

# Payrollnews

DECEMBER 2017

## Year-End To-Do List: Sign Up with DM Payroll Services!

It's our goal at **Data Management Payroll Services** to make payroll processing for our clients as simple as possible. To be sure it's a happier New Year when it comes to payroll processing, here's what you can do to start saving time and money right away.

With 2018 right around the corner, taking advantage of the ease of Direct Deposit and Paperless Paydays is easier than ever. Take the headaches out of ACA Reporting, W-2 and 1099 processing, and make 401k reporting a snap. Don't miss our complete list of payroll and HR reporting services and let us show you the many ways **DMPS** can help this year.

### W-2 Reports – Automatically!

The benefits of having a payroll service are endless. We let you know when you're missing pertinent information for W-2 processing, like employees' Social Security numbers and their full names and addresses, and we'll remind you until your records are complete. Ensure on-time W-2s,

and so much more, when you process your payroll with **Data Management Payroll Services**.

### W-2/1099 Proof List

Get ready for 2018 with our *W-2 Proof List* to make sure you



year-end processing flows smoothly. Each report highlights still-missing information, like Social Security number and mailing address and serves to remind you to get these details from your employees. Missing information or incomplete W-2s can result in possible penalties.

### W-2 Mailing Deadline – January 31st

In light of the due date changes mandated by the IRS, W-2 forms are due to employees by January 31, 2018, and forms must be filed with the IRS by

January 31, 2018.

We pride ourselves on helping clients get out those all-important W-2s, on-time, because it's the law! Let **DMPS** process your payroll ... you'll never have to worry at W-2 time again!

### 1099s are a Breeze!

Signing up with **DMPS** means help at 1099 time, too. We'll help you prepare all your 1099s, including 1099-Ms, 1099-Rs, and 1099-Ds. 1099s don't have to be the tedious task they used to be – when you let **DMPS** do the work for you. Save time, employee resources and more money each and every payday.

While you focus on the New Year and what's ahead for 2018, we'll be keeping your company up-to-date with information that affects your bottom line in our monthly client newsletter, *Payroll Briefs* ... always the latest in payroll processing, human resources, and new laws and bills in Congress that can affect you in the future.

Let us process your payroll and prepare your W-2s and 1099s. We'll make sure year-end payroll processing is completed correctly and on-time. Get ready for the New Year ... sign up today with **Data Management Payroll Services**.

## DMPS Takes the Worry Out of ACA Reporting!

**A**t Data Management Payroll Services, we take the worry out of payroll processing and ACA Reporting! We help our clients understand the ACA reporting process and the forms now required by the IRS.

Did you know that we have the ability to handle your ACA 1095 form reporting? The professionals at **DMPS** will answer all your questions and determine which forms, if any, your company is federally mandated to complete and submit.

Applicable Large Employers are now required to file information returns with the IRS and provide statements to their full-time employees (ACA Form 1095) about the health insurance coverage that the employer offered, and they moved-up the IRS filing due date to January 31st.

The IRS will use the information submitted to determine employer shared responsibility provisions for the tax year 2017, and to determine eligibility for employees' premium tax credits.

The **DMPS** ACA system maintains dates of hire, full or part time status, and other payroll data, and we can quickly determine whether you're subject to ACA reporting requirements, and accurately complete and submit your company's ACA reporting forms by the filing deadline.

Don't wait! Let the experts at **Data Management Payroll Services** help you get started now. Incorrect filing, and/or failure to file the returns can result in penalties and fines! We can handle ALL your payroll processing and reporting needs – call us today! □



### *Make It a Smooth Transition Into 2018 ... with DM Payroll Services!*

- ✓ Check Signing & Stuffing
- ✓ Data Transfers
- ✓ Direct Deposit / EFT
- ✓ Employee Earnings Records
- ✓ 401(k) Reporting
- ✓ FOC / Garnishments
- ✓ General Ledger
- ✓ HR – ACA Reporting
- ✓ HR – Applicant Tracking
- ✓ HR – On-Boarding
- ✓ HR – Personnel Records
- ✓ HR – Compliance Library
- ✓ HR – Employee Self-Service
- ✓ Online Payroll Processing
- ✓ Paperless Payroll
- ✓ Payroll Control™
- ✓ Tax Filing
- ✓ Time & Attendance
- ✓ Unemployment Claims
- ✓ Vacation / Sick Accruals
- ✓ W-2 Electronic Filing
- ✓ Workers' Comp Reporting

Through *Payroll News*, Data Management Payroll Services may provide general information on legal developments related to payroll administration. If such developments appear relevant to your specific situation, you should discuss them with your professional advisor before taking any action.