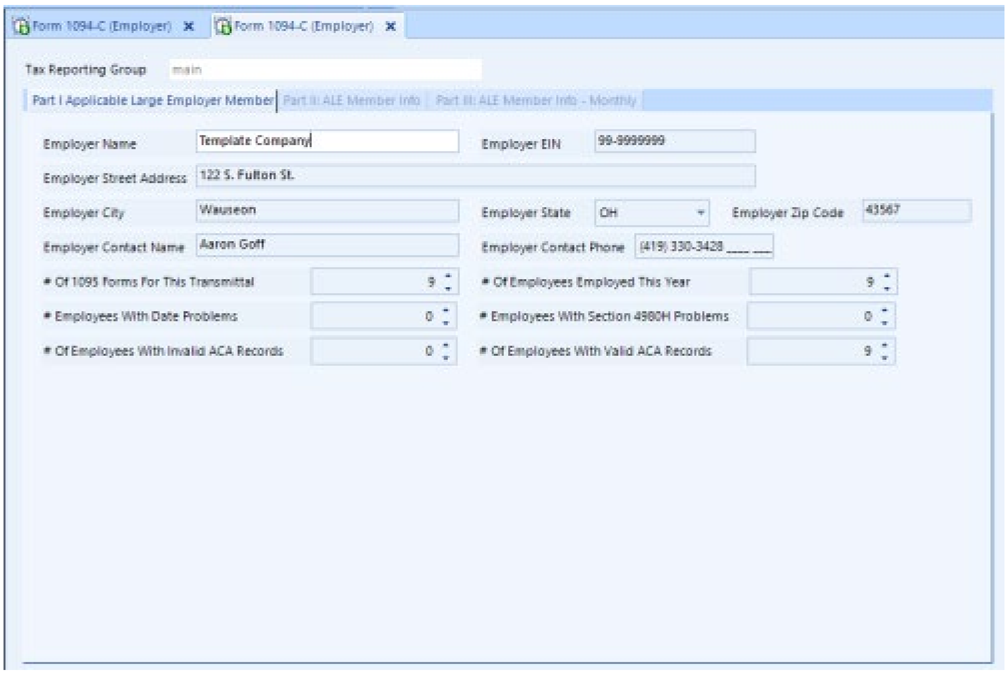
13. Click **Save & Close** on the toolbar when finished.
14. Go to **Employee Management** > **Payroll** > **Tax Forms** >**Form 1094-C (Employer)**.

    STEP RESULTS: You'll see the **1094-C (Employer)** transaction grid.
15. Change the **Tax Reporting Group** to the correct one and click **Refresh**.



16. Select an entry in the grid and click **Open** to view/modify the **Form 1094-C (Employer)** or **Delete** to remove it.

    STEP RESULTS: If you clicked **Open**, the **Form 1094-C Employer** window opens.



17. Enter or modify the following information as needed.

    Note: Refer to the "Instructions for Forms 1095-C and 1094-C" available from the Internal Revenue Service (IRS) for complete details on completing this information.

Tax Reporting Group	The tax reporting group that this 1094-C is for.
Employer Name	The name of your agency.
Employee EIN	The nine-digit company federal tax ID
Employer Street Address	The employer's street address
Employer City	The employer's city.
Employer State	The employer's state.
Employer Zip Code	The employer's zip code.
Employer Contact Name	The company contact person for this 1094-C,
Employer Contact Phone	The phone number of the contact person.

# of 1095 Forms for This Transmittal	The number of Form 1095-C (Employee) forms that are marked Receive 1095-C.
# Employees Employed This Year	The number of employees that worked at least one day during the year.
# Employees with Date Problems	The number of Form 1095-C (Employee) forms that are marked with a date problem.
# Employees With Section 4980H Problems	The number of Form 1095-C (Employee) forms that are marked with a Section 4980H problem.
# Of Employees with Invalid ACA Records	The number of Form 1095-C (Employee) forms that are marked Invalid ACA Record.
# Of Employees with Valid ACA Records	The number of Form 1095-C (Employee) forms that are NOT marked Invalid ACA Record.

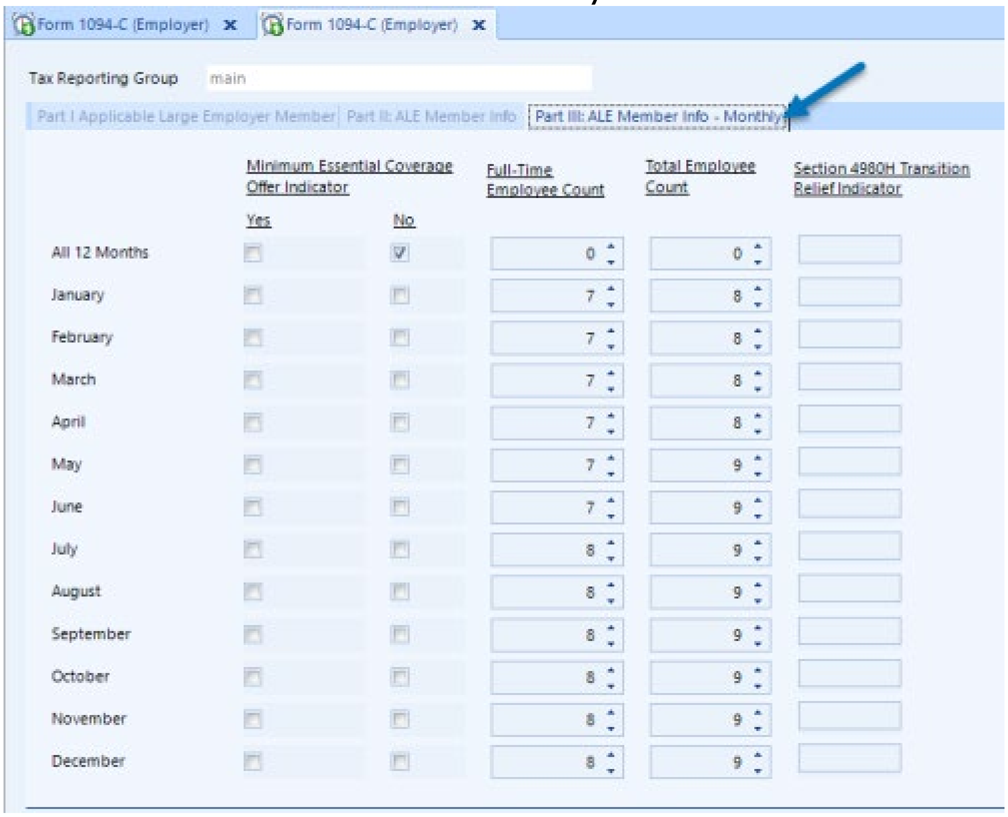
18. Click the **Part II: ALE Member Info** tab.

19. Enter or modify the following information as needed.

Note: Refer to the “Instructions for Forms 1095-C and 1094-C” available from the Internal Revenue Service (IRS) for complete details on completing this information.

Is Authoritative Transmittal	The employer for the selected tax reporting group has authoritative transmittal
# Of 1095 Forms For This Employer	The number of Form 1095-C (Employee) forms that are marked Receive 1095-C.
Qualifying Offer Method	The employer for the selected tax reporting group used the qualifying offer method.
Qualifying Offer Method Transition Relief	The employer for the selected tax reporting group qualifies for Section 4980H transition relief.
Section 4980H Transition Relief	The employer for the selected tax reporting group qualifies for qualifying offer method transition relief.
98% Offer Method	The employer for the selected tax reporting group uses the 98% offer method.

20. Select the **Part III: ALE Member Info - Monthly** tab.



21. Enter or update the following values as needed for each month or all 12 months:
    - Minimum Essential Coverage Indicator Yes or No
    - Full-Time Employee Count
    - Total Employee Count
    - Section 4980H Transition Relief Indicator

22. Click **Save & Close** on the toolbar when finished.

Submitting Files to Sandata for Processing

If Sandata is processing your 1095-Cs for your agency, the next step is to send the file package to Sandata.

Note: A 1095-C with any problems will NOT be included or sent to Sandata. All errors must be corrected and the **Receives 1095** check box must be marked.

Sending Files Directly to Sandata

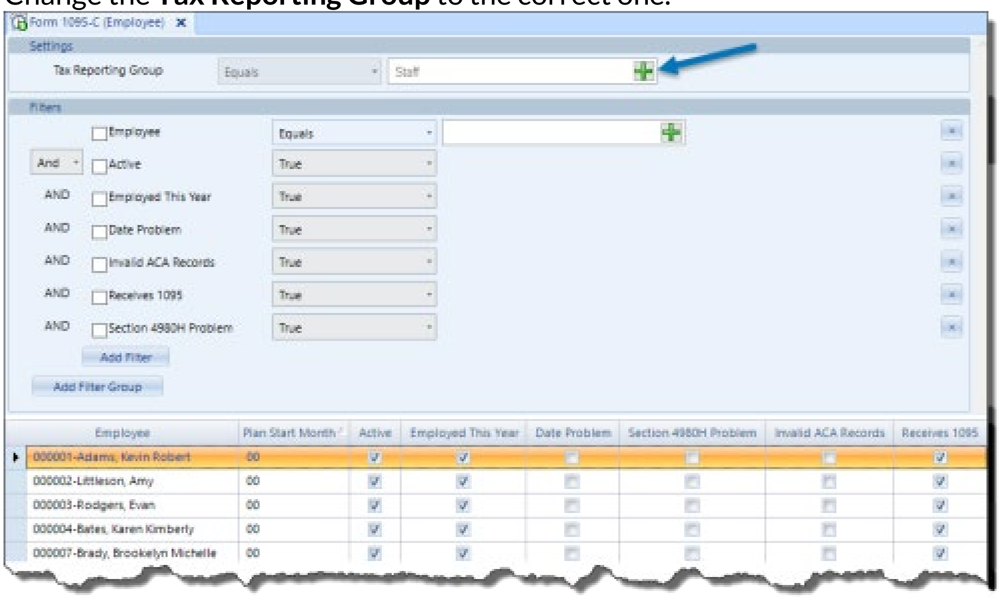
To send your files directly to Sandata for processing:

TASK:

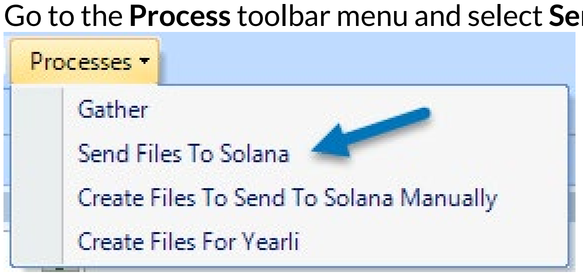
1. Make sure you have an Internet connection.
2. Go to **Employee Management** > **Payroll** > **Tax Forms** >**Form 1095-C (Employees)**.

   STEP RESULTS: You'll see the **1095-C (Employees)** transaction grid.

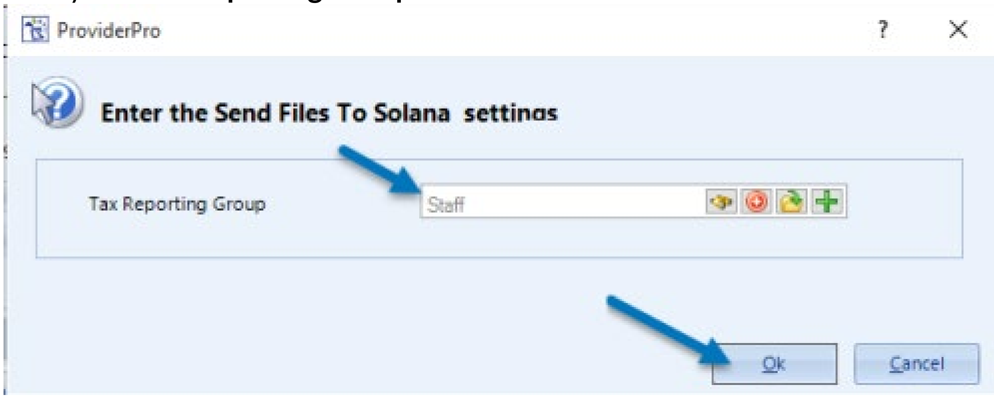
3. Change the **Tax Reporting Group** to the correct one.



4. Go to the **Process** toolbar menu and select **Send Files To Solana**.



5. Verify the **Tax Reporting Group** is correct and click **Ok**.



   STEP RESULTS: You will see a confirmation message when the process is complete.

6. Click **Ok** to exit the confirmation window.

   STEP RESULTS: The appropriate files were uploaded to Sandata for processing.

7. If you have not already done so, email Sandata the completed "1095-C Electronic Submission Information" and "1095-C Authorization" forms.

8. Send an email message to Endofyear@sandata.com indicating that you have submitted the 1095-C information and have faxed the appropriate forms. This is our confirmation that your information is complete and ready to be processed.

Important: Your username and password will be received directly from our processor via email. Please review your Spam or junk folder if you have not received it by January 10th .

Important: Contact Endofyear@sandata.com with any questions.

Creating Files to Send to Sandata Manually

If you cannot send your files to Sandata automatically because of technical difficulties, you can create a file package to manually submit to Sandata.

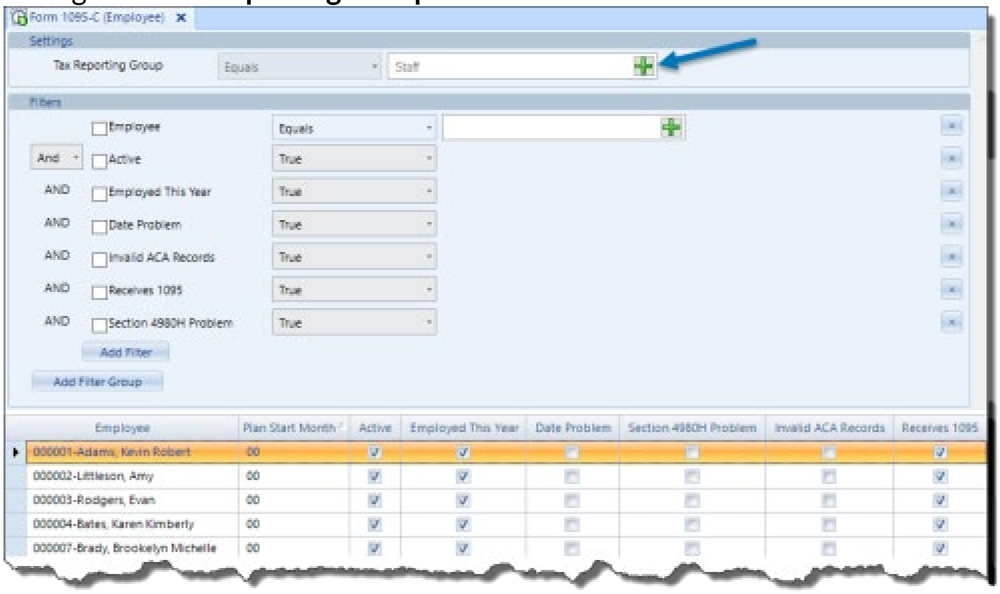
To do so:

TASK:

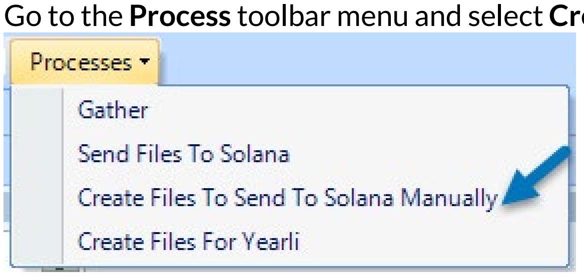
1. Go to **Employee Management** > **Payroll** > **Tax Forms** >**Form 1095-C (Employees)**.

   STEP RESULTS: You'll see the **1095-C (Employees)** transaction grid.

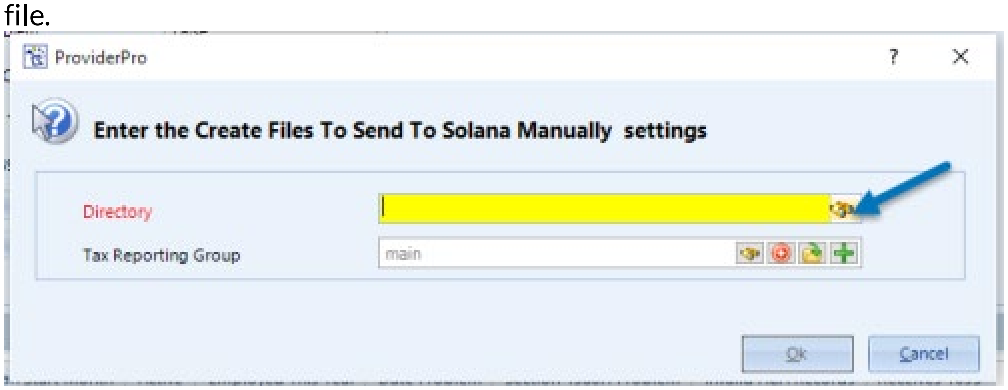
2. Change the **Tax Reporting Group** to the correct one.



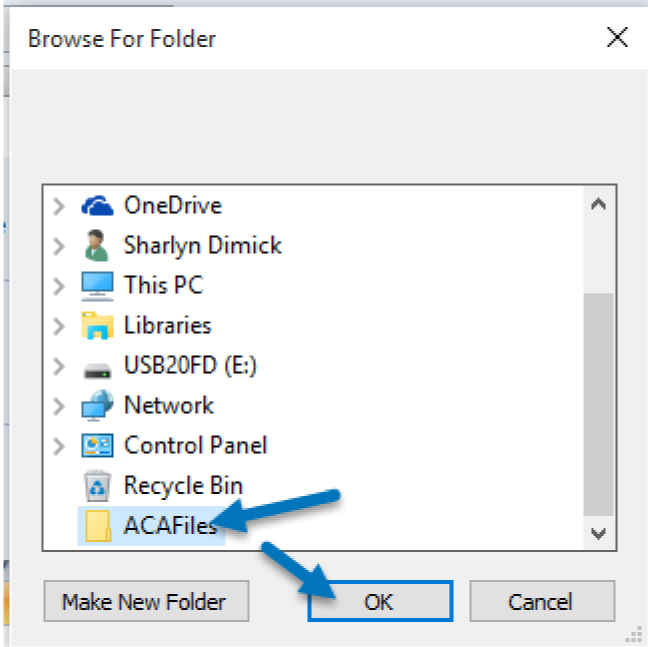
3. Go to the **Process** toolbar menu and select **Create Files To Send To Solana Manually**.



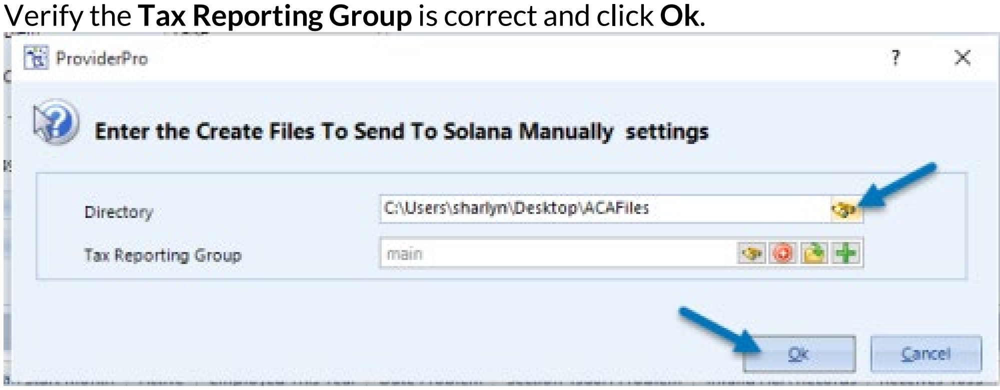
4. Click the binoculars icon ( ) next to **Directory** to browse to where you want to save the file.



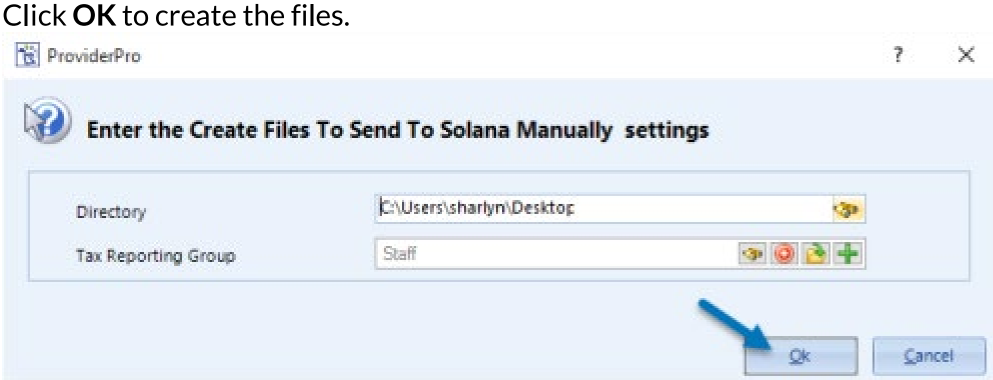
5. Select the folder where you want to save the file and click **OK**.



6. Verify the **Tax Reporting Group** is correct and click **Ok**.



7. Click **OK** to create the files.



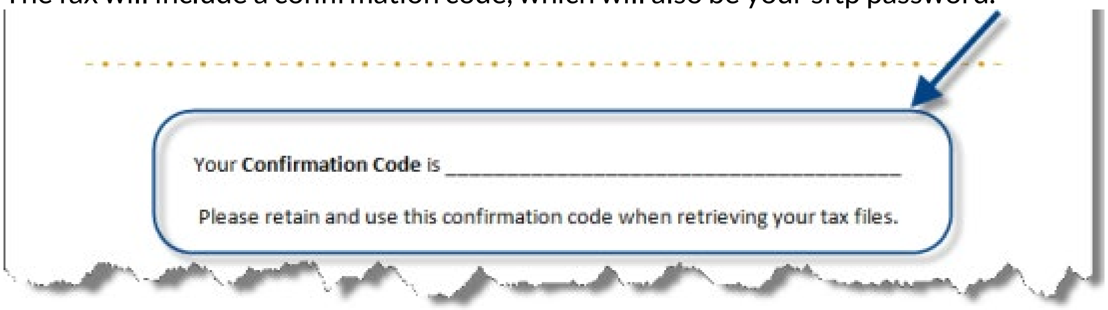
STEP RESULTS: You will see a confirmation message when the files are complete.

8. Click **OK** to close the confirmation window.

STEP RESULTS: A zip file called, "ACA Files.zip" that contains the required files for processing 1095-Cs was created in the directory you selected.

9. Submit a support request to Sandata for assistance in submitting this file through the secure FTP site. Do not email it.
10. If you have not already done so, fax to Sandata the completed "1095-C Electronic Submission Information" and "1095-C Authorization" forms.
11. Send an email message to **EndOfYear@sandata.com** indicating that you have submitted the 1095-C information and have faxed the appropriate forms. This is our confirmation that your information is complete and ready to be processed.
12. Sandata will send you an order confirmation via fax (not email).

    The fax will include a confirmation code, which will also be your sftp password.



13. Sandata will send you back the employer copy, submit the file to the IRS, and mail out the 1095-Cs (if you selected that option) or post them to Solana MyPay (if you selected that option).

Important: Contact endofyear@sandata.com with any questions.

Preparing for the New Year

Read these new year topics:

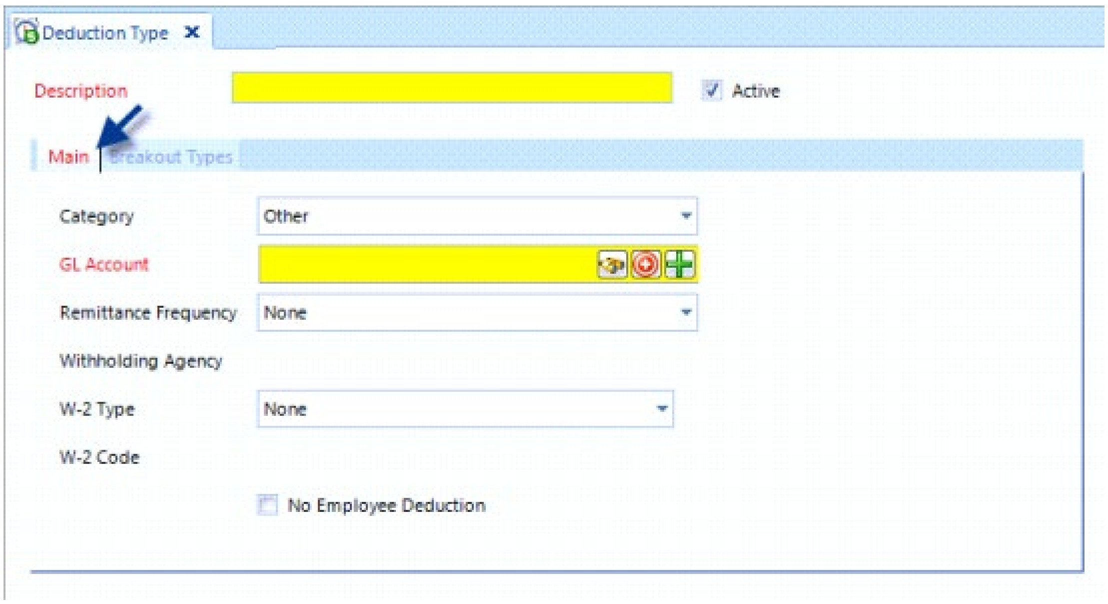
- Setting up New Deductions
- Creating a New Fiscal Year

Setting up New Deductions

First, you will create the new deduction type:

TASK:

1. Choose **Employee Management > Payroll > Setup > Deduction Types.** **STEP RESULTS:** The **Deduction Type** form will open in a new window tab.



2. Click **Add** to create a new deduction type or enter an existing code or description in the **Toolbar Lookup (** **)** and press **Enter** to view or modify the selected deduction type.

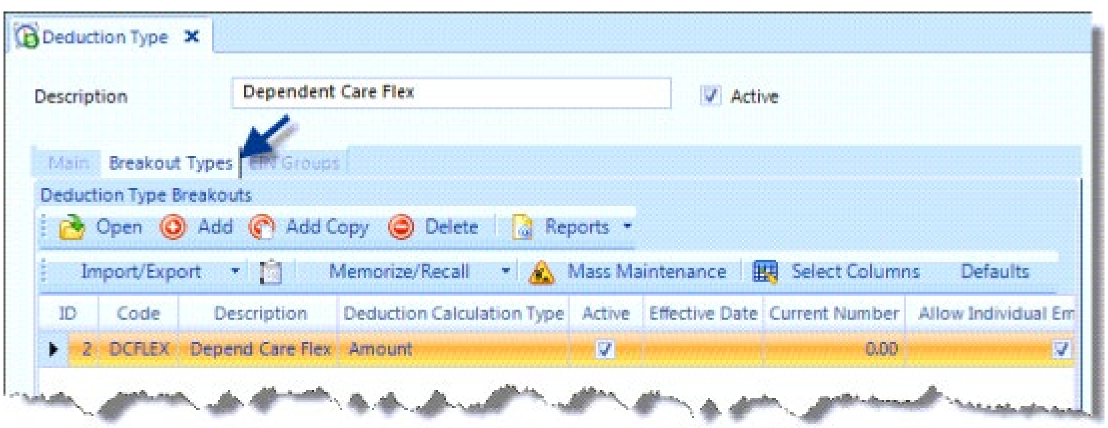
3. Complete the following information:

Description	A meaningful description of the deduction type (up to 40 characters).
Active	This deduction type should appear as a choice in lookups.
Category	The category drives the rules for all deduction breakouts within the Deduction Type. This includes whether there are pre-tax implications and also in many cases W-2 reporting considerations. • Other • Health Section 125 Cafeteria - Prints in Box 14 of the W-2 with Code SC125. • Health Non-Section 125 • Employee Contribution 401(k) - Prints in Box 12 of the W-2 with Code D and Box 13 Retirement Plan is checked. • Employee Contribution 403(b) - Prints in Box 12 of the W-2 with Code E and Box 13 Retirement Plan is checked. • Employee Contribution 457(b) - Prints in Box 12 of the W-2 with Code G and Box 13 Retirement Plan is checked.

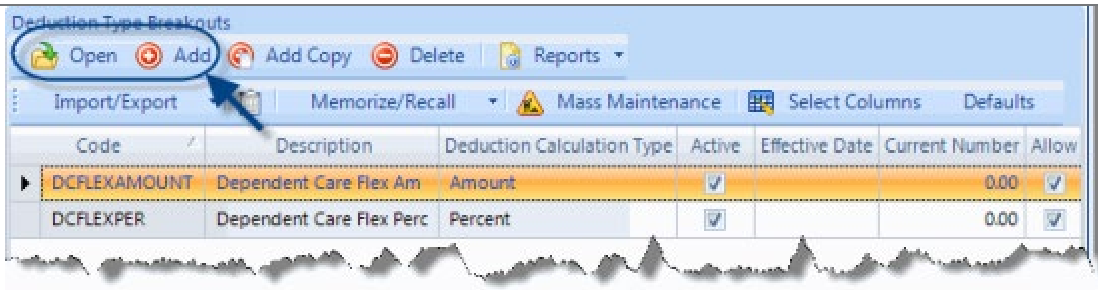
	- Designated Roth Contributions 401(k) - Prints in Box 12 of the W-2 with Code AA and Box 13 Retirement Plan is checked. - Designated Roth Contributions 403(b) - Prints in Box 12 of the W-2 with CodeBB and Box 13 Retirement Plan is checked. - Health Savings Account - Prints in Box 12 of the W-2 with Code W. - Adoption Benefit Plan - Prints in Box 12 of the W-2 with Code T. - Archer MSA Employee - Prints in Box 12 of the W-2 with Code R. - SIMPLE Retirement Account S -Prints in Box 12 of the W-2 with Code S and Box 13 Retirement Plan is checked. - SIMPLE Retirement Account D - Prints in Box 12 of the W-2 with Code D. - Dependent Care - Prints in Dependent Care Benefits, Box 10 of the W-2. - Social Security Tips - Prints in Tips of the W-2. Box 7 is the amount and Box 3 is reduced by the amount. - Employee Loan - If you use this category and set up a GL Account with the subaccount category of Employees, ProviderPro will balance track the amount posted to the GL account of the deduction type for each employee and continue to take the deduction amount until the balance for the employee within the GL account is zero. If you need to change the category of an existing Deduction Type, create a new Deduction Type instead.
GL Account	The account number of the GL Account associated with this deduction type. This account number is generally a liability account or a receivables asset account. This is because the account number cannot have a **Subaccount Category** of anything other than "Employees" or "None" (for information on account set up, see the *General Ledger Guide*). Revenues and expenses are typically set up with the **Subaccount Category** of "GL Cost Centers." Assigning an account number with a **Subaccount Category** other than "Employees" or "None" may prevent the entry from posting to the General Ledger or if the **Subaccount Category** of the account is GL Cost Center may not post to the desired GL Cost Center as the posting is based on the Payroll Cost Center and ProviderPro will randomly select one of the Payroll Cost Centers the employee has in their employee payment distributions for that pay. If you have licensed the Payroll Multiple EIN feature set, you must still enter an account number here. However, when payroll is processed the GL Account assigned to the EIN Group will be used instead.
Remittance Frequency	None, Pay Period, Monthly, Quarterly, Semiannually, Annually.
Withholding Agency	The code of the withholding agency if a **Remittance Frequency** other than “None” was selected above.
W-2 Type	If the **Category** of this deduction type is “Other,” you must select where you want this deduction to print on the W-2 form:

	• None: Nothing will print on the W-2 • Box 11 • Box 12 Generic: Box 12 with the code entered in the **W-2 Code** box. • Box 14 Generic: Box 14 with the code entered in the **W-2 Code** box. **Note:** Consult with your tax accountant for assistance in selecting a W-2 type.
W-2 Code	If the **Category** of this deduction type is "Other" and the **W-2 Type** selected is "Box 12 Generic" enter the one- or two-character code associated with it. If the **Category** of this deduction type is "Other" and the **W-2 Type** selected is "Box 14 Generic" enter the a short description to appear in Box 14 (up to 10 characters), such as SECT125 for Section 125 Plans. **Note:** Consult with your tax accountant for assistance in selecting a W-2 code.
No Employee Deduction	Nothing will be deducted from the employee's wages. Select this if this is a benefit that the employee receives, but that the company pays for in its entirety (for example, short-term disability or employee assistance plans). This can be useful for tracking the total costs of an employee. You can also use Non-Payrol Benefits for this purpose instead.

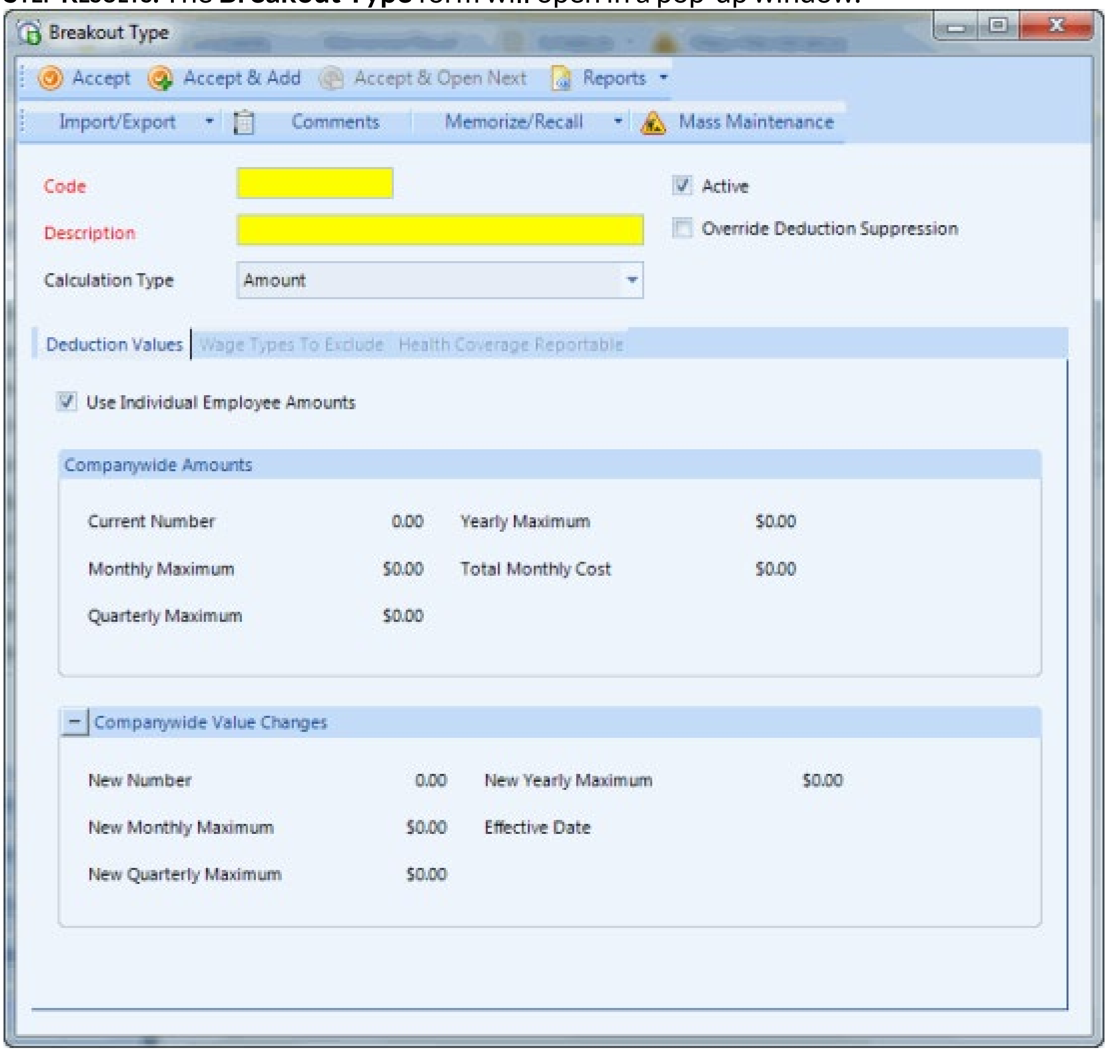
4. Click the **Breakout Types** tab to set different options for the variations of the deduction type (for example, health insurance may have one break out for family and another for single coverage) .



5. From the toolbar of the **Deduction Type Breakouts** grid, click **Add** or highlight an existing deduction type breakout in the grid and click **Open** to view or modify it.



STEP RESULTS: The **Breakout Type** form will open in a pop-up window.



6. Complete the following information:

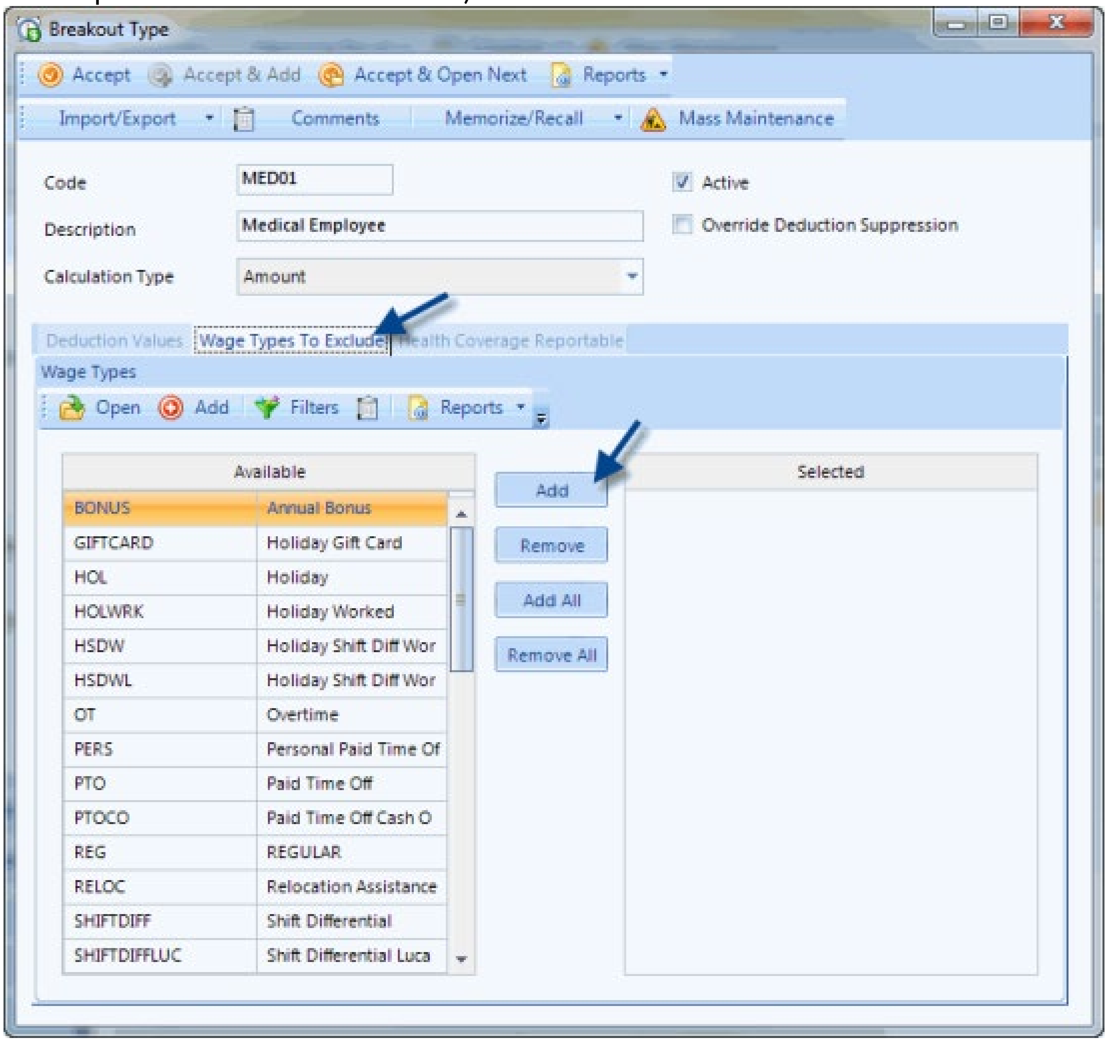
Code	A unique, alphanumeric code for the deduction type breakout (up to 12 characters).
Description	A meaningful description of the deduction type breakout (up to 40 characters).
Calculation Type	The calculation type determines how the particular breakout will be deducted from the employee's payment:

	• Amount - a flat amount. • Percent - percent of wages. • In/Out - the deduction is for a non-payroll benefit such as tips or the use of a company vehicle that is taxable to the employee. The Category Type of the associated Deduction Type must be set to Other and the Deduction Amount is 0. See Wage Types for additional information.
Active	This deduction type breakout should appear as a choice in lookups.
Override Deduction Suppression	Prevent the deduction from being suppressed during payroll processing. If you select No Deductions for a pay run (for example a bonus pay run), this deduction is still taken (for example, 401(k)/403b deferrals).
Use Individual Employee Amounts	This check box determines if the amount of the deduction breakout is "global" or if it varies by employee. If it varies by employee, select this check box and then you will enter amounts and limits at the employee-level. An example of deduction breakouts taken at the employee level are 401(k) contributions.
Current Number	The amount or percent to be deducted each pay period, if **Use Individual Employee Amounts** is not selected above.
Monthly Maximum	The maximum amount to be deducted each calendar month, if **Use Individual Employee Amounts** is not selected above. If the maximum for a particular month has been reached, the deduction will not be withheld from the remainder of the employee's payments for that month. For example, If staff is paid bi-weekly, but only deducts health insurance premiums out of 24 pays for the year, you can use the Monthly Maximum so that in the calendar months when there are three pays, the deduction does not withhold and you do not need to suppress deductions when opening the pay run.
Quarterly Maximum	The maximum amount to be deducted each calendar quarter, if **Use Individual Employee Amounts** is not selected above. If the maximum for a particular quarter has been reached, the deduction will not be withheld from the remainder of the employee's payments for that quarter.
Yearly Maximum	The maximum amount to be deducted each calendar year, if **Use Individual Employee Amounts** is not selected above. If the maximum for a particular year has been reached, the deduction will not be withheld from the remainder of the employee's payments for that year.
Total Monthly Cost	The total cost per month for this deduction breakout (employee and employer portion. This is used for Allocating Employer Expense if one of the Allocation Methods chosen is either "Based on Deduction Setup

	Using Employee Default" or "Based on Deduction Setup Using Wages Default."
New Number	The new amount or percent to be deducted each pay period beginning on the effective date selected below, if **Use Individual Employee Amounts** is not selected.
New Monthly Maximum	The new monthly maximum to be deducted each calendar month beginning on the effective date selected below, if **Use Individual Employee Amounts** is not selected.
New Quarterly Maximum	The new quarterly maximum to be deducted each calendar quarter beginning on the effective date selected below, if **Use Individual Employee Amounts** is not selected.
New Yearly Maximum	The new yearly maximum to be deducted each calendar year beginning on the effective date selected below, if **Use Individual Employee Amounts** is not selected.
Effective Date	The Effective Date is the PAY date (not the begin or end or a date within the Pay Period). When you run the Process Payroll wizard, the "New" values will automatically update the "Current" values, if **Use Individual Employee Amounts** is not selected.

7. If this breakout has a percent-based Calculation Type, click the **Wage Types to Exclude** tab to exclude certain wage types from being included in the calculation (for example exclude

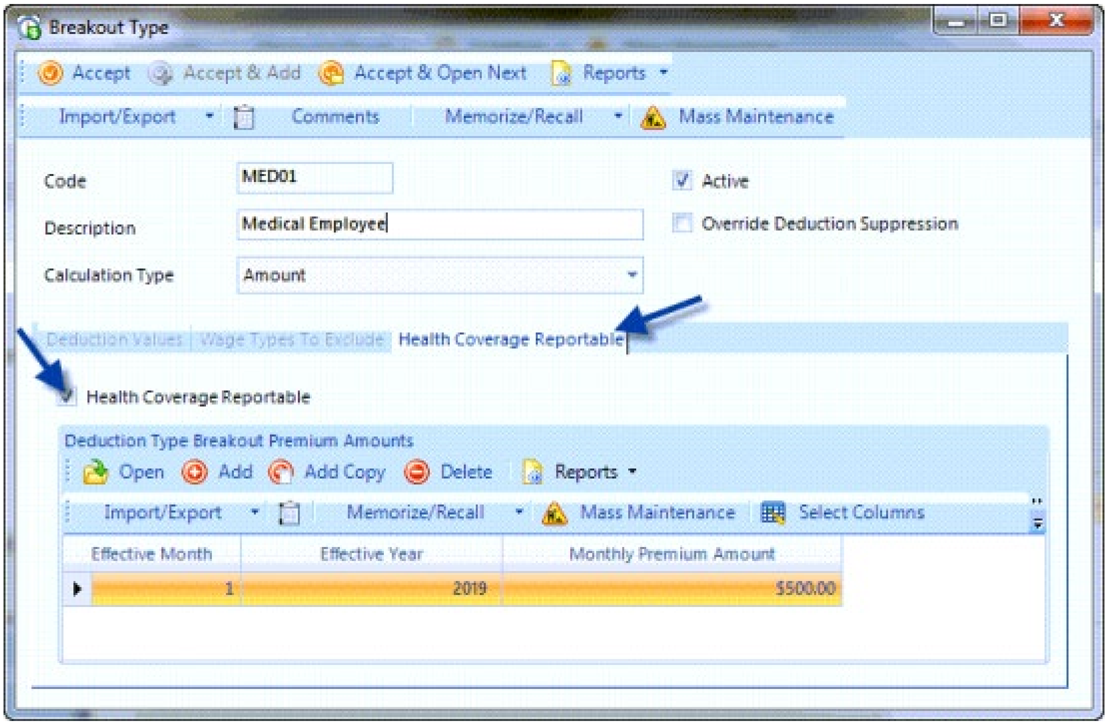
OT for percent of 401k contribution).



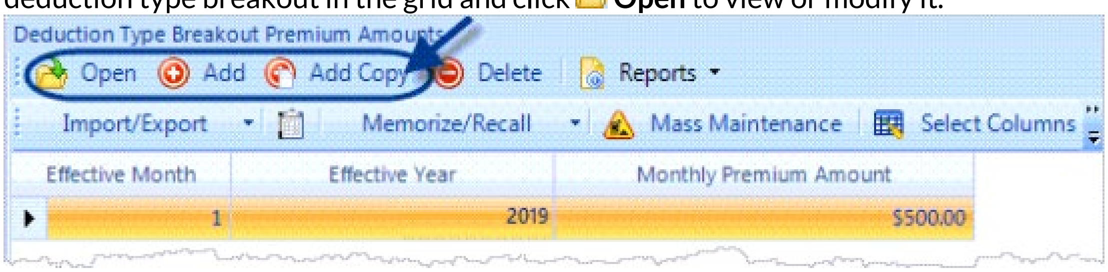
8. Click the **Health Coverage Reportable** tab to mark the breakout as health coverage reportable on the employee's W-2 if applicable.

   Healthcare Coverage Reportable must be turned on and the effective month, year and monthly premium amount(s) be reflected to properly pull qualifying deduction breakouts to

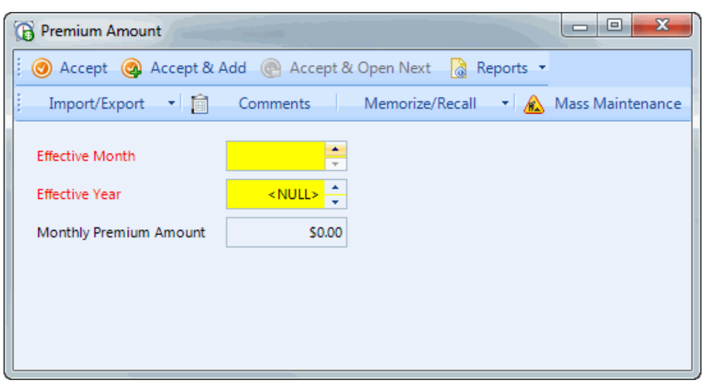
Box 12 box Code DD of the W-2.



9. If you selected the **Health Coverage Reportable** check box, then from the toolbar of the **Deduction Type Breakout Premium Amounts** grid, click **Add** or highlight an existing deduction type breakout in the grid and click **Open** to view or modify it.



STEP RESULTS: The **Breakout Type Premium Amounts** form will open in a pop-up window.

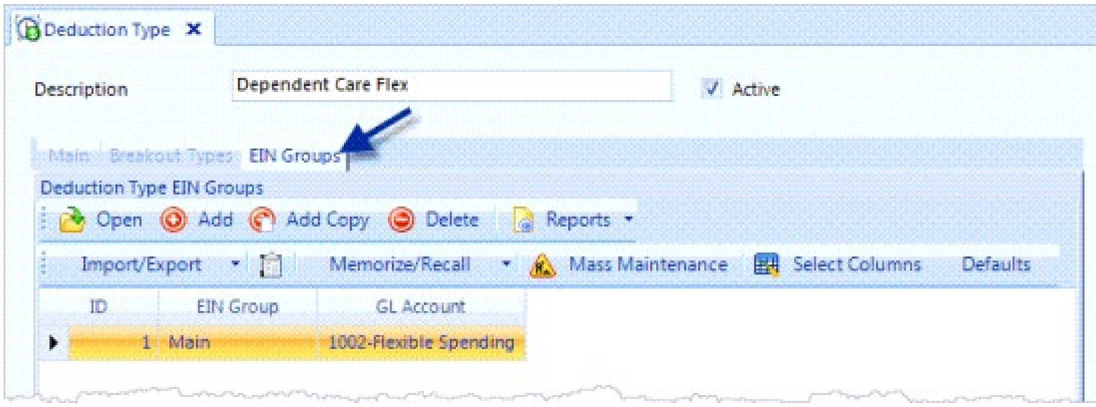


10. Complete the following information:

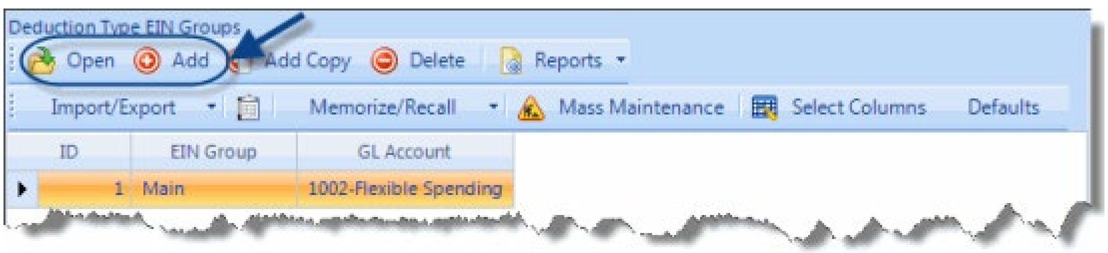
Effective Month	The month in which the premium amount goes into effect.

Effective Year	The year in which the premium amount goes into effect.
Monthly Premium Amount	The total premium cost per month, not just the employer or employee only amounts. This is what appears in Code DD of the W-2.

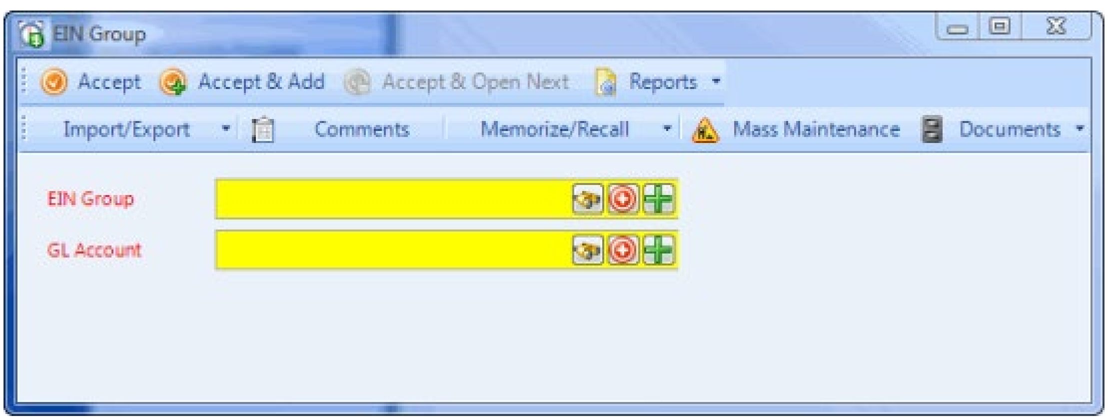
11. When finished, click **Accept** to close the premium amount.
12. Next, click **Accept** to close the pop-up window or click **Accept & Add**/**Accept & Open Next** to continue entering/modifying deduction type breakouts.
13. If you have licensed the Payroll Multiple EIN feature set, click the **EIN Groups** tab.



14. From the toolbar of the **Deduction Type EIN Groups** grid, click **Add** or highlight an existing EIN group in the grid and click **Open** to view or modify it.



STEP RESULTS: The Deduction Type EIN Group form will open in a pop-up window.



15. Complete the following information:

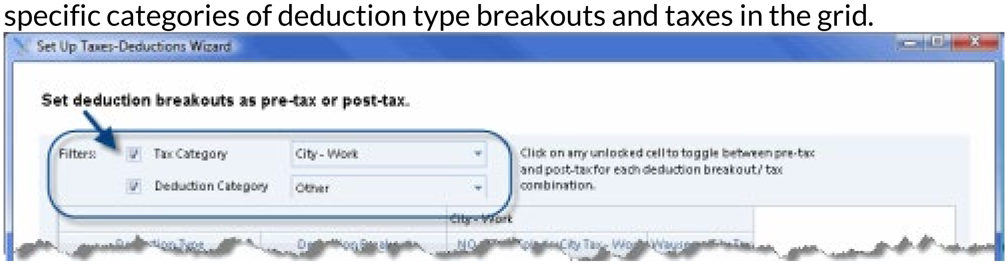
EIN Group	The code of the appropriate EIN Group.
GL Account	The account number of the GL Account for this EIN Group for this deduction type. This account number is generally a liability account or a receivables (asset) account. This is because the account number cannot have a **Subaccount Category** of anything other than “Employees” or “None” (for information on account set up, see the *General Ledger Guide*). Revenues and expenses are typically set up with the **Subaccount Category** of “GL Cost Centers.” Assigning an account with a **Subaccount Category** other than “Employees” or “None” may prevent the entry from posting to the General Ledger or if the **Subaccount Category** of the account is GL Cost Center may not post to the desired GL Cost Center as the posting is based on the Payroll Cost Center and ProviderPro will randomly select one of the Payroll Cost Centers the employee has in their employee payment distributions for that pay.

16. When finished, click **Accept** to close the pop-up window or click **Accept & Add**/**Accept & Open Next** to continue entering/modifying EIN groups.
17. When finished, click **Save** to save the deduction type.

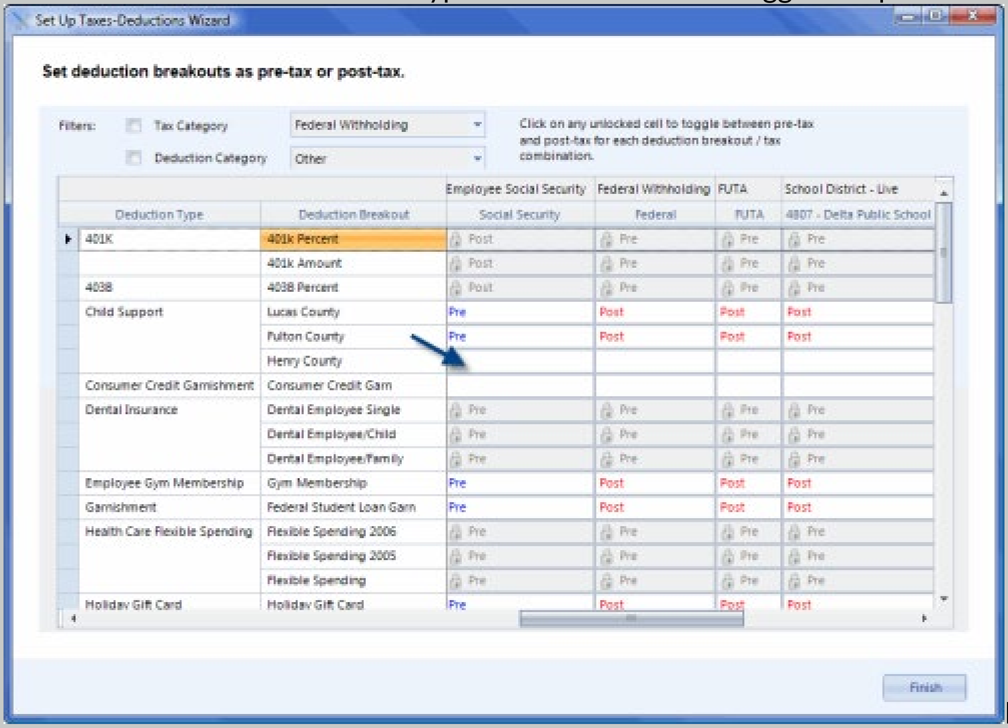
Next you need to set up the pre-tax/deduction rules:

TASK:

1. Choose **Employee Management > Payroll > Setup > Set Up Taxes-Deductions Wizard.STEP RESULTS:** You will see the **Set Up Taxes-Deductions Wizard** open in a pop-up window.
2. Select the check box next to the **Tax Category** or **Deduction Category** filter to show specific categories of deduction type breakouts and taxes in the grid.



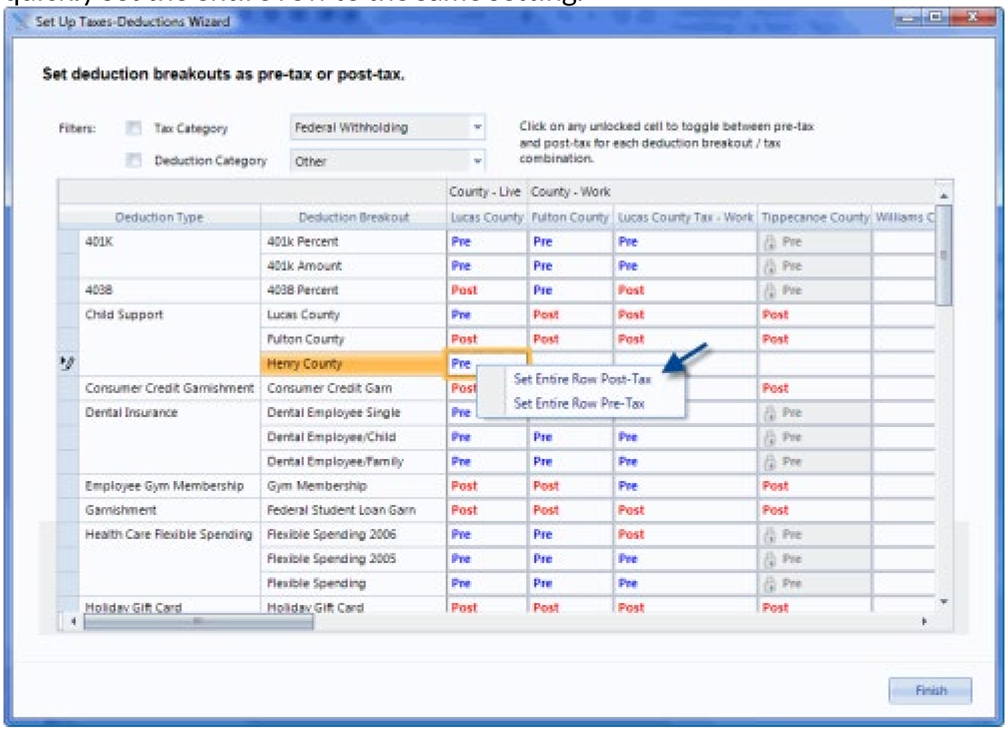
3. Click in the cell of the deduction type breakout and tax to toggle it to pre-tax or post-tax.



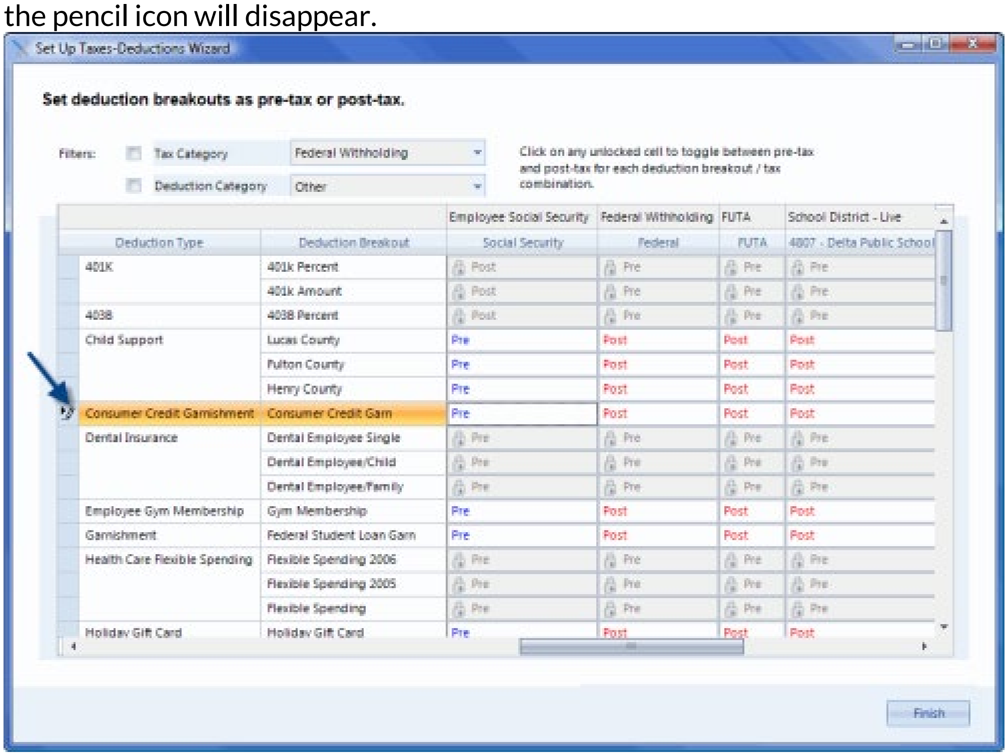
Deduction Type	Deduction Breakout	Employee Social Security – Social Security	Federal Withholding – Federal	FUTA – FUTA	School District - Live – 4807 - Delta Public School
401K	401k Percent	Post	Pre	Pre	Pre
	401k Amount	Post	Pre	Pre	Pre
403B	403B Percent	Post	Pre	Pre	Pre
Child Support	Lucas County	Pre	Post	Post	Post
	Fulton County	Pre	Post	Post	Post
	Henry County				
Consumer Credit Garnishment	Consumer Credit Garn				
Dental Insurance	Dental Employee Single	Pre	Pre	Pre	Pre
	Dental Employee/Child	Pre	Pre	Pre	Pre
	Dental Employee/Family	Pre	Pre	Pre	Pre
Employee Gym Membership	Gym Membership	Pre	Post	Post	Post
Garnishment	Federal Student Loan Garn	Pre	Post	Post	Post
Health Care Flexible Spending	Flexible Spending 2006	Pre	Pre	Pre	Pre
	Flexible Spending 2005	Pre	Pre	Pre	Pre
	Flexible Spending	Pre	Pre	Pre	Pre
Holiday Gift Card	Holiday Gift Card	Pre	Post	Post	Post

Important: If the cell is blank, it has not yet been designated as pre-tax or post-tax. When you try to process payroll, you will receive an error for the tax until you designate it as pre or post tax. Once it is set to "Pre" or "Post," you cannot change it back to blank. If the cell has a lock next to the words "Pre" or "Post," then you cannot change the setting as it is based on known tax rules.

4. Right-click in a cell and select either **Set Entire Row Post-Tax** or **Set Entire Row Pre-Tax** to quickly set the entire row to the same setting.



STEP RESULTS: A pencil icon will appear in the row next to the deduction type breakout after you make a change to its tax setting. When you click in a new row, the change is saved and the pencil icon will disappear.



5. When finished making your selections, click **Finish**.

Important: Remember to review your Tax-Deduction Setup at the beginning of each tax year or when you add a new tax or deduction type breakout.

Creating a New Fiscal Year

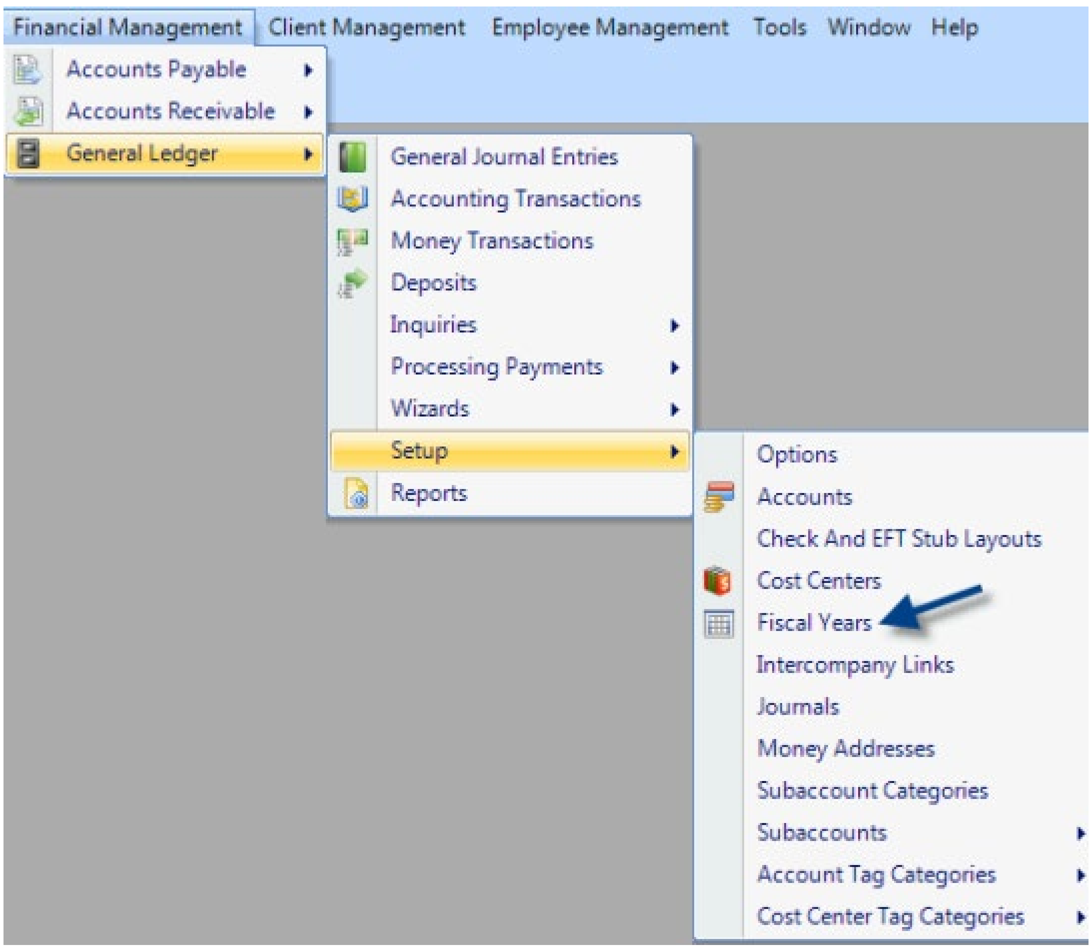
If your fiscal year runs on a calendar year, you will need to create a new fiscal year and open the first period before you can process invoices, payroll or gather a bill in the new year.

To do so:

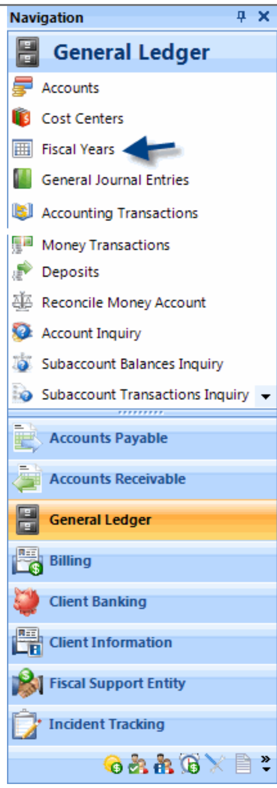
TASK:

1. Open Fiscal Years in one of two ways:

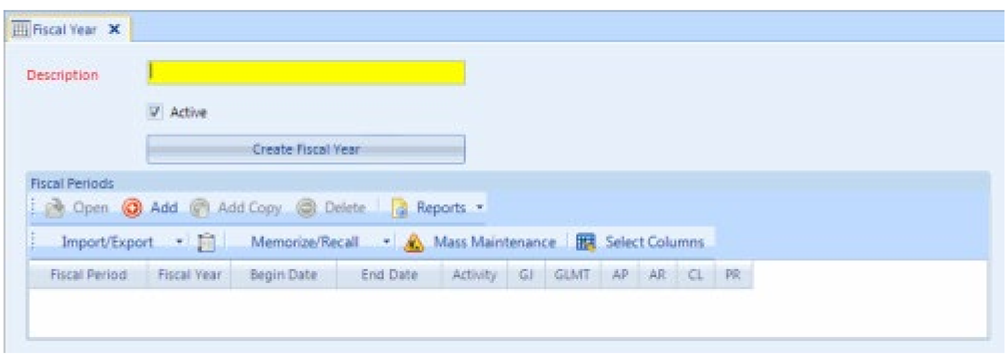
   - Choose **Financial Management > General Ledger > Setup > Fiscal Years.**

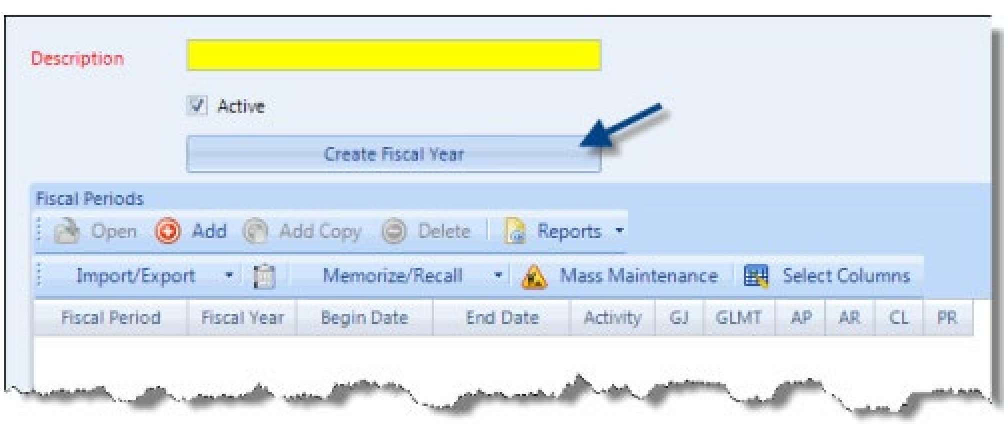
   - Click the **General Ledger** module group on the Navigation Pane and then click **Fiscal Years**.



STEP RESULTS: The **Fiscal Years** form will open in a new window tab.

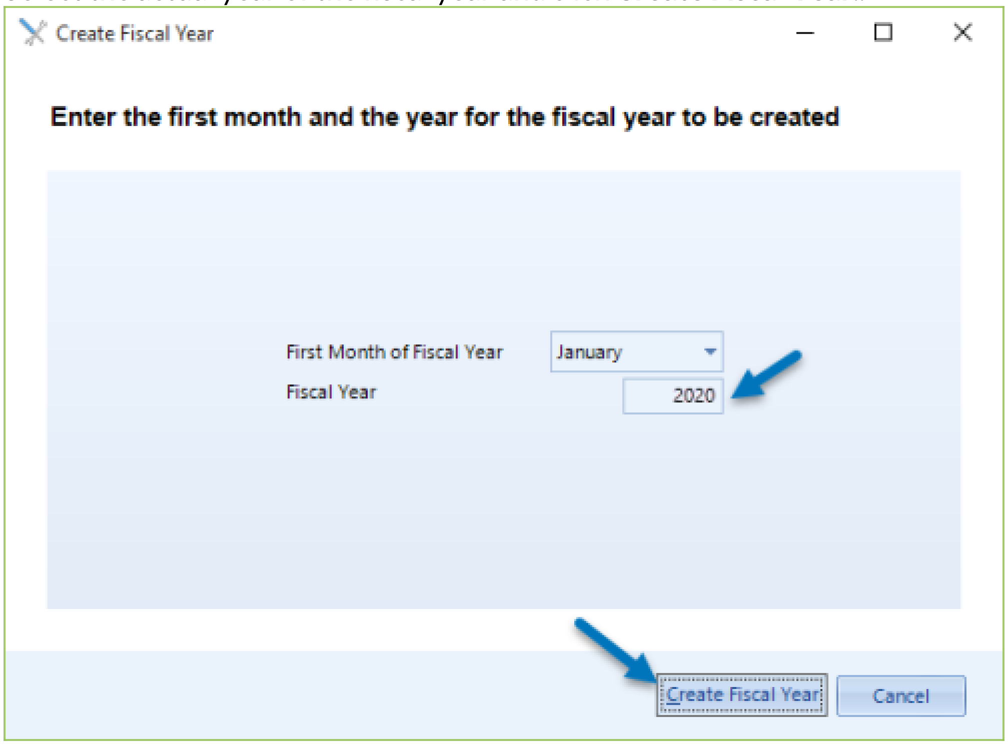


2. Click **Add** from the toolbar and then click **Create Fiscal Year**.



STEP RESULTS: The **Create Fiscal Year** Wizard opens in a pop-up window.

3. Select the month the fiscal year begins.
4. Select the actual year of the fiscal year and click **Create Fiscal Year**..



STEP RESULTS: A progress bar will appear as the fiscal year and periods are created.

5. Click **Finish** to exit the wizard. **STEP RESULTS:** You will see that all 12 periods have automatically been created with the correct begin and end dates. By default, none of the periods are open.
6. Open and close the fiscal periods as needed.

Useful Resources

- State Websites
- Other Useful Websites

State Websites

State	Web Address
Arkansas	https://www.arkansas.gov/dfa/index.php
Arizona	https://www.revenue.state.az.us/
California	https://www.taxes.ca.gov/
Delaware	https://revenue.delaware.gov/
Florida	https://dor.myflorida.com/dor/
Iowa	https://www.state.ia.us/tax/index/index.htmll
Idaho	https://tax.idaho.gov/
Illinois	https://tax.illinois.gov
Indiana	https://www.in.gov/ai/taxes/
Kentucky	https://revenue.ky.gov
Kansas	https://ksrevenue.org/
Louisiana	https://www.rev.state.la.us
Maine	https://www.maine.gov/revenue/
Michigan	https://www.michigan.gov/taxes
Minnesota	https://www.taxes.state.mn.us
Montana	https://revenue.mt.gov/home/businesses.aspx
North Carolina	https://www.dor.state.nc.us/index/index.htmll
New Hampshire	https://www.revenue.nh.gov/index/index.html
New Jersey	https://www.state.nj.us/treasury/taxation/
New Mexico	https://www.tax.newmexico.gov/
New York	https://www.tax.ny.gov/
Ohio	https://tax.ohio.gov/
Oklahoma	https://www.tax.ok.gov/
Oregon	https://www.oregon.gov/DOR/
Pennsylvania	https://www.etides.state.pa.us/
Rhode Island	https://www.tax.ri.gov/

South Carolina	https://www.sctax.org/default/index.html
South Dakota	https://dor.sd.gov/
Texas	https://www.window.state.tx.us/taxes/
Virginia	https://www.tax.virginia.gov/
Wisconsin	https://www.dor.state.wi.us
West Virginia	https://www.state.wv.us/taxrev/

Other Useful Websites

Resource	Web Address
Internal Revenue Service	https://www.irs.gov
Sandata Support Site	https://sandata.zendesk.com/hc/en-us
Social Security Administration	https://www.socialsecurity.gov/bso/bsowelcome/index.html
Social Security Verification Service Handbook	https://www.socialsecurity.gov/employer/ssnvs_handbk/index.html
Transmitter Control Codes IRS 1099 Filing	https://fire.irs.gov
Yearli	https://www.greatland.com/

Related Forms

This chapter contains these forms:

- Forms Overview
- End of Year Processing Selection Form
- W-2 and 1099 Authorization Form
- W-2 Electronic Submission Information Form
- 1099 Electronic Submission Information Form

Forms Overview

The following table details which forms you need to complete by when:

Form Name:	Should Be Completed By:	And Returned By:
End of Year Processing Selection	Everyone	December 3, 2024
W-2, 1099, 1095-C Authorization	Those having Sandata process their W-2s, 1099s and/or 1095-Cs	January 88, 2025
W-2 Electronic Submission Information	Those having Sandata process their W-2s	January 8, 2025
1099 Electronic Submission Information	Those having Sandata process their 1099s	January 8, 2025
1095-C Electronic Submission Information	Those having Sandata process their 1095-Cs	January 27, 2025