2021 Calendar Year End Closing Materials

Agenda

2021 CYE Agenda

USAS Calendar Year-End

Closing Checklist

- USAS Calendar Year End Closing Checklist

Supporting Documentation

- Helpful Links:
  - Instructions for Forms 1099-MISC and 1099-NEC Introductory Material
  - 2021 IRS Instructions for Forms 1099-MISC and 1099-NEC
  - General Instructions for Certain Information Returns (2021) (Forms 1096,1097,1098,1099,3921,3922,5498 and W2-G)

USPS Calendar Year-End

Closing Checklist

- USPS Calendar Year End Closing Checklist

Supporting Documentation

- 2021 W2 Information
  - W2 Form
  - W2REPT Explanation
  - W2 Box Explanation
  - W2 Reconcilation Worksheet
  - Federal Deduction COVID Reporting
  - Reporting W2 Information to States Other Than Ohio
- Special Processing Situations
  - Third Party Sick Pay
    - Sample Third Party Sick Pay Notification
  - Deceased Employee Final Payment Procedures
  - Reimbursable Employee Expense Situations
  - Affects of Special W2 Situations on Processing
- Helpful Links:
  - Internal Revenue Service
  - W2 Instructions
  - Internal Revenue Service Publication 15-A
  - Internal Revenue Service Publication 15-B
  - Ohio Department of Taxation
  - Regional Income Tax Agency (RITA)
  - Central Collection Agency (CCA)
  - City Tax Rates
  - Ohio School District Income (OSDI) Tax Rates