

# 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 Reconciliation 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](#)