



Dominion PayrollSM

Client Services

CO

Diana Murray

TN

Matt Hill

TX

Cecilia Salcido

VA

Alex Kowalski

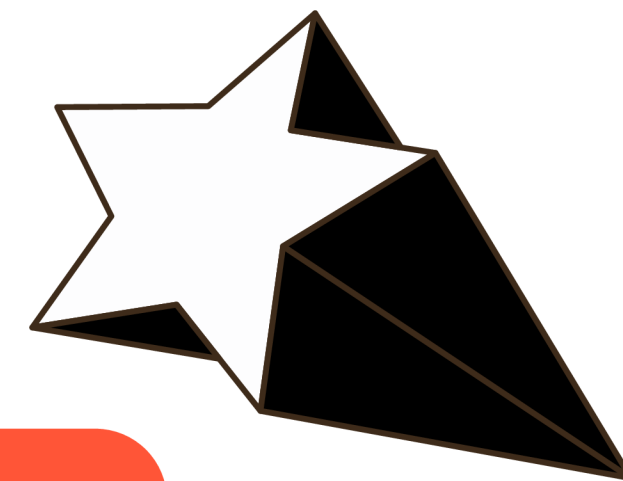


Important Dates, Deadlines & Resources





FEDERAL HOLIDAYS



DOMINION PAYROLL IS **CLOSED**

Thanksgiving – Thursday, Nov. 28, 2024

Christmas – Wednesday, Dec. 25, 2024

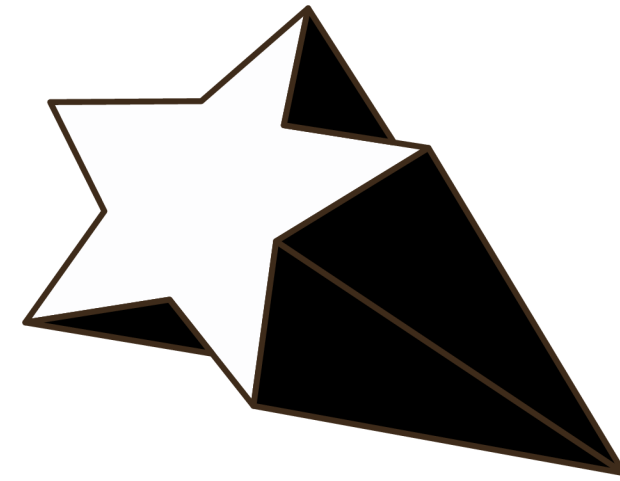
New Years - Wednesday, Jan. 1, 2025

MLK Jr Day - Monday, Jan. 20, 2025





Important Deadlines



December 2nd: Requests for accrual plans, custom reports, etc...

December 27th: Last day to process payroll for 2024

January 6th: Last day to file W-2 corrections without the need for amended returns *{Fees apply}*

January 10th: Electronic W-2's/1099's are available for viewing

January 17th: 2024 Quarter 4 reports will be available in isolved

January 24th: All W-2's/1099's will have been shipped



Resources

VA: (804) 355-3430
customerservice@dominionpayroll.com

TN: (615) 577-9920
dpsupport@dominionpayroll.com

TX: (214) 442-5888
txsupport@dominionpayroll.com

CO: 877-DPS-PAYU
cosupport@dominionpayroll.com

IRS PUBLICATION 15B

<https://www.irs.gov/publications/p15b>

Dominion Payroll Client Help Center

support.dominionpayroll.com/hc/en-us

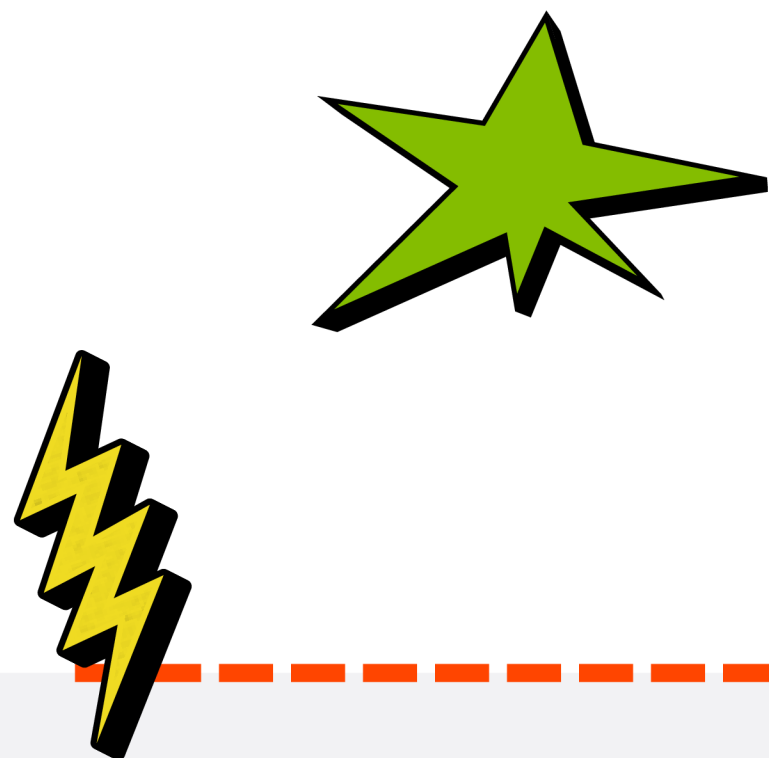
Dominion Payroll Tax Forms

dominionpayroll.com/forms

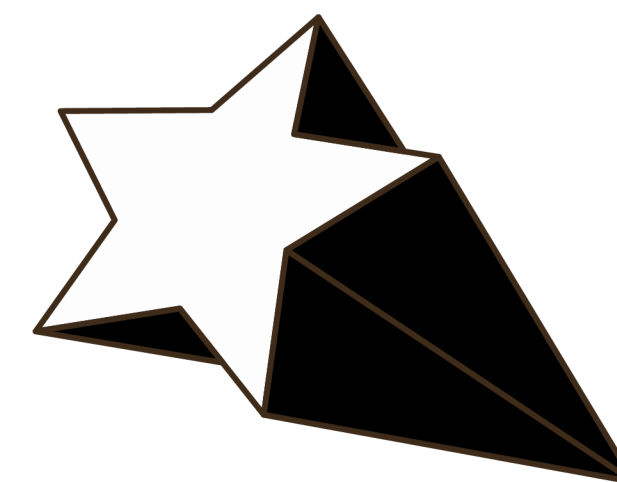
Dominion Payroll Resources

dominionpayroll.com/resources





What do I need for a successful year end?



[2024 Year-End Guide](#)

[Year-End Checklist](#)

[IRS Publication 15b](#)

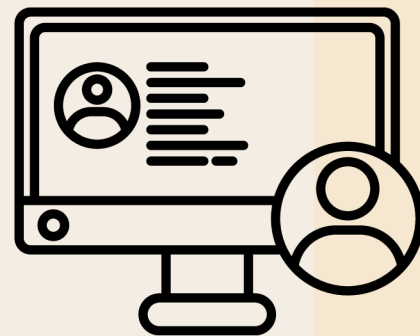
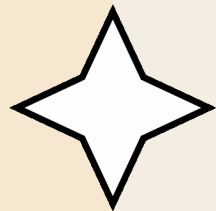
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[Dominion Payroll Resource Page](#)

[Client Services Representative](#)



2025 Payroll Schedule



Review Payroll Calendar for 2025

Submit an Updated 2025 Holiday Schedule

Review Accrual {PTO} Setup and Carryover Balances





Audit Employee Profiles

What should be audited?

Employee name

Social Security Numbers

Address, City, & Zip Code

Reporting > Client Reports:

Employee W-2 Preview

Year-End Exceptions Report

Employee W-2 Verification Report

Electronic Tax Form Delivery Status



Audit Company Contact Info



Names

Payroll Admins

Company Owners

Third-party Representatives

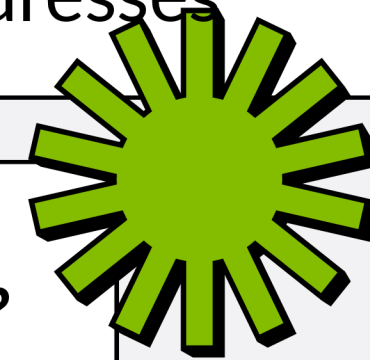
Contact Details

Legal Company Addresses

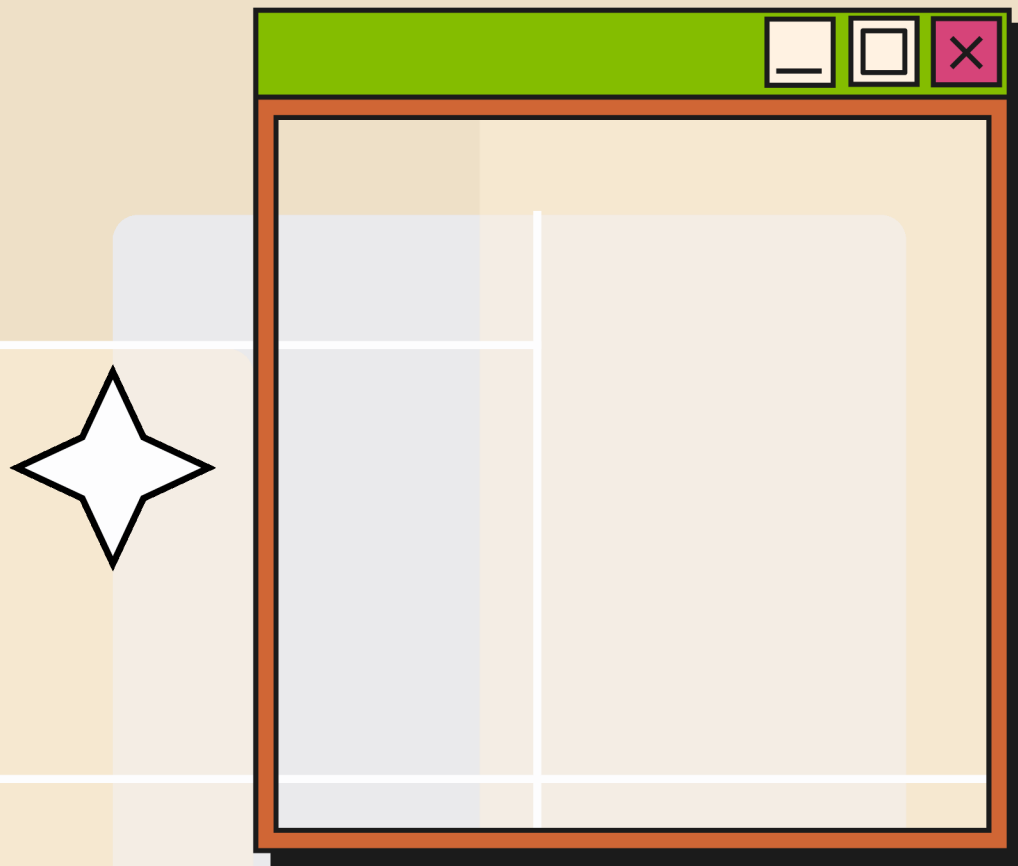
Phone Numbers

Email Addresses

Consider – is the delivery address different from company address?



Paperless W-2's



Benefits:

- Reduce the Risk of Lost W-2's
- Get W-2's to your Employees Faster
- Save on the Cost of Distribution

To see who has or has not already enrolled in
electronic delivery of tax forms:

**Employee admin tools > electronic elections >
delivery status column**





Checklists

FRINGE | BONUS



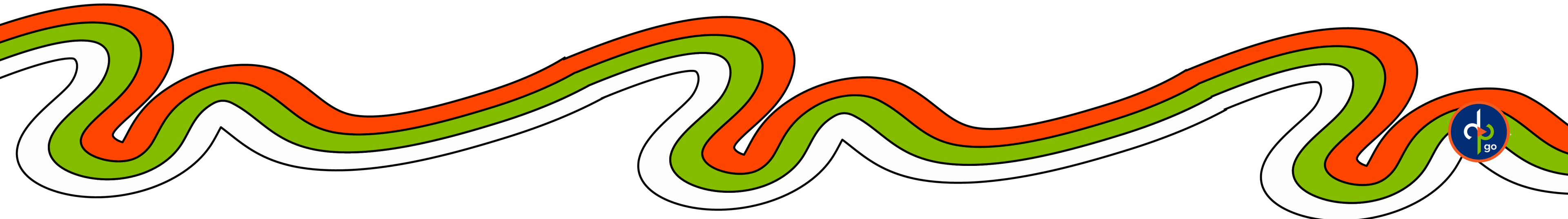


Bonus Payroll Checklist

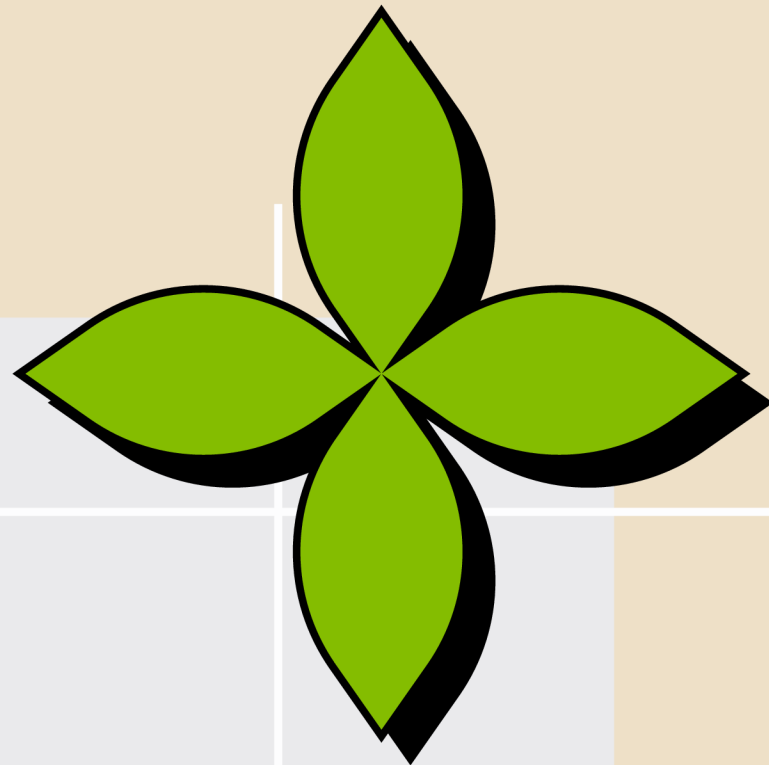


Contact service team >
Complete bonus checklist >
Issue bonus to your employee!

In 2024, the federal withholding rate for supplemental wages is 22% up to \$1 million which ***does not include*** regularly salaried income.



High Liability Payroll



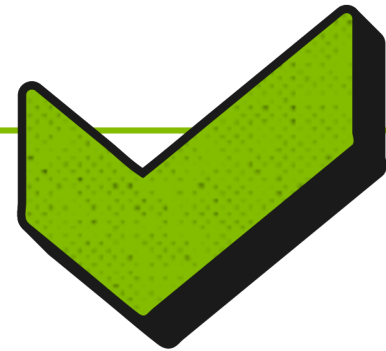
Defined as any payroll with \$100k or more in federal tax liability or a total ACH debit of \$500k or more

Will require **2 business day** processing lead time for timely funding and posting.

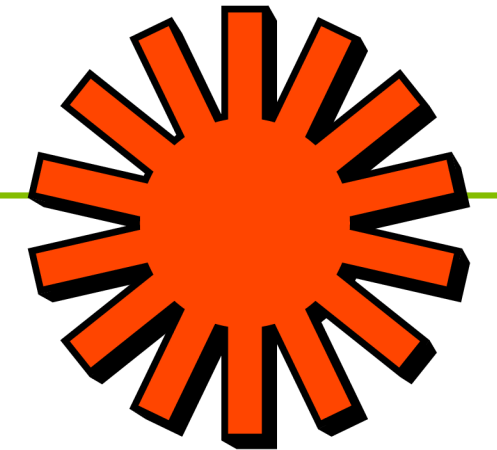
Pre-funding wire or proof of funds for payrolls that significantly exceed the client's normal payroll amount.

Please reach out as soon as you are aware of **larger-than-normal payroll runs**.





Fringe Benefit Checklist



A questionnaire will be sent out to properly collect and capture all information

Common Fringe Benefits

Group Term Life

Auto Allowances

Tuition Assistance

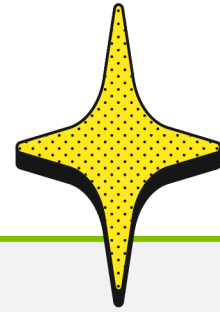
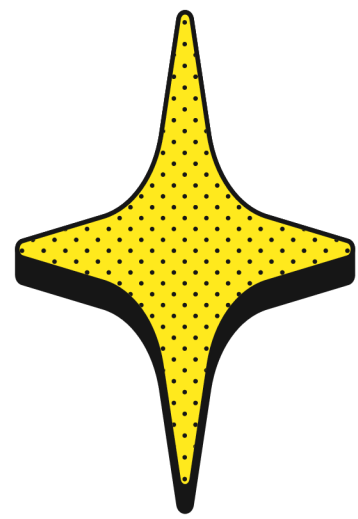
Moving Expenses

Insurance Premiums paid by the Employer

Awards & Prizes, *i.e., gift cards or non-cash compensation*







Year End Adjustments



Why might I need to do a Year-End adjustment?

Wage Reallocation

Tax Correction

Voids or Manual Checks



Please notify customer service no later than

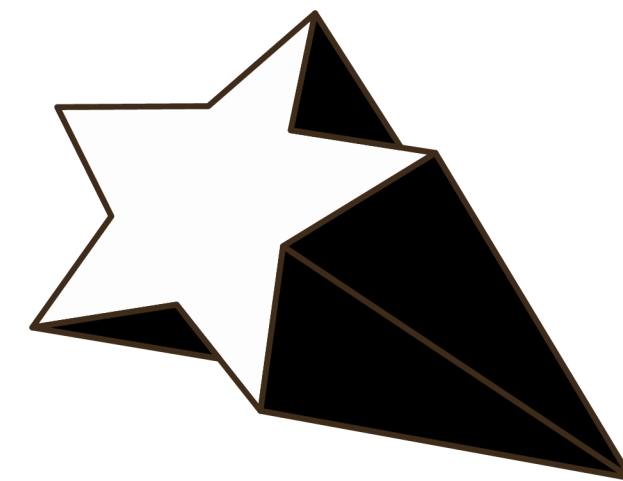
Monday, December 2nd

for any year-end payroll adjustments to
help avoid fees and amended returns!





Auto allowances



Two most popular taxable auto allowances:

Personal use of a company car {pucc}:
the non business use of a company car

Auto/Cash allowance:
paid allowance to an employee related to the use of a personal car

Standard mileage business rates for 2024 – \$0.67 cents per mile



W-2 tax reporting

Common questions you'll get from your employees:

Why didn't I have any tax withholding – {federal, state, both}?

I filed my taxes, but I'm not getting a refund... why?

Why does my final paystub not match the amount on my W-2?

Don't forget – pay date dates priority!

For common questions on W-2's,
visit our website:
dominionpayroll.com/electronic-w2-faq/



1099 NEC



In accordance with IRS requirements, we will only be producing 1099-NECs for anyone with \$600 or more in non-employee compensation.

Employee Self Service > Pay History

IRS Form Website: <https://www.irs.gov/pub/irs-pdf/f1099nec.pdf>





YOU ARE THE BEST



Thank You!



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