

Prepping for W2s



Game plan for W2 Prep:

1. If this is the first time you're going to be filing with the IRS, be sure you have your TCC code. Note that it can take up to two weeks to get this code.
2. Make sure all your deduction and benefit information values are flagged correctly. This can be done on the code setup or while creating the W2 audit.
3. When running the W2 audit, verify the employer setup information for printed W2s.
4. Run the W2 audit to ensure your employees are set up correctly and that all pay, deductions, and benefits to be reported on the W2s are correct. Also, be sure all deductions and benefits that need to be reported on are selected.
 - a. Run a report of your W2 workfile for fatal exceptions only. If any fatal exceptions are encountered, fix these in Employee Profile or through manual checks.
 - b. Run a report of all employees in your W2 workfile to verify their W2 records.
 - c. If your district's employees have local taxes, run the W2 Annual Wage and Tax Summary Report and the W2 Annual Wage and Withholding Report.
 - d. Exceptions you encounter may include: social security exceptions, address truncation, negative amounts encountered on the W2, federal and state wages differing by more than \$1, etc. You can either make these corrections in Employee Profile or through manual checks.
5. Decide how you want to make printed W2s available. There are three options:
 - a. Employee-printed: You can reduce costs by delivering W2s, 1099s, and 1095s to employees electronically via Employee Access. Note that if an employee prefers, he or she can still choose to print the forms, but you'll save money by not automatically printing one for everyone. If you choose b. this route, you can configure settings to notify employees in Employee Access.
 - c. District-printed: If you prefer to print and distribute your own forms, one of your options is to place an order through Nelco.
 - d. Skyward-printed: We would also be happy to print your forms. If you'd like to place an order, go to www.skyward.com. Click on the Support Center tab and log in. Then, from the Bulletin Board tab, choose W2/1099/1095 Processing Information For 2017. To avoid a late fee, be sure to get your order in by November 25!