



YOU ARE THE BEST

THANK
YOU!

2024

year-end guide



Dominion Payroll®





Dominion Payroll®

We know that as payroll and HR professionals, we are entering one of the most challenging and important times of the year, Year-End. The Year-End process is a pivotal moment in the payroll calendar, requiring precision and attention to detail to ensure a smooth transition into the upcoming year. These tasks are vital for maintaining compliance, processing year-end reports, and facilitating a seamless payroll experience for our employees.

We understand this can be a stressful and overwhelming process. Through the Launching into Year-End event and this guide, we hope to create a frictionless end to 2024.

Find all of
your year-end
recordings here!





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*Please pay close
attention to timelines and
important **cut-off dates** in
our Year-End Guide.*



CLIENT PROCESSING DEADLINES

STANDARD DEADLINES

Payrolls need to be submitted **at least 2 banking days** in advance of the check date to allow sufficient time for payroll funding and employee direct deposits to be received and posted by the check date. Due to strict banking rules, we will not make exceptions to the two-day rule. If you need to process one day before, you will be required to wire funds.

Some payrolls with \$100,000 or more in federal tax liability or total ACH debit of pre-determined system limit or more will also require a wire.

IMPORTANT

Payrolls processed in 2024 that have a pay date of 2025 will show up as wages on the 2025 W-2! These wages will not be part of your 2024 Year to Date totals.

After **December 2, 2024** we cannot guarantee completion of any newly requested projects. Examples of projects: New Accrual Plans for 2025, New Policy Groups, New Performance Reviews, GL Accounting System Remaps, etc.

Please be aware that we will begin our “blackout” period January 10th through January 31st. We will not be processing any adjustments during this time to ensure timely reporting (printing and e-file process) for all our customers.

YEAR-END DEADLINES

Any 2024 payrolls and adjustments must be complete before any 2025 payrolls can be processed. A few important points to remember:



- **Bonuses and Extra Payrolls.** If you are paying bonuses or have any extra payrolls that need to be included in your 2024 W-2s you must notify your Customer Support Team before processing your last regular payroll of the year (wiring of funds may be required).
- **Payroll Adjustments.** Make sure payroll adjustments (e.g., voided checks) are done before your last payroll of 2024 is processed. Voiding checks/processing adjustments after a check date of 2025 has been processed requires us to ‘Re-Open’ the year (see page 10 for applicable fee).
Reminder: Process year-end adjustments early. Do not wait until January!
- **Year-End Adjustment Cut-off Date:** For adjustments processed after December 31, 2024, please remember that tax agencies may consider tax payments late and you, the customer, will be responsible for penalties and interest that any agency may assess. Payroll adjustments must be processed by **4:00 pm ET on January 6, 2025**. Any adjustments made after January 6, 2025, will result in a W-2C for employees as well as amendments (*fees will apply*). We encourage you to process adjustments well in advance of January 5, 2025.





YEAR-END DEADLINES *continued*

- **Fringe Benefit Adjustments:** Identify and schedule special payroll adjustments such as group term life, auto allowances and other fringe benefits. Many of these fringe benefits require tax withholdings and they need to be entered with 'live wages' and processed at the same time as a regular payroll run before the end of the year.
- **Third Party Sick Pay:** Determine if you have Third Party Sick Pay information that must be reported for 2024. This will need to be completed before you run a payroll with a check date of 2025. Please be aware we will print all W-2s after **January 6th** – even if the information is not received. **Please be aware that notifying us of late third-party sick (being received after January 6th) will NOT eliminate the applicable fees for processing late adjustments.** Please contact your provider and request the information in advance of our Year- End Adjustments cut-off.

Reminder: Process year-end adjustments early. Do not wait until January!



TAKE NOTE

The Consolidated Appropriations Act of 2016 includes a provision requiring the accelerated W-2 and 1099 filing due date. Due to the increased incidents of tax fraud and Identity theft, the IRS has moved forward with a provision to require employers to report W-2 and 1099 data to the Social Security Administration and IRS by **January 31st**.

It's essential for businesses to be prepared as soon as possible in the months leading up to the due date. This means organizations will have to participate in advanced planning to ensure all documentation is submitted accurately and on time. We encourage human resources and payroll teams to begin planning now and submit changes and year-end adjustments early.

RETIREMENT CONTRIBUTIONS & SUBMISSION DEADLINES:

For clients utilizing retirement submission services through Dominion Payroll, all employee and employer retirement contributions must be submitted within the 2024 calendar year. While the specific deadlines for **2024 have not yet been released by the providers**, based on previous years, the deadlines typically fall **1-2 business days before December 31st**.

To ensure that your submissions are made on time, we recommend processing your year end payroll as soon as possible, and no later than **December 23rd or 24th**. Although we will make every effort to ensure all contributions are submitted within 2024, submissions processed after December 24th may not be guaranteed to meet the providers' deadlines.

Additionally, please stay alert for communications from your retirement provider, as they will be issuing the official deadlines for 2024 in the near future.



YEAR-END CHECKLIST

WITH
LOVE



- ☐ [Review processing deadlines and identify your last payroll check date of 2024.](#) (PG 8)
- ☐ [Review 'Dates to Remember for Year-End.'](#) (PG 7)
- ☐ Review payroll run schedule for 2025 and contact your support team for any changes.
- ☐ Perform an audit of employee data related to SSN, name and mailing address. Make any necessary updates in isolved before your last payroll run of 2024.
- ☐ Third Party Sick Pay information should be processed by **January 2, 2025**. Fees will apply for amendments/adjustments after the deadline.
- ☐ Identify and process any end of year payroll, such as Bonus and Fringe Benefits, with a pay date in December 2024 that has 'live wages' if you want them to apply to 2024.
- ☐ Enter any additional manual checks and/or voided checks that need to be recorded in 2024, prior to your last payroll process date of 2024. If entering manual checks/voids, contact your support team to make sure it is recorded in 2024. **This CANNOT be done after January 5, 2025.**
- ☐ Review and approve your ACA forms by **February 3, 2025**, for the March 3, 2025 distribution - *if applicable.* (PG 12)
- ☐ Call your Customer Support team with any questions regarding your year-end processing well in advance of December 2024 in order to address and resolve outstanding issues.



2024/25 YEAR-END IMPORTANT DATES

Thursday, November 28

Thanksgiving Day – Federal Reserve & Dominion Payroll Holiday
(Offices Closed)

Wednesday, December 25

Christmas Day – Federal Reserve & Dominion Payroll Holiday
(Offices Closed)

Friday, December 27

Last Day for Regular 2-Day Processing

Wednesday, January 1

First Day to Approve ACA Forms for 2024

Wednesday, January 1

New Year's Day – Federal Reserve & Dominion Payroll Holiday (Offices Closed)

Friday, January 10

Electronic W2s are available via ESS

Friday, January 17

2024 Q4 reports will be available

Monday, February 3

Last day to approve ACA Forms with guaranteed delivery and filing to meet the Federal & select states deadline.



YEAR-END MAINTENANCE DETAILS

AUDIT TOOLS

Employee W-2 information must be correct as the IRS may charge a penalty for filing W-2 forms with incorrect information. We strongly encourage you to start auditing your employee records now – before the busy holiday season!

- Please verify SSN, name, and address for each employee (the name must be exactly as it appears on the employee's Social Security card).

- For your convenience, please use the following report for verification purposes:

[Reports > Client Reports > Employee W-2 Verification > Run Report.](#)

- Any updates to name, Social Security Numbers or addresses should be made immediately. Access your employee records and make corrections in isolved as follows:

[Employee Management > Employee Maintenance > General.](#)

W-4

Send a reminder to your employees regarding submitting a new W-4 for 2025. Employees who are currently claiming exempt from withholding must submit a new form W-4 by **February 14, 2025** to maintain that status. Employers are required to begin withholding federal tax for those employees who fail to provide a new W-4 by that date. Also, any employees who have experienced a life event may need to submit a new W-4 due to the change in number of allowances.

EMPLOYER PORTION OF HEALTH CARE

The Affordable Care Act provides that employers must report the cost of employer-provided health care coverage on Forms W-2.

- Reporting is mandatory for employers that file 250 or more Forms W-2.
- The amount reported should include both the portion paid by the employer and the portion paid by the employee.
- Please contact Customer Support to discuss the entry of the employer portion of the health insurance premium.

It is your responsibility to preview your W-2s and verify the amounts in Box 12 DD prior to printing W-2s.

Review W-2s prior to **December 1st** and contact your CSR for changes that you need made. Additional fees will be charged if you fail to report changes that result in reprinting of W-2s.



YEAR-END MAINTENANCE DETAILS continued...

FUTA CREDIT REDUCTION

Some states take Federal Unemployment loans if they lack the funds to pay unemployment benefits for state residents. If a state has outstanding loans with the federal government, the FUTA credit rate for employers in that state will be reduced until the loan is repaid.

The result of being an employer in a credit reduction state is a higher tax due on the Form 940. This higher tax is considered incurred in the 4th quarter. Therefore, your company will owe additional federal unemployment taxes that will need to be impounded. Future communication will include details regarding the FUTA credit reduction calculations.

TAX RATE CHANGE NOTIFICATIONS

IRS and State Notifications for 2025

Unemployment rates and tax filing frequencies are mailed to the taxpayer, not to Dominion Payroll - it is imperative these tax- related communications are forwarded to Dominion Payroll immediately. We require this information in order to ensure your taxes are paid accurately and timely in 2025.

Please note: Late tax payments result in interest and penalty charges. If your federal or state tax filing frequency is changed and you don't notify us, we will not be responsible for any penalties or interest that may be charged.

W-2S/1099S

W2

With the understanding that all Year-End processing deadlines have been met and you have reported all necessary information, W-2s will be processed and delivered by **January 31, 2025**. We will be printing and shipping all W-2 forms to your year-end delivery address.

1099-NEC

You are responsible to report all 1099-NEC wages before processing your final payroll of 2024, amendment fees will apply. We will file 1099s with the Federal Government if the Legal Service has been turned on before **December 30, 2024**.

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





W-2 Forms and 1099 forms will be available for viewing and printing online effective **January 8, 2025**.

Service	Fees
W-2 processing base charge	Per Contract
W-2 per charge	Per Contract
W-2 shipping fees	Per Contract
Re-open previous year payroll (adjustments)	\$300.00
Re-open previous year payroll after a 2025 payroll has been processed	\$500.00
Reprint W-2	\$25.00 each
W-2 correction – change to data: name, address, SSN	\$25.00 each
W-2-c – correction made after January 5 - change made to data: name, address, SSN	\$50.00
W-2-c – correction made after January 5 - change to figures	\$150.00
Amended Quarterly or Annual Return per form	\$100.00 each
1099 processing base charge	Per Contract
1099 processing base charge	Per Contract
1099 shipping fees	Per Contract

ADDITIONAL RESOURCES



**Dominion Payroll State Tax
Forms**

dominionpayroll.com/forms

Internal Revenue Service

www.irs.gov

Social Security Administration

www.ssa.gov

Bureau of Labor and Statistics

www.bls.gov

State Agencies

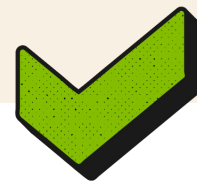
[www.irs.gov/businesses/small-business-
es-self-employed/state-government-websites](https://www.irs.gov/businesses/small-businesses-self-employed/state-government-websites)

**American Payroll Association -
PayrollOrg**

www.payroll.org



ACA REPORTING FOR 2024



Employers are subject to the Affordable Care Act filing if you meet either of the following criteria:

- If you averaged at least 50 full-time employees (including full-time equivalent employees) during the prior calendar year, you are considered an Applicable Large Employer (ALE). The IRS has defined a specific formula for this and there is a report available in the system to assist in this calculation.
- If you offer self-funded medical insurance, regardless of the size of your company. If you are unsure if this applies to you, please check with your broker or insurance provider.

Under the Affordable Care Act's employer shared responsibility provisions, applicable large employers (ALEs) must either offer minimum essential coverage that is "affordable" and that provides "minimum value" to their full-time employees (and their dependents), or potentially make an employer shared responsibility payment to the IRS.

ACA Year-End Preparation

By now you should confirm that your ACA reporting year is set up in isolved for 2024. Employers should already be compiling and analyzing data now to determine offers of coverage and affordability. We recommend you review our ACA articles available in the isolved University. We will also provide a Year-End ACA Reporting Guide to the Quick Links section in isolved. This guide will help you familiarize yourself with the necessary steps you will need to take to ensure a smooth ACA reporting process.

For assistance with ACA Year-End Preparation: <https://learning.myisolved.com/>

Navigate to Library > Articles, type 'ACA' in the search bar.

ACA Year-End Requirements

Employers are responsible for two important components of ACA Year-End requirements: Furnishing and Filing. You will need to furnish individual 1095 forms by **March 3, 2025**, to all full-time employees during 2024. These forms will contain information about when/if coverage was offered, whether the offered coverage was affordable (based on the IRS guidelines), and if self-funded, which employees and dependents were covered throughout the year. Depending on their state requirements, employees may need this form to provide proof of coverage for tax year 2024.

Dominion Payroll will electronically file your 1094 & 1095 forms to the IRS only after your ACA Forms have been approved in isolved. Forms cannot be approved until January 1, 2025.

It is the employer's responsibility to carefully review, make any necessary corrections, override portions of the forms that cannot be automated, and approve your ACA forms by the February 3rd deadline. Should you have any questions, please reach out to your Dominion Payroll Benefits Specialist for assistance.

Your ACA filing requirement will not be complete until you receive confirmation that your ACA files were successfully transmitted to the IRS, and either Accepted or Accepted with Errors.



ACA RELATED FEES

Service	Fees
1095 processing base charge	Per Contract
1095 per charge	Per Contract
1095 shipping fees	Per Contract
Duplicate 1095	\$10.00 each
1095 correction performed by customer– change to data: name, address, SSN	\$25.00 each
1095 correction performed by customer– change to figures	\$75.00 each
Rejected File Correction & Submission	\$75.00
Accepted with Errors File Correction & Submission	\$75.00

Billing for ACA charges will occur after you approve your forms in **January 2025**.

ADDITIONAL RESOURCES



IRS Q&A

www.irs.gov/Affordable-Care-Act/



Dominion Payroll®

HQ CUSTOMER SERVICE

CUSTOMERSERVICE@DOMINIONPAYROLL.COM

804.355.3430

TENNESSEE CUSTOMER SERVICE

DPSUPPORT@DOMINIONPAYROLL.COM

615.577.9920

TEXAS CUSTOMER SERVICE

TXSUPPORT@DOMINIONPAYROLL.COM

214.442.5888

COLORADO CUSTOMER SERVICE

COSUPPORT@DOMINIONPAYROLL.COM

970.728.6777