Asure

Preparing for Year-End 2023

Presented By:
Laura Waters
and Stuart Merrill - SPHR, CPP

AsureHCM

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2024

Agenda

Important Dates

What's New

Year-End Planning

W-2 Info Review

Summary

Appendix

Summary

Info re: ACA Reporting will <u>not</u> be covered in this presentation.

Updates and Information will be provided by ACA Support team in mid-January.

Dates & Deadlines

12/15 –Deadline for submission of Bonus Payroll Form & Additional Wage Adjustment Checklist

12/25 – Asure Holiday & Bank Holiday. All Banks and Asure offices are closed

12/29- Last date a payroll can be processed and posted into 2023
(regular, bonus and wage adjustments payrolls)

1/1/2024 – Asure Holiday & Bank Holiday. All Banks and Asure offices are closed

1/5/2024 – Asure must close out 2023 year-end processing; anything processed after 1/5/2024 will require tax amendments

1/8/2024 – Deadline to sign and return the W2 or 1099 Authorization Form for shipping method

Dates & Deadlines

Forms W-2 & W-3

By law, employers are required to file Forms W-2 & W-3 with the Social Security Administration (SSA) by Wednesday, January 31, 2024 (whether using paper forms or filing electronically)

Forms 1099

Forms 1099-MISC are due to IRS by February 28, 2024 for paper filing, or April 1, 2024, if filing electronically.

Forms 1099-NEC (for Independent Contractors) are due to IRS by January 31, 2024

Forms 1094-C & 1095-C

Due to IRS by February 28, 2024, for paper filing, or April 1, 2024, if filing electronically.

Deadline for furnishing W-2s to Employees is January 31, 2024	Deadline for furnishing 1099s to Payees is January 31, 2024

DECEMBER 2023 Payroll Processing

day of the week	check date	submit by Day (no later than)	submit by Date (no later than)	Submit Deadline
Monday	12/18/2023	Thur	12/14/2023	12 Noon
Tuesday	12/19/2023	Fri	12/15/2023	12 Noon
Wednesday	12/20/2023	Mon	12/18/2023	12 Noon
Thursday	12/21/2023	Tue	12/19/2023	12 Noon
Friday	12/22/2023	Wed	12/20/2023	12 Noon
Monday	12/25/2023	*Asure offices and banks are closed for Christmas holiday*		
Tuesday	12/26/2023	Thur	12/21/2023	12 Noon
Wednesday	12/27/2023	Fri	12/25/2023	12 Noon
Thursday	12/28/2023	Tue	12/26/2023	12 Noon
Friday	12/29/2023	Wed	12/27/2023	12 Noon

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What's New for 2024

- FUTA Credit Reduction
- SUI wage base limits
- Form W-4 | Form W-2 | Form I-9
- Social Security & Medicare Taxes
- Retirement Plan Contribution Limits
- HSA / FSA Contribution Limits
- Reference Reminder

FUTA Credit Reduction

- **California** (subject to 0.6% reduction)
- **New York** (subject to 0.6% reduction)

The 2023 FUTA rate was 0.6% of first $7,000 of EE wages.
With a credit reduction of 0.6% the effective rate becomes 1.2%.
So, we need to collect the difference.

RE: Asure Clients

- ✓ Payrolls will process normally
- ✓ FUTA assessment calculated at end of December
- ✓ Clients alerted in Q/E package of amount to collect (along with any other quarter end variances)

What is a credit reduction state?

A state is a credit reduction state if it has taken loans from the federal government to meet its state unemployment benefits liabilities and has not repaid the loans within the allowable time frame. A reduction in the usual credit against the full FUTA tax rate means that employers paying wages subject to unemployment insurance (UI) tax in those states will owe a greater amount of tax.

The FUTA tax levies a federal tax on employers covered by a state's UI program. The standard FUTA tax rate is 6.0% on the first $7,000 of wages subject to FUTA. The funds from the FUTA tax create the Federal Unemployment Trust Fund, administered by the United States Department of Labor (DOL).

Generally, employers may receive a credit of 5.4% when they file their Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return, to result in a net FUTA tax rate of 0.6% (6.0% - 5.4% = 0.6%).

Some states take Federal Unemployment Trust Fund loans from the federal government if they lack the funds to pay UI benefits for residents of their states.

If a state has outstanding loan balances on January 1 for two consecutive years and does not repay the full amount of its loans by November 10 of the second year, then the FUTA credit rate for employers in that state will be reduced until the loan is repaid.

https://www.irs.gov/businesses/small-businesses-self-employed/futa-credit-reduction

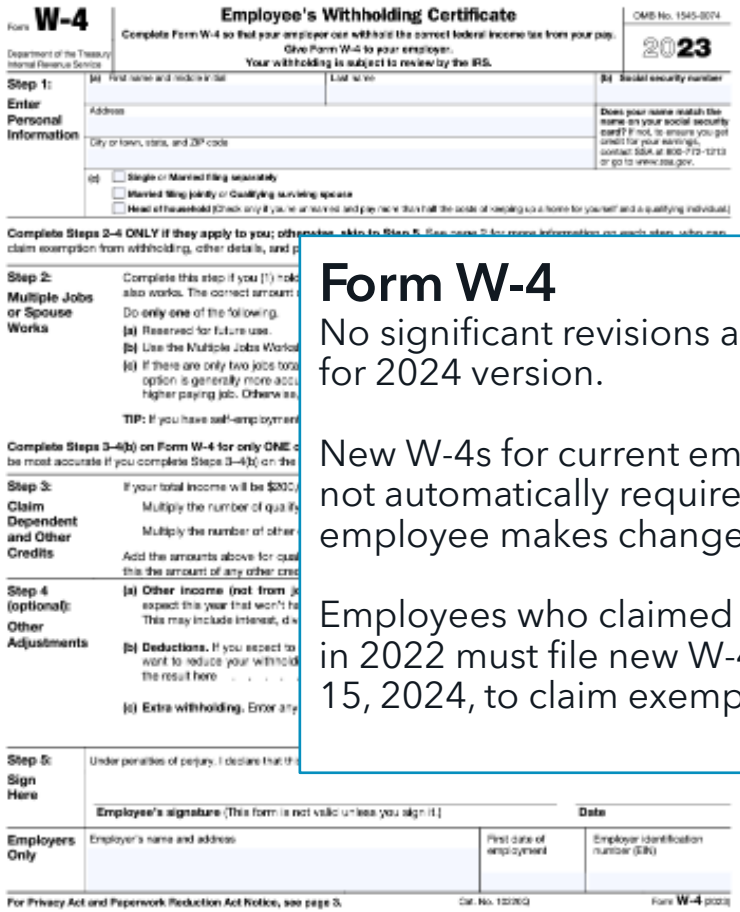
SUI Wage Base Limits for 2024

- The wage base limit determines max State Unemployment Insurance tax that is calculated / collected on each employee.
- Example: a Texas employer has a SUI rate of 2.7%, so the tax per employee is calculated on first 9,000 of employee wages

Alabama	8,000	Hawaii	61,800	Massachusetts	15,000	New Mexico	31,500	South Dakota	15,000
Alaska	48,600	Idaho	53,300	Michigan	9,500	New York	12,500	Tennessee	7,000
Arizona	8,000	Illinois	13,271	Minnesota	42,000	North Carolina	31,400	Texas	9,000
Arkansas	7,000	Indiana	9,500	Mississippi	14,000	North Dakota	43,200	Utah	48,000
California	7,000	Iowa	38,200	Missouri	10,000	Ohio	9,000	Vermont	14,300
Colorado	23,800	Kansas	14,000	Montana	43,000	Oklahoma	27,000	Virginia	8,000
Connecticut	25,000	Kentucky	11,400	Nebraska	9,000	Oregon	54,100	Washington	68,500
Delaware	10,500	Louisiana	7,700	Nevada	40,600	Pennsylvania	10,000	West Virginia	9,000
District of Columbia	9,000	Maine	12,000	New Hampshire	14,000	Rhode Island	31,800	Wisconsin	14,000
Florida	7,000	Maryland	8,500	New Jersey	42,300	South Carolina	14,000	Wyoming	30,900
Georgia	9,500								

We need your help! If you have received a notice of change to SUI rate for 2024, please forward to your Payroll Specialist

Form W-4


Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2023

Step 1: Enter Personal Information

(a) First name and middle initial | Last name | (b) Social security number

Address

City or town, state, and ZIP code

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

(c) ☐ Single or Married filing separately
☐ Married filing jointly or Qualifying surviving spouse
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and p

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold
also works. The correct amount
Do **only one** of the following.
(a) Reserved for future use.
(b) Use the Multiple Jobs Worksh
(c) If there are only two jobs tota
option is generally more accu
higher paying job. Otherwise, se

TIP: If you have self-employment

Complete Steps 3–4(b) on Form W-4 for only ONE o
be most accurate if you complete Steps 3–4(b) on the

Step 3: Claim Dependent and Other Credits

If your total income will be $200,
Multiply the number of qualif
Multiply the number of other
Add the amounts above for qual
this the amount of any other cre

Step 4 (optional): Other Adjustments

(a) Other income (not from jo
expect this year that won't ha
This may include interest, div

(b) Deductions. If you expect to
want to reduce your withholdi
the result here . . . . . .

(c) Extra withholding. Enter any

Step 5: Sign Here

Under penalties of perjury, I declare that th

Employee's signature (This form is not valid unless you sign it.) | **Date**

Employers Only

Employer's name and address | First date of employment | Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form **W-4** (2023)

Form W-4

No significant revisions are expected for 2024 version.

New W-4s for current employees are not automatically required, only when employee makes changes, *Except…*

Employees who claimed Exempt status in 2022 must file new W-4 by February 15, 2024, to claim exemption for 2024.

Exemption from withholding. You may claim exemption from withholding for 2023 if you meet both of the following conditions: you had no federal income tax liability in ~~2022~~ **and** you expect to have no federal income tax liability in ~~2023~~. You had no federal income tax liability in 2022 if (1) your total tax on line 24 on your 2022 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2023 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2024.

https://www.irs.gov/pub/irs-pdf/fw4.pdf

Home > I-9 Central > Form I-9 Related News > Countdown to Nov. 1 is ON! - Make Sure You're Using the 08/01/2023 Form I-9

Countdown to Nov. 1 is ON! - Make Sure You're Using the 08/01/2023 Form I-9

Starting Nov. 1, you can only use Form I-9, Employment Eligibility Verification, with the 08/01/2023 edition date.

A revised Spanish edition of Form I-9 with an edition date of 08/01/2023 is available for use in Puerto Rico only and by other employers as a translation aid.

For more information, visit I-9 Central or join a free Form I-9 webinar.

U.S. Citizenship and Immigration Services

https://www.uscis.gov/i-9

Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No.1615-0047

Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- ☐ 1. A citizen of the United States
- ☐ 2. A noncitizen national of the United States (See Instructions.)
- ☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)
- ☐ 4. A noncitizen (other than **Item Numbers 2. and 3.** above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance

Signature of Employee	Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)			Additional Information		

2023 Form W-2 Will Have Design Changes

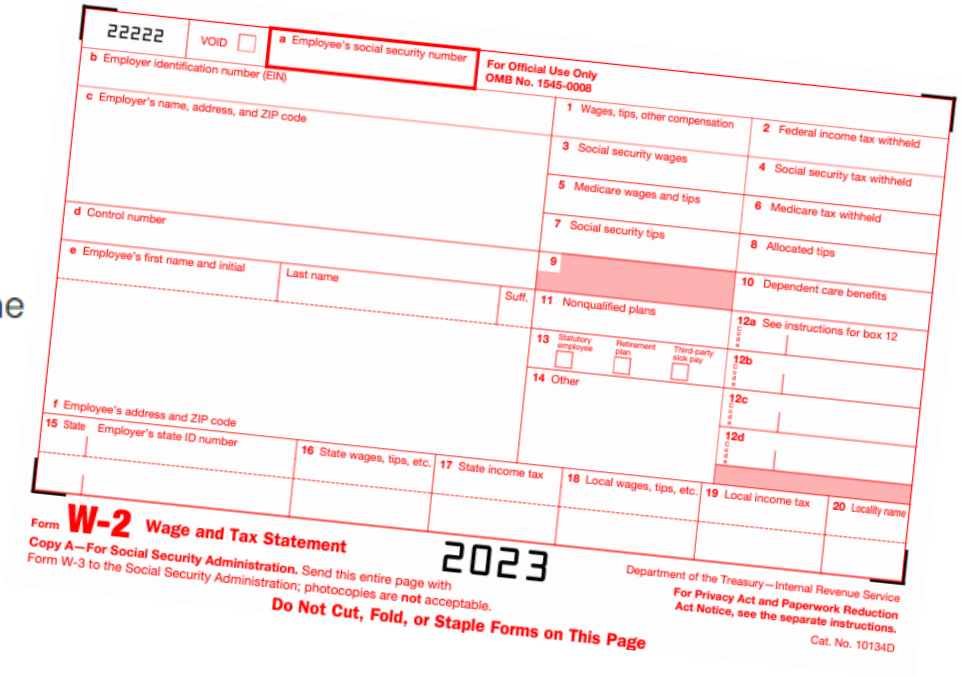
BY: Jyme Mariani, Esq. | 10/07/22

Beginning in 2023, the IRS will consolidate the Form W-2, *Wage and Tax Statement*, onto fewer pages. The **draft form**, posted on September 29, reduces the pages from 11 to five by placing Copies B, C, and 2 on the same page. To fit these copies on one page, some of the boxes have been moved. In addition, all the instructions will be combined on one separate page and will align as the reverse sides of Copies B, C, and 2.

Copy A, which remains included for informational purposes only by the IRS in red ink, and Copy 1, which is for state, city, or local tax departments, both remain on separate pages. The draft does not have any box changes on these copies.

The IRS also eliminated Copy D, the employer's copy, and the employer instructions that appeared on the reverse side of the copy.

The IRS will release a final form with any changes soon.



<will not affect w2 reporting, or format>

Source: payroll.org

Social Security & Medicare

Social Security Taxable wage base increased from $160,200 to **$168,600**

description	for 2024
Social Security taxable wage base - *increase*	$168,600
Social Security tax rate - unchanged	6.2%
Social Security tax, maximum for 2023	$10,453.20
Medicare tax rate - unchanged	1.45%
*highly compensated employees pay an additional 0.9% Medicare tax on any earnings over $200,000 (employee only)	*net 2.35%

Contribution Limits for Retirement Plans

description	for 2024
401k contributions:	
Maximum employee contribution - increase	$23,000
Catch-up contribution - unchanged	$7,500
Max employee + employer contribution - increase	$66,000
403b contributions:	
Maximum employee contribution - increase	$23,000
Catch-up contribution - unchanged	$7,500
Max employee + employer contribution - increase	$66,000
SIMPLE IRA contributions:	
Maximum employee contribution - increase	$16,000
Catch-up contribution - increase	$3,500
2024 Annual Compensation Limit	$340,000
This is the max annual compensation that can be considered for retirement contributions.	

Flexible Spending

Health savings account

Changes to FSA / HSA Contribution Limits

Health – Flexible Spending Accounts (FSA)	for 2024
Contribution limit - increase	$3,200
Maximum carryover limit - increase	$640

Health Savings Accounts (HSA)	for 2024
Contribution limits:	
Self only- increase	$4,150
Family- increase	$8,300
HSA catch-up- unchanged	$1,000

2024 State Min Wage Increases

AZ	from 13.85 to $14.35	HI	from 12.00 to $14.00	NE	from 10.50 to $12.00	SD	from 10.50 to $12.00
CA	from 15.50 to $16.00	ME	from 13.80 to $14.15	NJ	from 14.13 to $15.13	VT	from 13.18 to $13.67
CO	from 13.65 to $14.42	MD	from 13.25 to $15.00	NY	from 14.20 to $16.00	WA	from 15.74 to $16.28
CT	from 15.00 to $15.69	MN	from 10.59 to $10.85	OH	from 10.10 to $10.45	WV	from 8.75 to $10.00
DE	from 11.75 to $13.25	MT	from 9.95 to $10.30	RI	from 13.00 to $14.00		

Notice

Minimum Wage for Federal Contracts Covered by Executive Order 13658, Notice of Rate Change in Effect as of January 1, 2024

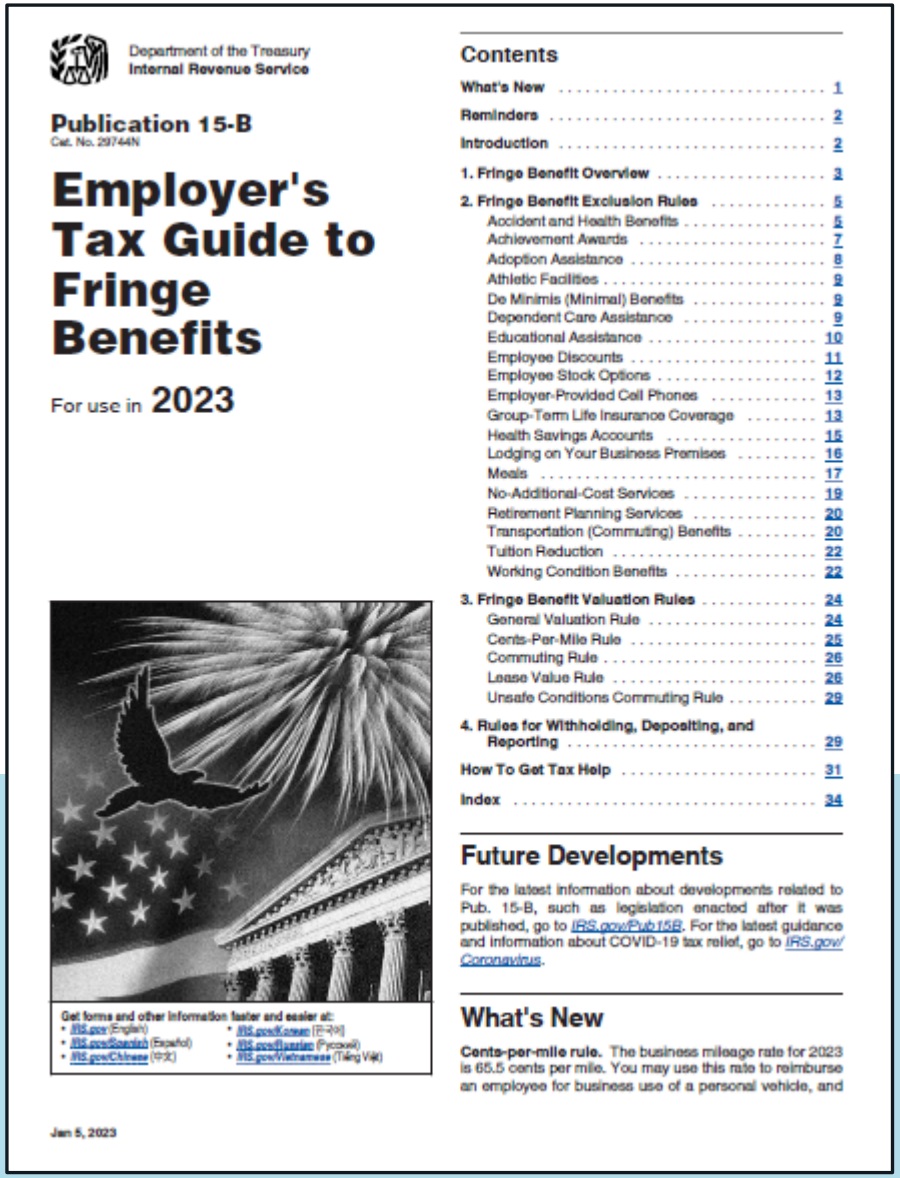
A Notice by the Wage and Hour Division on 09/28/2023

...Beginning on that date, the Executive Order 13658 minimum wage rate that generally must be paid to workers performing work on or in connection with covered contracts will increase to $12.90 per hour, while the required minimum cash wage that generally must be paid to tipped employees performing work on or in connection with covered contracts will increase to $9.05 per hour.

Proposed Changes to Salary Threshold for Exempt Employees

The US Department of Labor has proposed a new rule to increase the minimum salary threshold from $684 per week ($35,568 / year) to $1059 per week ($55,068 / year)

https://www.federalregister.gov/documents/2023/09/08/2023-19032/defining-and-delimiting-the-exemptions-for-executive-administrative-professional-outside-sales-and



Department of the Treasury
Internal Revenue Service

Publication 15-B
Cat. No. 29744N

Employer's Tax Guide to Fringe Benefits

For use in **2023**

Get forms and other information faster and easier at:
- IRS.gov (English)
- IRS.gov/Spanish (Español)
- IRS.gov/Chinese (中文)
- IRS.gov/Korean (한국어)
- IRS.gov/Russian (Русский)
- IRS.gov/Vietnamese (Tiếng Việt)

Jan 5, 2023

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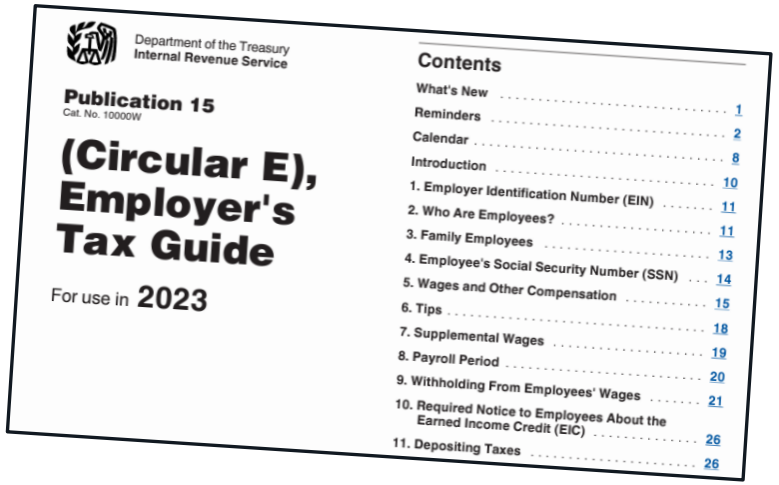
Future Developments

For the latest information about developments related to Pub. 15-B, such as legislation enacted after it was published, go to *IRS.gov/Pub15B*. For the latest guidance and information about COVID-19 tax relief, go to *IRS.gov/Coronavirus*.

What's New

Cents-per-mile rule. The business mileage rate for 2023 is 65.5 cents per mile. You may use this rate to reimburse an employee for business use of a personal vehicle, and

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



Department of the Treasury
Internal Revenue Service

Publication 15
Cat. No. 10000W

(Circular E), Employer's Tax Guide

For use in **2023**

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Reference Reminder IRS Publication 15-B & Circular E (Pub 15)

2024 Supplemental Tax Rate = 22%

2024 Mileage Rate TBA, currently 65.5 cents per mile*

	Rates in cents per mile			
Period	Business	Charity	Medical Moving	Source
2023	65.5	14	22	IR-2022-234

AsureHCM

- Forms for Year-End
- Year-End Adjustments
- To-Dos & Reminders
- FAQs
- Resources

Reports to Review

- PAY00538
- PAY00709
- PAY00717

Year-End Planning
W-2 Balancing / Review

Asure

Reports to review for Quarter/Year-End Processing

PAY00520 Payroll Summary for Reporting Period (by Labor Segment)

PAY00538 Payroll Summary for Reporting Period (by Employee)

Data on these reports drives all payroll tax returns –
Federal, State, and Local

Suggested Actions:

- **Review taxable wages for Fed/State**
- **Check for employees with multiple state wages**
- **Can run reports on demand per quarter, year, or custom date range**

PAYROLL SUMMARY REPORT FOR THE REPORTING PERIOD 07/01/2021 - 09/30/2021 PAY00520

Mangrove Tech Action

Employe

01708

Earning C

02395

Earning C

02384

Earning C

Departm

Earning C

PAYROLL SUMMARY REPORT FOR THE REPORTING PERIOD 07/01/2021 - 09/30/2021 PAY00538

Mangrove Tech Action

Employee #	Employee Name	Emp Status	Emp Type	Pay Group	Res State	Work State
02082	Baldwin, Daniel	ACTIVE	FULLREG	MONTHMTA	NY	NY

Earning Code	Hours	Amount	Deduct Code	Amount	Tax Code	Amount	Tax Wages	Net Pay Code	Amount
BONUS	0.00	200.00	401KLOAN	360.00	FHIEEM	102.59	7,074.89	PRTCHECK	5,094.49
REGULAR	519.99	7,499.88	EEMED	624.99	FHIERM	102.59	7,074.89		5,094.49
	519.99	7,699.88	EESPLIFE	624.99	FICAEEM	438.64	7,074.89		
			EESTD	126.36	FICAERM	580.73	7,074.89		
			ERADD	7.52	FITM	60.00	7,074.89		
			ERMED	2,800.00	FUTAM	0.00	7,074.89		
			ERSTD	3.08	NYSDISEEM	8.80	7,074.89		
				4,546.94	NYSITM	218.58	7,074.89		
					NYSUIERM	0.00	7,074.89		
					NYxYONKERM	40.44	7,074.89		
						1,552.37			

Employee #	Employee Name	Emp Status	Emp Type	Pay Group	Res State	Work State
02362	Chadwick, Justine	ACTIVE	FULLREG	MONTHMTA	NY	NY

Earning Code	Hours	Amount	Deduct Code	Amount	Tax Code	Amount	Tax Wages	Net Pay Code	Amount
IMPINCOME	0.00	10.86	EEMED	510.00	FHIEEM	214.60	14,800.83	PRTCHECK	11,307.61
REGULAR	519.99	15,299.97	EESPLIFE	624.99	FHIERM	214.60	14,800.83		11,307.61
	519.99	15,310.83	ERBLIFE	99.15	FICAEEM	917.65	14,800.83		
			ERMED	960.00	FICAERM	1,223.53	14,800.83		
				2,194.14	FITM	1,003.05	14,800.83		
					FUTAM	0.00	14,800.83		
					NYSDISEEM	7.80	14,800.83		
					NYSITM	714.27	14,800.83		
					NYSUIERM	0.00	14,800.83		
						4,295.50			

Employee #	Employee Name	Emp Status	Emp Type	Pay Group	Res State	Work State
01708	Corleone, Richard David-Anderson	ACTIVE	FULLREG	MONTHMTA	FL	FL

Earning Code	Hours	Amount	Deduct Code	Amount	Tax Code	Amount	Tax Wages	Net Pay Code	Amount
REGULAR	479.99	23,999.50	EEMED	699.99	FHIEEM	337.84	23,299.51	PRTCHECK	19,054.19
	479.99	23,999.50	ERMED	2,799.99	FHIERM	337.84	23,299.51		19,054.19
				3,499.98	FICAEEM	1,444.57	23,299.51		
					FICAERM	1,967.43	23,299.51		
					FITM	2,462.91	23,299.51		
					FLSUIERM	0.00	23,299.51		
					FUTAM	0.00	23,299.51		
						6,550.59			

Employee #	Employee Name	Emp Status	Emp Type	Pay Group	Res State	Work State
02395	Easton, Mikayla	ACTIVE	FULLREG	MONTHMTA	DC	DC

Earning Code	Hours	Amount	Deduct Code	Amount	Tax Code	Amount	Tax Wages	Net Pay Code	Amount
REGULAR	173.33	3,223.94			DCSIT	176.77	3,223.94	PRTCHECK	2,555.75
	173.33	3,223.94			DCSUIER	87.05	3,223.94		2,555.75
					FHIEEM	46.75	3,223.94		
					FHIERM	46.75	3,223.94		
					FICAEEM	199.88	3,223.94		
					FICAERM	199.88	3,223.94		
					FITM	244.79	3,223.94		
					FUTAM	19.34	3,223.94		
						1,021.21			

Asure

PAY00717

PAYROLL TAX CONTRIBUTION & WAGE SUMMARY REPORT FOR THE REPORTING PERIOD 07/01/2021 - 09/30/2021

Mangrove Train and Demo Co.

Tax Code	Description	Tax ID	Tax %	Wage Limit	Year-to-Date Wages	Report Period Wages	Excess	Report Period Tax Wages	Tax Amount	EE's	Calculated Tax Wages	Calculated Tax Amount	Calculated Variance
940 - Federal FUTA Payable													Internal Revenue Service
CAFUTA	CA State FUTATax Employer	53-8464780		7,000.00	2,205,004.93	700,808.67	700,475.33	333.34	0.00	38	333.34	$0.00	
FUTA	Fed. Unemployment Tax	53-8464780	0.60	7,000.00	62,983,247.68	31,860,430.21	31,846,172.08	14,258.13	85.54	264	14,258.13	$85.55	+$0.01
OHFUTA	OH State FUTATax Employer	53-8464780		7,000.00	84,886.11	26,806.14	26,806.14	0.00	0.00	3	0.00	$0.00	
					65,273,138.72	Tax Agency Liability of Tax Codes Printed:			85.54		14,591.47	$0.00	
						940 Tax Agency Liability Deposit Amount Collected:			85.54				
941 - Federal FIT, FICA, FHI Payable													Internal Revenue Service
FHIEE	Fed. Medicare Employee	53-8464762			62,983,247.68	31,860,430.21		31,860,430.21	717,004.72	264	31,860,430.21	$717,004.72	
FHIER	Fed. Medicare Employer	53-8464762	1.45		62,983,247.68	31,860,430.21		31,860,430.21	461,976.28	264	31,860,430.21	$461,976.24	($0.04)
FICAEE	Fed. Soc. Sec. Employee	53-8464762	6.20	142,800.00	62,983,247.68	31,860,430.21	28,494,084.56	3,366,345.65	208,713.42	264	3,366,345.65	$208,713.43	+$0.01
FICAER	Fed. Soc. Sec. Employer	53-8464762	6.20	142,800.00	62,983,247.68	31,860,430.21	28,494,084.56	3,366,345.65	243,225.13	264	3,366,345.65	$208,713.43	($34,511.70)
FIT	Fed. Income Tax	53-8464762			62,904,125.37	31,835,131.57		31,835,131.57	10,916,223.24	262	31,835,131.57	$10,916,223.24	
					314,837,116.09	Tax Agency Liability of Tax Codes Printed:			12,547,142.79		102,288,683.29	$0.00	
						941 Tax Agency Liability Deposit Amount Collected:			12,547,142.79				

Third-Party Sick Payments for Reporting Period Date	Employee #	Employee Name	Manual	EE Payments	FICA Wages	FICA Tax	FHI Tax
					Total Taxes:		

ALBIRMINGH - BIRMINGHAM CITY													BIRMINGHAM DIRECTOR OF FINANCE
ALxBIRMHAM	BIRMINGHAM CITY	51-5678901	1.00		23,384.63	7,384.62		7,384.62	73.86	1	7,384.62	$73.85	($0.01)
					23,384.63	Tax Agency Liability of Tax Codes Printed:			73.86		7,384.62	$1,358,978.69	
						ALBIRMINGH Tax Agency Liability Deposit Amount Collected:			73.86				
ALSIT - Alabama Sit Payables													Alabama Deptartment of Revenue
ALSIT	AL State Income Tax	59-4567890			23,384.63	7,384.62		7,384.62	300.36	1	7,384.62	$300.36	
					23,384.63	Tax Agency Liability of Tax Codes Printed:			300.36		7,384.62	$0.00	
						ALSIT Tax Agency Liability Deposit Amount Collected:			300.36				
ALSUI - Alabama Sui Payables													Alabama Dept. of Industrial Relations
ALSUIER	AL State Unemploy Tax Employer	51-2345678	2.70	8,000.00	23,384.63	7,384.62	7,384.62	0.00	0.00	1	0.00	$0.00	
					23,384.63	Tax Agency Liability of Tax Codes Printed:			0.00		0.00	$3,669,242.47	
						ALSUI Tax Agency Liability Deposit Amount Collected:			0.00				
AZSIT - Arizona State Payables													Arizona Department Of Revenue
AZSIT	AZ State Income Tax	53-8464762			29,844.63	9,424.62		9,424.62	315.54	2	9,424.62	$315.54	
					29,844.63	Tax Agency Liability of Tax Codes Printed:			315.54		9,424.62	$0.00	
						AZSIT Tax Agency Liability Deposit Amount Collected:			315.54				

Form **941 for 2021: Employer's QUARTERLY Federal Tax Return** 951121

(Rev. June 2021) Department of the Treasury – Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) 5 3 - 8 4 6 4 7 6 2

Name (not your trade name) MANGROVE TRAIN AND DEMO CO.

Trade name (if any)

Address 468 SHEFFIELD STREET
Number Street Suite or room number

ATLANTA GA 39832
City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2021 (Check one.)

- ☐ 1: January, February, March
- ☒ 3: July, August, September
- ☐ 2: April, May, June
- ☐ 4: October, November, December

Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: *June 12* (Quarter 2), *Sept. 12* (Quarter 3), or *Dec. 12* (Quarter 4) 1 261

2 Wages, tips, and other compensation 2 31,835,131.57

3 Federal income tax withheld from wages, tips, and other compensation 3 10,916,223.24

4 If no wages, tips, and other compensation are subject to social security or Medicare tax ☐ Check and go to line 6.

	Column 1		Column 2
5a Taxable social security wages* . .	3,360,828.83	× 0.124 =	416,742.77
5a (i) Qualified sick leave wages* .	0.00	× 0.062 =	0.00
5a (ii) Qualified family leave wages* .	0.00	× 0.062 =	0.00
5b Taxable social security tips . . .	6,948.00	× 0.124 =	861.55
5c Taxable Medicare wages & tips. .	31,861,861.39	× 0.029 =	923,993.98
5d Taxable wages & tips subject to Additional Medicare Tax withholding	28,336,496.36	× 0.009 =	255,028.47

*Include taxable qualified sick and family leave wages for leave taken after March 31, 2021, on line 5a. Use lines 5a(i) and 5a(ii) only for wages paid after March 31, 2020, for leave taken before April 1, 2021.

5e Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d 5e 1,596,626.77

5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions) . . 5f .

6 Total taxes before adjustments. Add lines 3, 5e, and 5f 6 12,512,850.01

7 Current quarter's adjustment for fractions of cents . . . . . 7 .

8 Current quarter's adjustment for sick pay . . . . . 8 .

9 Current quarter's adjustments for tips and group-term life insurance 9 34,511.76

10 Total taxes after adjustments. Combine lines 6 through 9 . . . . . 10 12,547,361.77

11a Qualified small business payroll tax credit for increasing research activities. Attach Form 8974 11a .

Figures from PAY00717 report should tie off to tax returns like Form 941

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W2 | Balancing & Review

Document revised 11/21/2023

Compare PAY00709 Year-End W-2 Audit Report to Form W2

The PAY00709 includes numbers next to the field description that correspond to the box numbers on the Employees' W2s. Preview data starting now to make your final review easier.

It is IMPERATIVE to carefully review ALL Employee W2 boxes in the PAY00709 Report.

A W2 Authorization Signoff is required for Asure to print, ship, and file your company's 2023 W2s. If errors are found after you have authorized printing, additional charges will apply for reprints. For detailed instructions on each box that appears on the W2 please refer to the IRS (Internal Revenue Service) Instructions https://www.irs.gov/pub/irs-pdf/iw2w3.pdf

NOTE: Employee and Employer W2 Copies must be filed with the SSA (Social Security Association) by January 31, 2024. All adjustment requests are due to ASURE on or before December 15, 2023.

If you have questions, please contact your Asure Client Service Support Rep. Please pay special attention to Boxes 10, 12, and 14.

Social Security #

Verify employee Social Security Numbers, especially those hired in 2023. For more information on the Social Security Number Verification Service, please follow this link: http://www.ssa.gov/employer/ssnv.htm

Box 1

Reportable Comp – Wages subject to Federal Income Tax. This total *excludes* pre-tax deductions like S125 (cafeteria plan) insurance premiums, 401k/403b contributions, etc.

Box 2

FIT TAX – Federal Income Taxes withheld.

Boxes 3, 4 and 7

FICA Wages – Wages subject to Social Security Tax. This total *excludes* certain pre-tax deductions like S125 (cafeteria plan) insurance premiums.

The W-2 Balancing & Review Instructions can be downloaded from the Year-End website,

This document explains the W-2 boxes and provides a W-2 Authorization Form.

Signed forms are required back by deadline in order to print, file, and ship W-2s

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The W-2 Audit Report, **PAY00709** is updated nightly

Carefully review all employee's W-2 boxes, and sign and submit the W-2 Authorization Signoff form.

Deadline for signoff is 1/8/2024. This is required to print, file and ship W-2s.

YEAR-END W-2 AUDIT REPORT

PAY00709

Federal EIN - 53-8464762

Asure Train and Demo Co.

***Tax Year:* 2021**

Employee #	Employee Name	Social Security #	Hire Date	Termination Date	W2 Type	Location	System Generated	Employee Forms
02163	Adams, Holly	231-3[illegible]	05/11/2015		W-2	CORP	Yes	1

1. Report Comp:	24,620.32	7. FICA Tips:	0.00	13. Statutory Employee:	No
2. FIT Tax:	1,621.74	8. Allocated Tips:	0.00	13. Retirement Plan:	Yes
3. FICA Wages:	24,720.32	9. Adv EIC Payments:	0.00	13. Third Party Sick:	0.00
4. FICA Tax:	1,532.66	10. Dep Care Benes:	0.00	14. Employee SDIS:	0.00
5. FHI Wages:	24,720.32	11. Nonqual Plans:	0.00	14. Employee SUI:	0.00
6. FHI Tax:	358.45	12. Box 12 Amount:	100.00	14. Other Amount:	50.00

Box 12	Amount	Box 14	Amount
12D EE401K	100.00		
	100.00		

01744	Carson, Ian A	696-00[illegible]	11/28/2012		W-2	CORP	Yes	1

1. Report Comp:	49,038.45	7. FICA Tips:	0.00	13. Statutory Employee:	No
2. FIT Tax:	9,501.15	8. Allocated Tips:	0.00	13. Retirement Plan:	No
3. FICA Wages:	49,038.45	9. Adv EIC Payments:	0.00	13. Third Party Sick:	0.00
4. FICA Tax:	3,040.37	10. Dep Care Benes:	0.00	14. Employee SDIS:	0.00
5. FHI Wages:	49,038.45	11. Nonqual Plans:	0.00	14. Employee SUI:	0.00
6. FHI Tax:	711.04	12. Box 12 Amount:	0.00	14. Other Amount:	0.00

00022	Collins, Doreen Jean	251-0[illegible]	07/09/2007		W-2	CORP	Yes	1

1. Report Comp:	58,694.25	7. FICA Tips:	0.00	13. Statutory Employee:	No
2. FIT Tax:	10,373.10	8. Allocated Tips:	0.00	13. Retirement Plan:	Yes
3. FICA Wages:	63,771.30	9. Adv EIC Payments:	0.00	13. Third Party Sick:	0.00
4. FICA Tax:	3,953.83	10. Dep Care Benes:	0.00	14. Employee SDIS:	0.00
5. FHI Wages:	63,771.30	11. Nonqual Plans:	0.00	14. Employee SUI:	0.00
6. FHI Tax:	924.68	12. Box 12 Amount:	5,253.60	14. Other Amount:	114.30

State	Wages	Taxes	Locality	Wages	Taxes
GA	58,694.25	3,042.00		0.00	0.00

Box 12	Amount	Box 14	Amount
12D EE401K	5,077.05		
12C IMPINCOME	176.55		
	5,253.60		

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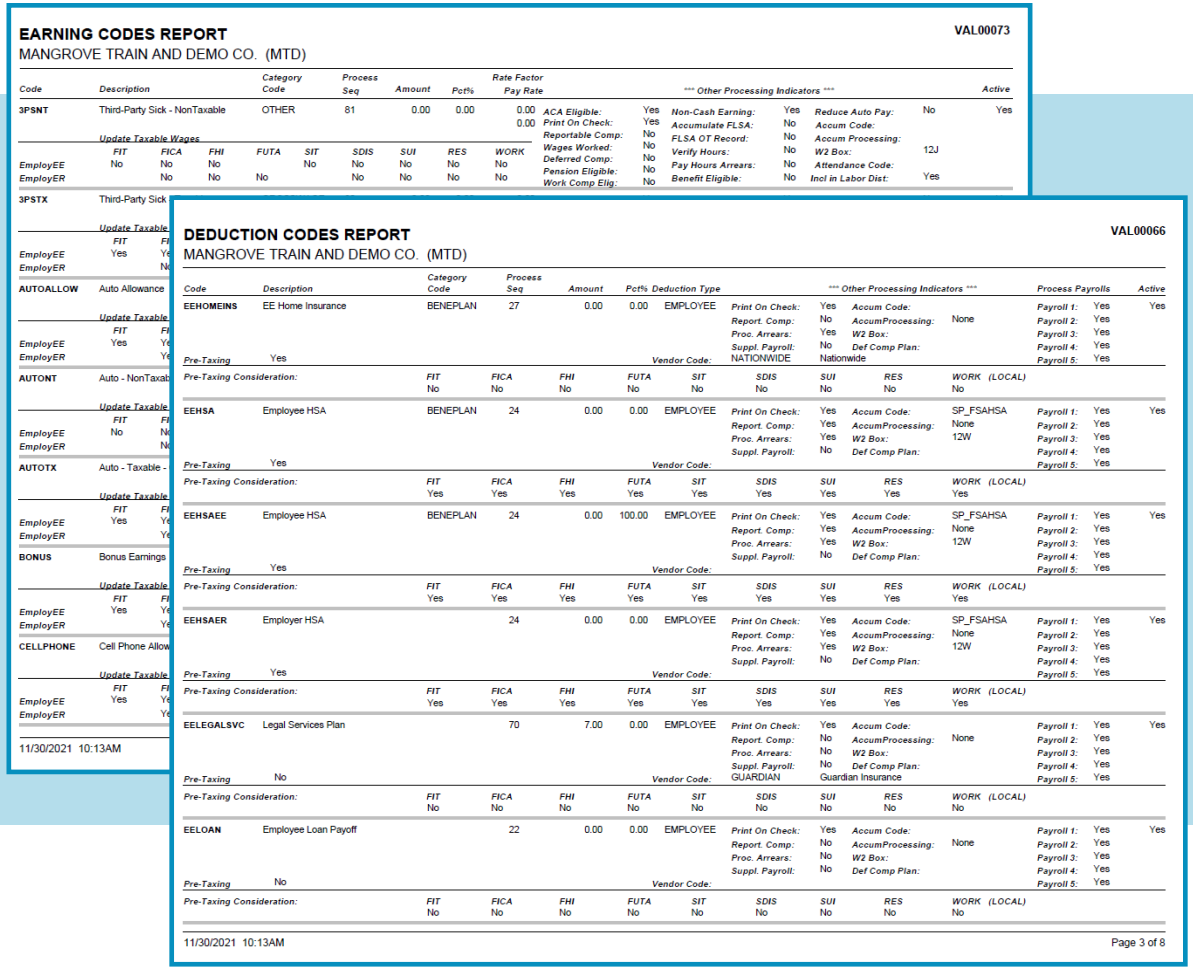

EARNING CODES REPORT VAL00073

MANGROVE TRAIN AND DEMO CO. (MTD)

Code	Description	Category Code	Process Seq	Amount	Pct%	Rate Factor Pay Rate	*** Other Processing Indicators ***								Active
3PSNT	Third-Party Sick - NonTaxable	OTHER	81	0.00	0.00	0.00 0.00	ACA Eligible: Yes Print On Check: Yes Reportable Comp: No Wages Worked: No Deferred Comp: No Pension Eligible: No Work Comp Elig: No	Non-Cash Earning: Yes Accumulate FLSA: No FLSA OT Record: No Verify Hours: No Pay Hours Arrears: No Benefit Eligible: No	Reduce Auto Pay: No Accum Code: Accum Processing: W2 Box: 12J Attendance Code: Incl in Labor Dist: Yes						Yes

Update Taxable Wages

	FIT	FICA	FHI	FUTA	SIT	SDIS	SUI	RES	WORK
EmployEE	No	No	No		No	No	No	No	No
EmployER		No	No	No		No	No	No	No

3PSTX Third-Party Sick

Update Taxable

	FIT	FI
EmployEE	Yes	Ye
EmployER		Ne

AUTOALLOW Auto Allowance

Update Taxable

	FIT	FI
EmployEE	Yes	Ye
EmployER		Ye

AUTONT Auto - NonTaxab

Update Taxable

	FIT	FI
EmployEE	No	Ne
EmployER		Ne

AUTOTX Auto - Taxable -

Update Taxable

	FIT	FI
EmployEE	Yes	Ye
EmployER		Ye

BONUS Bonus Earnings

Update Taxable

	FIT	FI
EmployEE	Yes	Ye
EmployER		Ye

CELLPHONE Cell Phone Allow

Update Taxable

	FIT	FI
EmployEE	Yes	Ye
EmployER		Ye

11/30/2021 10:13AM

DEDUCTION CODES REPORT VAL00066

MANGROVE TRAIN AND DEMO CO. (MTD)

Code	Description	Category Code	Process Seq	Amount	Pct%	Deduction Type	*** Other Processing Indicators ***				Process Payrolls		Active
EEHOMEINS	EE Home Insurance	BENEPLAN	27	0.00	0.00	EMPLOYEE	Print On Check: Yes Report. Comp: No Proc. Arrears: Yes Suppl. Payroll: No Vendor Code: NATIONWIDE	Accum Code: AccumProcessing: None W2 Box: Def Comp Plan: Nationwide			Payroll 1: Yes Payroll 2: Yes Payroll 3: Yes Payroll 4: Yes Payroll 5: Yes		Yes
Pre-Taxing	Yes												
Pre-Taxing Consideration:		FIT No	FICA No	FHI No	FUTA No	SIT No	SDIS No	SUI No	RES No	WORK (LOCAL) No			
EEHSA	Employee HSA	BENEPLAN	24	0.00	0.00	EMPLOYEE	Print On Check: Yes Report. Comp: Yes Proc. Arrears: Yes Suppl. Payroll: No Vendor Code:	Accum Code: SP_FSAHSA AccumProcessing: None W2 Box: 12W Def Comp Plan:			Payroll 1: Yes Payroll 2: Yes Payroll 3: Yes Payroll 4: Yes Payroll 5: Yes		Yes
Pre-Taxing	Yes												
Pre-Taxing Consideration:		FIT Yes	FICA Yes	FHI Yes	FUTA Yes	SIT Yes	SDIS Yes	SUI Yes	RES Yes	WORK (LOCAL) Yes			
EEHSAEE	Employee HSA	BENEPLAN	24	0.00	100.00	EMPLOYEE	Print On Check: Yes Report. Comp: Yes Proc. Arrears: Yes Suppl. Payroll: No Vendor Code:	Accum Code: SP_FSAHSA AccumProcessing: None W2 Box: 12W Def Comp Plan:			Payroll 1: Yes Payroll 2: Yes Payroll 3: Yes Payroll 4: Yes Payroll 5: Yes		Yes
Pre-Taxing	Yes												
Pre-Taxing Consideration:		FIT Yes	FICA Yes	FHI Yes	FUTA Yes	SIT Yes	SDIS Yes	SUI Yes	RES Yes	WORK (LOCAL) Yes			
EEHSAER	Employer HSA		24	0.00	0.00	EMPLOYEE	Print On Check: Yes Report. Comp: Yes Proc. Arrears: Yes Suppl. Payroll: No Vendor Code:	Accum Code: SP_FSAHSA AccumProcessing: None W2 Box: 12W Def Comp Plan:			Payroll 1: Yes Payroll 2: Yes Payroll 3: Yes Payroll 4: Yes Payroll 5: Yes		Yes
Pre-Taxing	Yes												
Pre-Taxing Consideration:		FIT Yes	FICA Yes	FHI Yes	FUTA Yes	SIT Yes	SDIS Yes	SUI Yes	RES Yes	WORK (LOCAL) Yes			
EELEGALSVC	Legal Services Plan		70	7.00	0.00	EMPLOYEE	Print On Check: Yes Report. Comp: No Proc. Arrears: No Suppl. Payroll: No Vendor Code: GUARDIAN	Accum Code: AccumProcessing: None W2 Box: Def Comp Plan: Guardian Insurance			Payroll 1: Yes Payroll 2: Yes Payroll 3: Yes Payroll 4: Yes Payroll 5: Yes		Yes
Pre-Taxing	No												
Pre-Taxing Consideration:		FIT No	FICA No	FHI No	FUTA No	SIT No	SDIS No	SUI No	RES No	WORK (LOCAL) No			
EELOAN	Employee Loan Payoff		22	0.00	0.00	EMPLOYEE	Print On Check: Yes Report. Comp: No Proc. Arrears: No Suppl. Payroll: No Vendor Code:	Accum Code: AccumProcessing: None W2 Box: Def Comp Plan:			Payroll 1: Yes Payroll 2: Yes Payroll 3: Yes Payroll 4: Yes Payroll 5: Yes		Yes
Pre-Taxing	No												
Pre-Taxing Consideration:		FIT No	FICA No	FHI No	FUTA No	SIT No	SDIS No	SUI No	RES No	WORK (LOCAL) No			

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Audit W-2 Information

The VAL00066 Deduction Codes Report, and VAL00073 Earning Codes Report are a good start for reviewing info that will be displayed on employee W-2 forms.

These reports will show in detail what info will display in W-2 Boxes 10,12, and 14.

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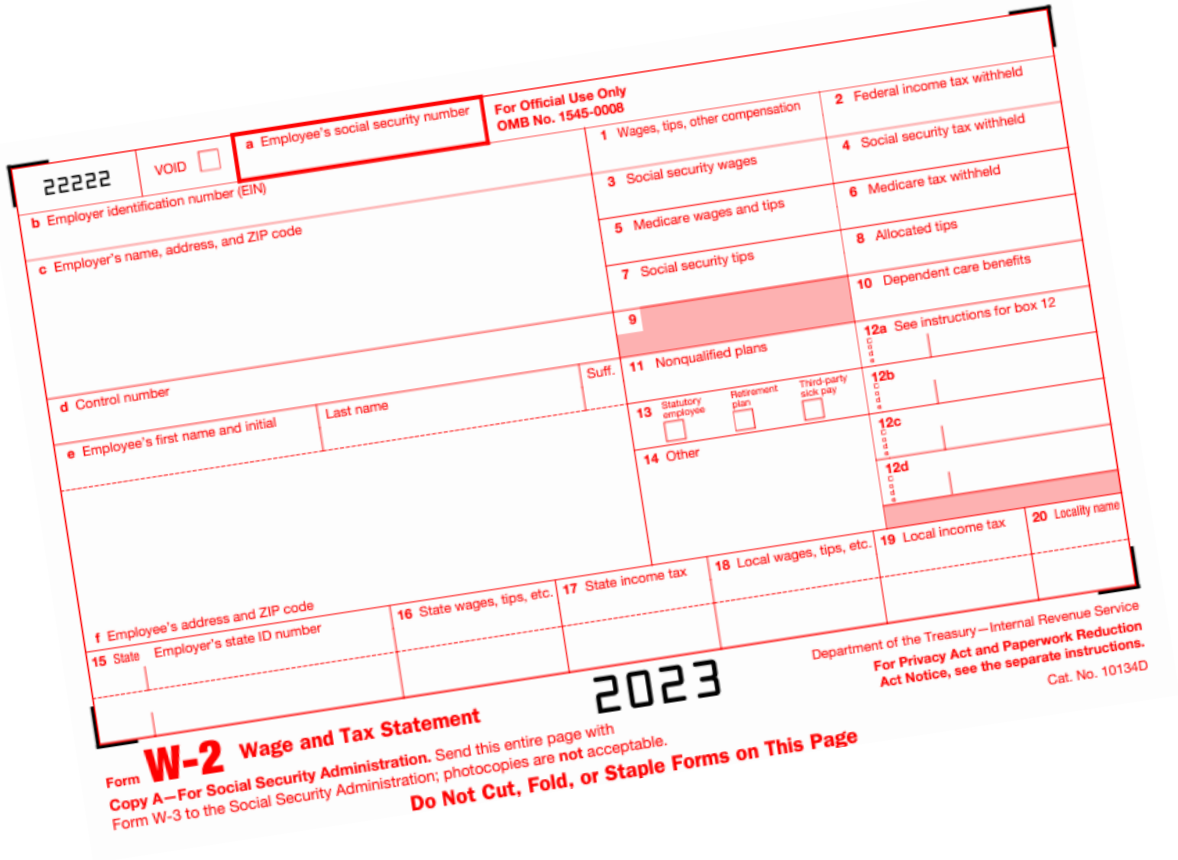
Forms W-2 are due to employees no later than January 31,2024

Asure will begin shipping employee copies of W2s as early as January 8, 2024.

Once available, employer copies can be printed from the web using Reporting Payroll, report PAY00712 “Year-End W-2 Employer Copies”



IRS

Social Security

AsureHCM

Box 12 on the W-2 can detail several types of information, as seen in this IRS Reference Guide.

For more detail on W2 Boxes, please see the Appendix at end of this presentation

Form W-2 Reference Guide for Box 12 Codes

A	Uncollected social security or RRTA tax on tips	L	Substantiated employee business expense reimbursements	Y	Deferrals under a section 409A nonqualified deferred compensation plan
B	Uncollected Medicare tax on tips (but not Additional Medicare Tax)	M	Uncollected social security or RRTA tax on taxable cost of group-term life insurance over $50,000 (former employees only)	Z	Income under a nonqualified deferred compensation plan that fails to satisfy section 409A
C	Taxable cost of group-term life insurance over $50,000	N	Uncollected Medicare tax on taxable cost of group-term life insurance over $50,000 (but not Additional Medicare Tax) (former employees only)	AA	Designated Roth contributions under a section 401(k) plan
D	Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)	P	Excludable moving expense reimbursements paid directly to members of the Armed Forces	BB	Designated Roth contributions under a section 403(b) plan
E	Elective deferrals under a section 403(b) salary reduction agreement	Q	Nontaxable combat pay	DD	Cost of employer-sponsored health coverage
F	Elective deferrals under a section 408(k)(6) salary reduction SEP	R	Employer contributions to an Archer MSA	EE	Designated Roth contributions under a governmental section 457(b) plan
G	Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan	S	Employee salary reduction contributions under a section 408(p) SIMPLE plan	FF	Permitted benefits under a qualified small employer health reimbursement arrangement
H	Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan	T	Adoption benefits	GG	Income from qualified equity grants under section 83(i)
J	Nontaxable sick pay	V	Income from exercise of nonstatutory stock option(s)	HH	Aggregate deferrals under section 83(i) elections as of the close of the calendar year
K	20% excise tax on excess golden parachute payments	W	Employer contributions (including employee contributions through a cafeteria plan) to an employee's health savings account (HSA)		

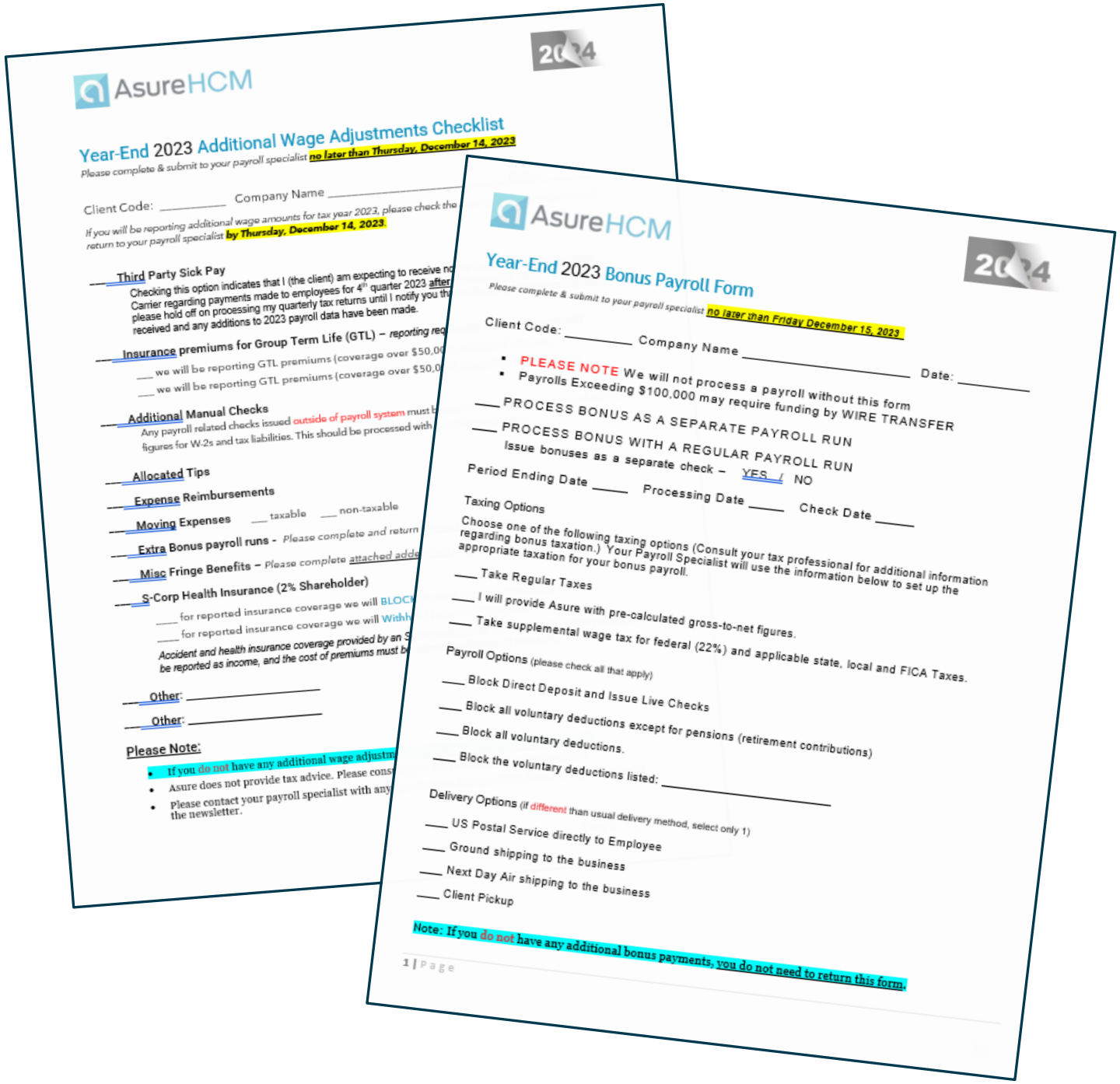
https://www.irs.gov/pub/irs-pdf/iw2w3.pdf

Reminder: Year-End Adjustments and Bonus Payroll forms

Please complete the Year-End Adjustment form and return by **12/15/2023** or as soon as possible.

Common year-end adjustments include:

- **Void checks and manual entries**
- **Group Term Life (GTL), coverage in excess of $50,000**
- **3rd Party Sick Pay**
- **Personal Use of a Company Vehicle**
- **S-Corp Insurance Premiums**
- **Other Fringe Benefits**



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Year-End 2023 Additional Wage Adjustments Checklist

Please complete & submit to your payroll specialist no later than Thursday, December 14, 2023

Client Code: _____ Company Name _____

If you will be reporting additional wage amounts for tax year 2023, please check the
return to your payroll specialist by Thursday, December 14, 2023.

___ Third Party Sick Pay
Checking this option indicates that I (the client) am expecting to receive no
Carrier regarding payments made to employees for 4th quarter 2023 after
please hold off on processing my quarterly tax returns until I notify you th
received and any additions to 2023 payroll data have been made.

___ Insurance premiums for Group Term Life (GTL) – reporting req
___ we will be reporting GTL premiums (coverage over $50,0
___ we will be reporting GTL premiums (coverage over $50,0

___ Additional Manual Checks
Any payroll related checks issued outside of payroll system must b
figures for W-2s and tax liabilities. This should be processed with

___ Allocated Tips
___ Expense Reimbursements
___ Moving Expenses ___ taxable ___ non-taxable
___ Extra Bonus payroll runs - Please complete and return
___ Misc Fringe Benefits – Please complete attached adde
___ S-Corp Health Insurance (2% Shareholder)
___ for reported insurance coverage we will BLOC
___ for reported insurance coverage we will Withh
Accident and health insurance coverage provided by an S
be reported as income, and the cost of premiums must b

___ Other: _____
___ Other: _____

Please Note:
- If you do not have any additional wage adjustm
- Asure does not provide tax advice. Please cons
- Please contact your payroll specialist with any
the newsletter.

AsureHCM

Year-End 2023 Bonus Payroll Form

Please complete & submit to your payroll specialist no later than Friday December 15, 2023

Client Code: _____ Company Name _____ Date: _____

- PLEASE NOTE We will not process a payroll without this form
- Payrolls Exceeding $100,000 may require funding by WIRE TRANSFER

___ PROCESS BONUS AS A SEPARATE PAYROLL RUN
___ PROCESS BONUS WITH A REGULAR PAYROLL RUN
Issue bonuses as a separate check – YES / NO

Period Ending Date ____ Processing Date ____ Check Date ____

Taxing Options
Choose one of the following taxing options (Consult your tax professional for additional information regarding bonus taxation.) Your Payroll Specialist will use the information below to set up the appropriate taxation for your bonus payroll.

___ Take Regular Taxes
___ I will provide Asure with pre-calculated gross-to-net figures.
___ Take supplemental wage tax for federal (22%) and applicable state, local and FICA Taxes.

Payroll Options (please check all that apply)
___ Block Direct Deposit and Issue Live Checks
___ Block all voluntary deductions except for pensions (retirement contributions)
___ Block all voluntary deductions.
___ Block the voluntary deductions listed: _____

Delivery Options (if different than usual delivery method, select only 1)
___ US Postal Service directly to Employee
___ Ground shipping to the business
___ Next Day Air shipping to the business
___ Client Pickup

Note: If you do not have any additional bonus payments, you do not need to return this form.

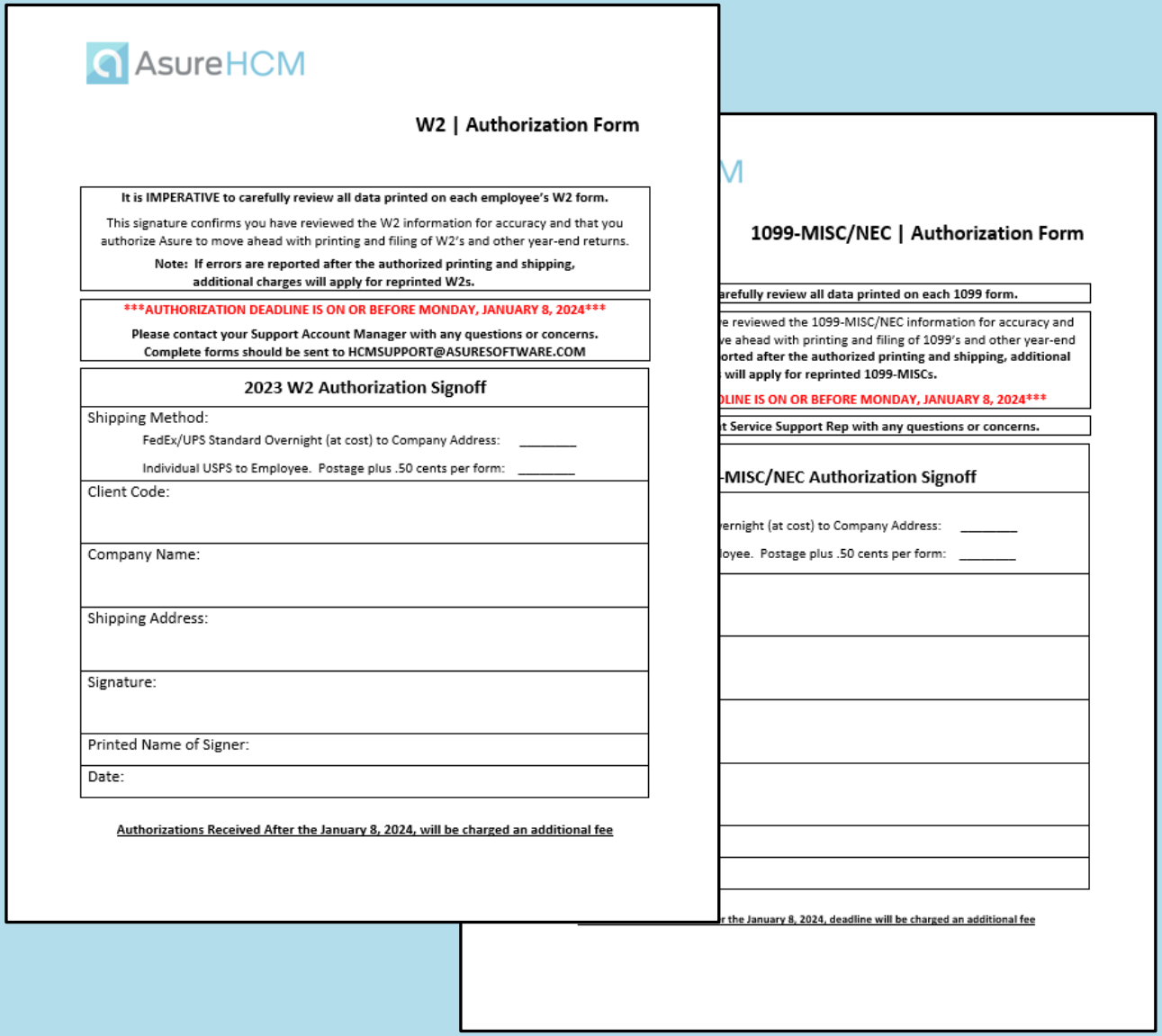
1 | Page

Authorization Forms Due by 1/8/2024

Getting these authorizations back in a timely manner is critical for year-end.

- **W-2 Authorization Form**
- **1099- Misc/NEC Form**

Please return before Friday January 8th



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W2 | Authorization Form

It is IMPERATIVE to carefully review all data printed on each employee's W2 form.

This signature confirms you have reviewed the W2 information for accuracy and that you authorize Asure to move ahead with printing and filing of W2's and other year-end returns.

Note: If errors are reported after the authorized printing and shipping, additional charges will apply for reprinted W2s.

*****AUTHORIZATION DEADLINE IS ON OR BEFORE MONDAY, JANUARY 8, 2024*****

Please contact your Support Account Manager with any questions or concerns.
Complete forms should be sent to HCMSUPPORT@ASURESOFTWARE.COM

2023 W2 Authorization Signoff

Shipping Method:
FedEx/UPS Standard Overnight (at cost) to Company Address: _____
Individual USPS to Employee. Postage plus .50 cents per form: _____

Client Code:

Company Name:

Shipping Address:

Signature:

Printed Name of Signer:

Date:

Authorizations Received After the January 8, 2024, will be charged an additional fee

1099-MISC/NEC | Authorization Form

arefully review all data printed on each 1099 form.

e reviewed the 1099-MISC/NEC information for accuracy and
e ahead with printing and filing of 1099's and other year-end
orted after the authorized printing and shipping, additional
will apply for reprinted 1099-MISCs.

LINE IS ON OR BEFORE MONDAY, JANUARY 8, 2024***

t Service Support Rep with any questions or concerns.

-MISC/NEC Authorization Signoff

ernight (at cost) to Company Address: _____
loyee. Postage plus .50 cents per form: _____

r the January 8, 2024, deadline will be charged an additional fee

AsureHCM

Year-End TO-DO List:

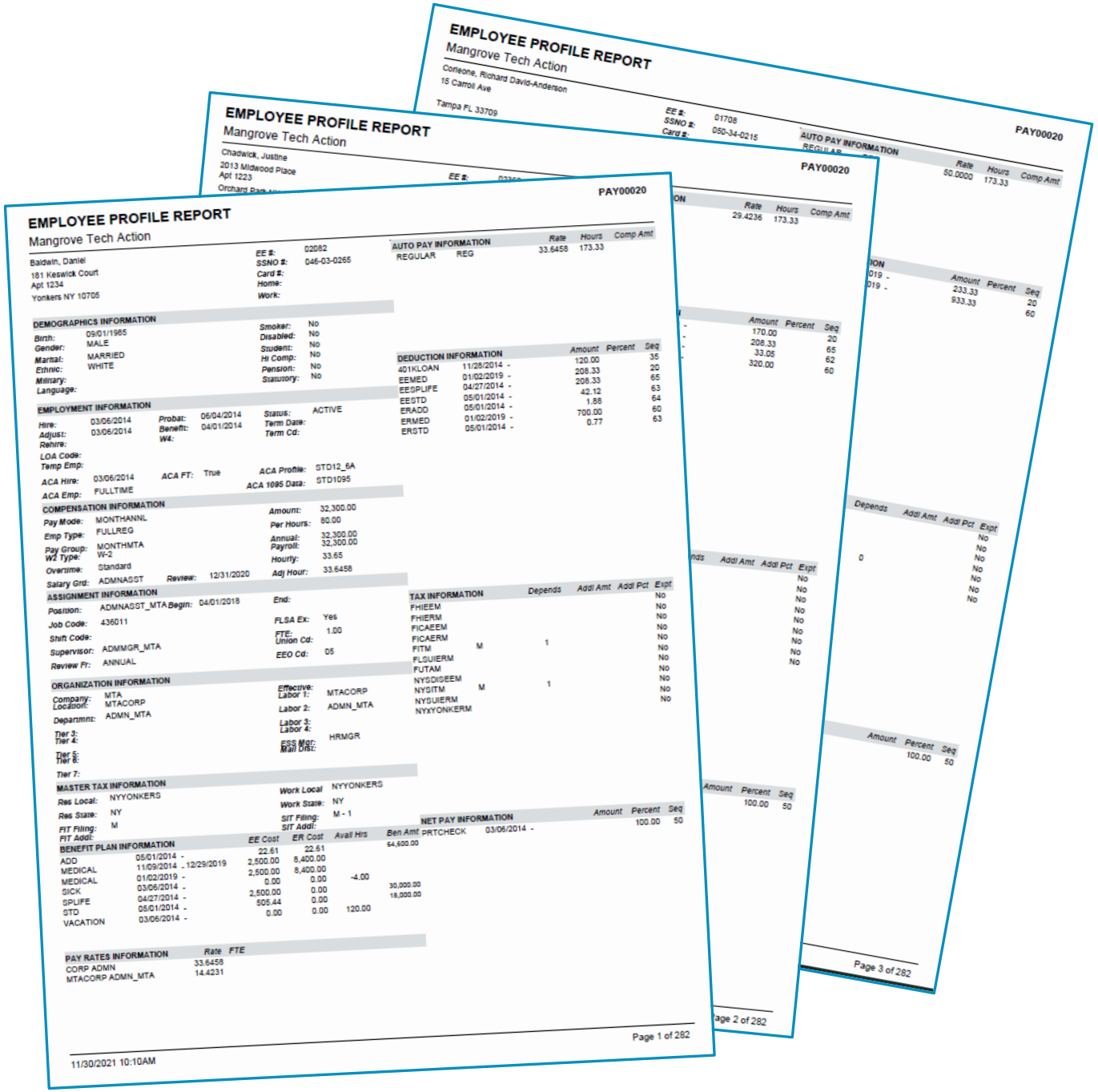
1] Verify Data used on W2 forms
- Run PAY00020 Employees
- Verify name, address, SSN
- Distribute to employees to review

2] Review remainder of 2023 payroll calendar entries for accuracy. Notify your Asure Client Services Support Rep of any changes to your processing schedule

3] Contact Asure to report adjustments before posting the last payroll of the year or by 12/15/2023 (the sooner the better)

4] Review final payroll of 2023 within 24 hours of receipt and contact Asure immediately with any questions or concerns

hcmsupport@asuresoftware.com



AsureHCM

ACH Processing VS changes to Pay Calendar

- ✓ It's important to remember that two (2) banking days are required for ACH processing to ensure timely deposits to employee bank accounts.
- ✓ It's also needed for proper collection and remittance of payroll taxes.

Reminder: Review of Final Payroll for 2023
Please review within 24 hours of receipt.

- ✓ Alert your service support rep ASAP is you see any errors or have questions.

Reminder: Finalize Corrections for W2s & 1099s
Corrections must be finalized by **Friday, January 5, 2024**.

Reminder: new Payroll Calendars & Sync with Asure Time
Make sure payroll calendars are setup to match your HCM Processing Schedule. Does not automatically sync with Asure Time (Asure Force).

Reminder: Rate Notices for State Unemployment Insurance (SUI)
Please forward any SUI Rate Notices to your support representative.

Reporting Third Party Sick Pay (Disability Payments)

- ✓ By law, insurance companies have until January 15, 2024, to report to you any disability insurance benefits paid to your employees during 2023. Should you receive notification of such payment after reporting your last payroll for the year, please contact your Payroll Specialist immediately

Fringe Benefits

- ✓ The value of personal use of company cars or other taxable cash or non-cash benefit must be included on Form W-2. Please report these benefits BEFORE your last payroll for the year. Reporting taxable benefits with cash wages allows the appropriate withholding taxes to be deducted from the employee's check. If these amounts are processed without wages, you may be required to pay the employee's portion of Social Security and Medicare taxes.

Unemployment Insurance Rate Changes for 2024

- ✓ *We do not automatically receive this information from your state(s).* When you receive these notices, it is very important that you send them to us at Asure so we can update our records This information is very important for your 1st Quarter Returns in 2024. You should receive this information sometime in the 4th quarter 2023.
- ✓ Please note: RATE NOTICES RECEIVED AFTER 1/1/2024 MAY RESULT IN ADDITIONAL PROCESSING FEES FOR CORRECTING YOUR TAX LIABILITIES.

Before first payroll in 2024:

Paid time off categories – "hours used" will reset to zero for first payroll.

- ❑ Does your plan require manual entry of available hours?
- ❑ Do accrual rates need to be updated?

Verify voluntary deductions and balances.

- ❑ Have insurance premiums changed?
- ❑ Have medical and dependent care flex amounts been updated?
- ❑ Are there changes to deferred compensation contributions?

Encourage EEs to review Federal Tax Withholding and obtain new Form W4 from employees claiming "exempt"

https://www.irs.gov/individuals/irs-withholding-calculator

Ready for the New Year?

AsureHCM

Summary

Asure must close out the year on January 5, 2024, to ensure we can meet deadlines for tax returns and W-2s.

Forms W-2 are due to employees no later than January 31,2024

Asure will begin shipping employee copies of W2s as early as January 8, 2024.

AsureHCM

- ✓ Carefully review PAY00709 Year-End W2 Audit Report, checking all Employee's W2 Boxes
- ✓ All Year-End Adjustments should be completed prior to last payroll of 2023
- ✓ W2 Print Authorization form must be signed and returned to Asure before we print, file and ship W2s
- ✓ Deadline for submission of W2 Authorization Form is **January 8, 2024**

- ✓ W2s will automatically be available in Employee Self Service (ESS) beginning February 1, 2024
- ✓ Contact your Support Service Rep if ESS access to W2s is needed earlier than 2/1/2024
- ✓ Employees and Clients will be able to reprint W2s from the web on plain paper
- ✓ For W2 Replacement Reprints – please reach out to your support specialist

SELF SERVICE

AsureHCM

- ✓ IRS.gov
- ✓ Asure Website
- ✓ NEW: Asure Retirement Services (401k)
- ✓ Client Portal
- ✓ Chat Feature & Y/E Landing Page
- ✓ Asure Website – Knowledge Center

Resources

Asure

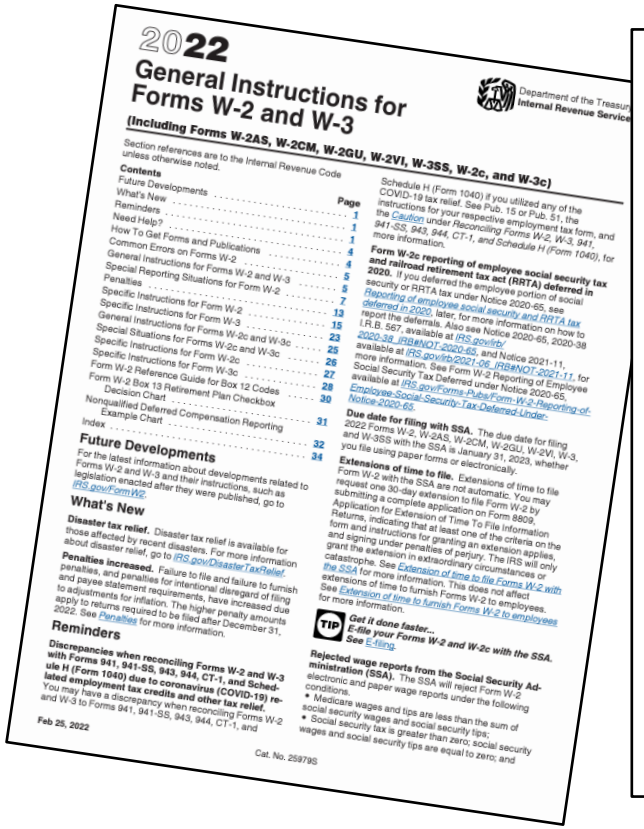
Helpful IRS links

IRS

Help | News | English | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions | Search

www.irs.gov



2022 General Instructions for Forms W-2 and W-3

(Including Forms W-2AS, W-2CM, W-2GU, W-2VI, W-3SS, W-2c, and W-3c)

Department of the Treasury Internal Revenue Service

Section references are to the Internal Revenue Code unless otherwise noted.

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Future Developments

For the latest information about developments related to Forms W-2 and W-3 and their instructions, such as legislation enacted after they were published, go to IRS.gov/FormW2.

What's New

Disaster tax relief. Disaster tax relief is available for those affected by recent disasters. For more information about disaster relief, go to IRS.gov/DisasterTaxRelief.

Penalties increased. Failure to file and failure to furnish penalties, and penalties for intentional disregard of filing and payee statement requirements, have increased due to adjustments for inflation. The higher penalty amounts apply to returns required to be filed after December 31, 2022. See Penalties for more information.

Reminders

Discrepancies when reconciling Forms W-2 and W-3 with Forms 941, 941-SS, 943, 944, CT-1, and Schedule H (Form 1040) due to coronavirus (COVID-19) related employment tax credits and other tax relief. You may have a discrepancy when reconciling Forms W-2 and W-3 to Forms 941, 941-SS, 943, 944, CT-1, and Schedule H (Form 1040) if you utilized any of the COVID-19 tax relief. See Pub. 15 or Pub. 51, the instructions for your respective employment tax form, and the Caution under Reconciling Forms W-2, W-3, 941, 941-SS, 943, 944, CT-1, and Schedule H (Form 1040), for more information.

Form W-2c reporting of employee social security tax and railroad retirement tax act (RRTA) deferred in 2020. If you deferred the employee portion of social security or RRTA tax under Notice 2020-65, see Reporting of employee social security and RRTA tax deferred in 2020, later, for more information on how to report the deferrals. Also see Notice 2020-65, 2020-38 I.R.B. 567, available at IRS.gov/irb/2020-38_IRB#NOT-2020-65, available at IRS.gov/irb/2021-06_IRB#NOT-2021-11, and Notice 2021-11, more information. See Form W-2 Reporting of Employee Social Security Tax Deferred under Notice 2020-65, available at IRS.gov/Forms-Pubs/Form-W-2-Reporting-of-Employee-Social-Security-Tax-Deferred-Under-Notice-2020-65.

Due date for filing with SSA. The due date for filing 2022 Forms W-2, W-2AS, W-2CM, W-2GU, W-2VI, W-3, and W-3SS with the SSA is January 31, 2023, whether you file using paper forms or electronically.

Extensions of time to file. Extensions of time to file Form W-2 with the SSA are not automatic. You may request one 30-day extension to file Form W-2 by submitting a complete application on Form 8809, Application for Extension of Time To File Information Returns, indicating that at least one of the criteria on the form and instructions for granting an extension applies, and signing under penalties of perjury. The IRS will only grant the extension in extraordinary circumstances or catastrophe. See Extension of time to file Forms W-2 with the SSA for more information. This does not affect extensions of time to furnish Forms W-2 to employees. See Extension of time to furnish Forms W-2 to employees for more information.

TIP **Get it done faster... E-file your Forms W-2 and W-2c with the SSA. See E-filing.**

Rejected wage reports from the Social Security Administration (SSA). The SSA will reject Form W-2 electronic and paper wage reports under the following conditions.

- Medicare wages and tips are less than the sum of social security wages and social security tips;
- Social security tax is greater than zero; social security wages and social security tips are equal to zero; and

Feb 25, 2022

Cat. No. 25979S

Department of the Treasury Internal Revenue Service

Publication 15-B

Cat. No. 29744N

Employer's Tax Guide to Fringe Benefits

For use in 2022

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Future Developments

For the latest information about developments related to Pub. 15-B, such as legislation enacted after it was published, go to IRS.gov/Pub15B. For the latest guidance and information about COVID-19 tax relief, go to IRS.gov/Coronavirus.

What's New

Cents-per-mile rule. The business mileage rate for 2022 is 58.5 cents per mile. You may use this rate to reimburse an employee for business use of a personal vehicle, and

Get forms and other information faster and easier at:

- IRS.gov (English)
- IRS.gov/Spanish (Español)
- IRS.gov/Chinese (中文)
- IRS.gov/Korean (한국어)
- IRS.gov/Russian (Русский)
- IRS.gov/Vietnamese (Tiếng Việt)

Jan 31, 2022

https://www.irs.gov/instructions/iw2w3

https://www.irs.gov/forms-pubs/about-publication-15-b

Social Security Administration https://www.ssa.gov/

Check out our re-designed website...

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Why Asure?

https://www.asuresoftware.com/

Asure

Why Asure?

Public company Strength. Small Business Attitude.

We're big enough to have the financial strength, R&D, and infrastructure to give you peace of mind. And because most of our customers are also small and mid-sized businesses, we feel your passion and sweat the details because we're an extension of your team.

Nasdaq : ASUR

Serving **100k+** and **~1.7M** Employees

Our Mission

- Help customers grow by getting the most from human capital
- Help our employees grow personally and professionally
- Grow relationships in our communities that inspire goodness
- Do all of these things in a way that grows shareholder value

Our Vision

Be the most trusted Human Capital Management resource to entrepreneurs everywhere

Our Values

- Embrace Change
- Lead with Integrity
- Own the Outcome
- Deliver Awesome
- Be a Good Human

https://www.asuresoftware.com/401k-plans/

Asure

Have You Heard?

401K Solutions

Enhance your benefits package and empower your employees with Asure's Retirement Solutions

Seamless Integration

Our 401(k) solutions integrate effortlessly with your existing payroll system, offering a unified experience.

Expert Guidance

Benefit from personalized consultation and support to ensure your 401(k) plan aligns with your business objectives.

Customized Solutions

Tailor your 401(k) offerings to match your company's culture and needs, with various investment options available.

Compliance

Rest easy knowing that Asure's expert team will handle all legal and regulatory aspects of managing a 401(k) plan.

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support.asuresoftware.com

Asure Support

Search Help Guides

Create Support Case

Hello,
Please choose the product you need assistance with.

Account Name: —None—

* Which Asure Software product?: —None—

Next

Featured Articles

- 2023 Payroll Year-End Survival Guide
- TLM Year End Toolkit
- Asure 2023 Payroll Calendar
- Online Library Training Videos

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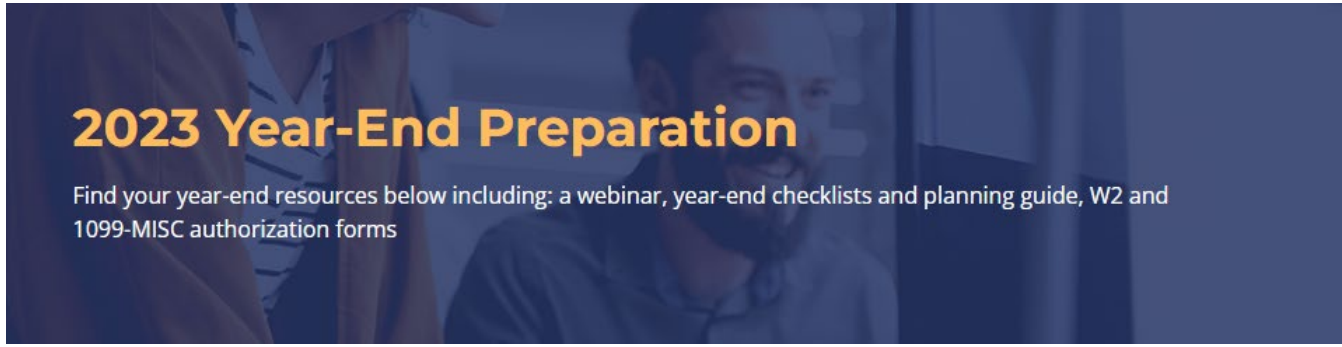
Chat Feature



Year-End Landing Page (all forms, recording)
https://www.asuresoftware.com/year-end-2023-mm/

https://www.asuresoftware.com/ebooks-and-guides/

eBooks & Guides

Download one of Asure's free eBooks or guides by clicking on the thumbnail of the topic that you're interested in learning more about.

Why Small Businesses Should Offer a 401(k) Now

In this guidebook, we dig into an action plan for businesses who want to overcome employee recruitment challenges. The data reveals that 94% of employers that offer 401K plans said retirement benefits help drive recruitment. We'll walk through your options to help you...

Download

HR Roadmap for Growing Your Business at Every Stage

As your business grows, adherence to employment laws gets more complex and your strategies need to shift. Download this eBook for the blueprint for growing your business at every stage. There are specific Federal and State Laws your business must comply with at 1...

Download

10 HR Laws Employers Must Know

Understanding these 10 HR laws is crucial for employers, in order to avoid severe consequences, including criminal prosecution. These laws encompass areas like discrimination, minimum wage, workplace safety, and leave policies. Compliance not only ensures legal...

Download

thank you

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Appendix at End of Handout

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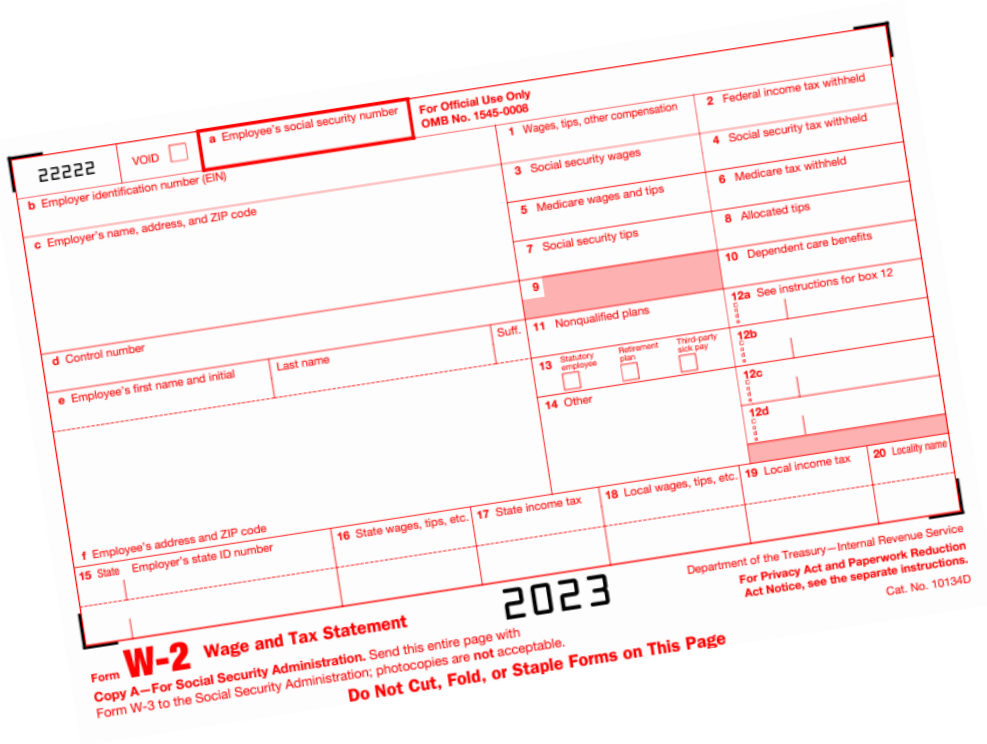
Appendix: Explanation of W2 Boxes

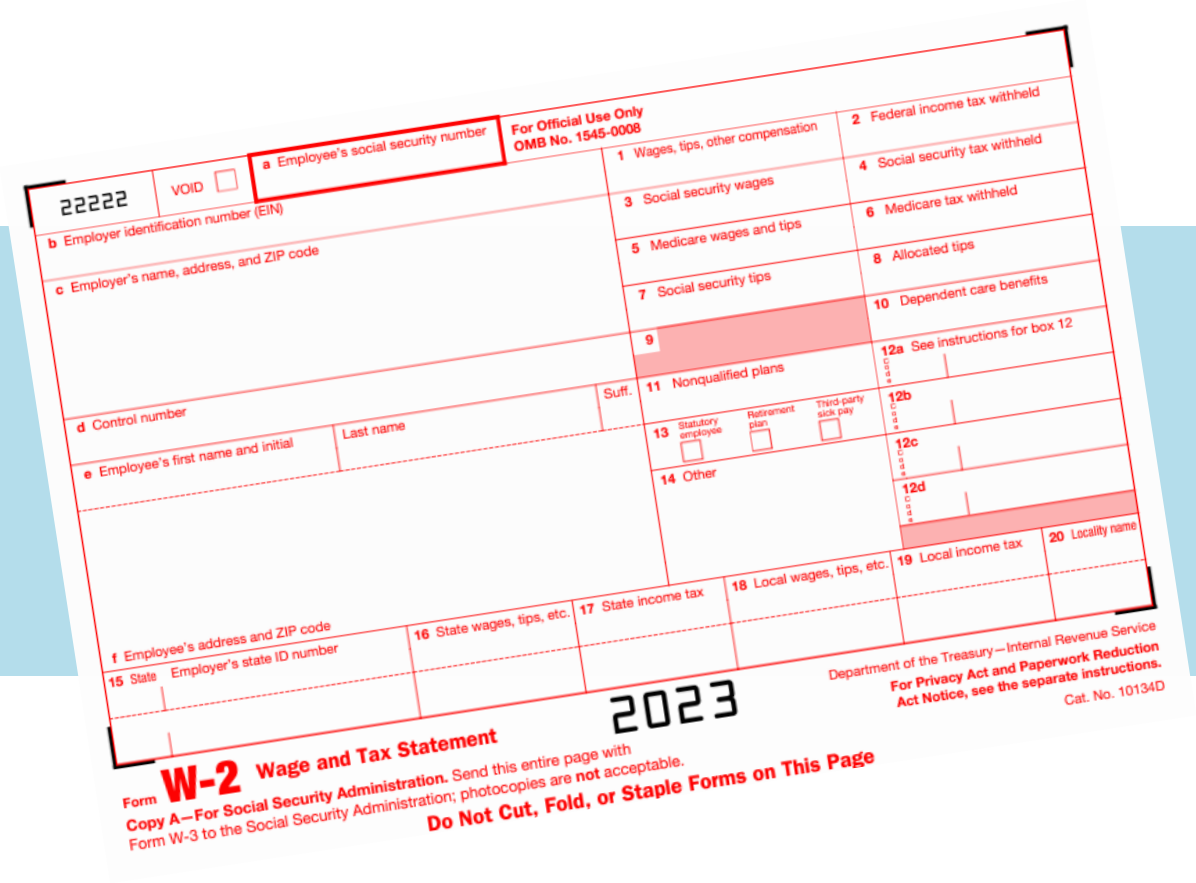

22222 VOID
a Employee's social security number
For Official Use Only
OMB No. 1545-0008
b Employer identification number (EIN)
1 Wages, tips, other compensation
2 Federal income tax withheld
c Employer's name, address, and ZIP code
3 Social security wages
4 Social security tax withheld
5 Medicare wages and tips
6 Medicare tax withheld
7 Social security tips
8 Allocated tips
9
10 Dependent care benefits
d Control number
11 Nonqualified plans
12a See instructions for box 12
e Employee's first name and initial
Last name
Suff.
13 Statutory employee
Retirement plan
Third-party sick pay
12b
14 Other
12c
12d
f Employee's address and ZIP code
15 State
Employer's state ID number
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc.
19 Local income tax
20 Locality name
Form W-2 Wage and Tax Statement
2023
Department of the Treasury—Internal Revenue Service
Copy A—For Social Security Administration. Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.
Do Not Cut, Fold, or Staple Forms on This Page
Cat. No. 10134D

Appendix

Asure

Forms W-2 are due to employees no later than January 31,2024.

Asure will begin shipping employee copies of W2s as early as January 8, 2024.



Appendix: Explanation of W2 Boxes

Box 1 > Wages, Tips, Other Compensation

- Reportable compensation / wages are subject to Federal Income Tax (FIT)
- May exclude pre-tax deductions such as Section 125 (cafeteria plan) Insurance Premiums, 401k / 403b Contributions, etc

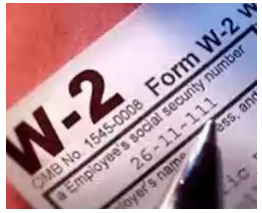
Box 2 > Federal Income Tax withheld

Box 3 > Social Security Wages

- Wages subject to Social Security Tax
- Does not include Tip Wages
- May exclude pre-tax deductions such as Section 125 (cafeteria plan) Insurance Premiums, 401k / 403b Contributions, etc
- Include any wages for which you deferred withholding and payment of employee social security tax

Box 7 > Social Security Wages

- Tip Wages subject to Social Security Tax



Appendix: Explanation of W2 Boxes

Box 4 > Social Security Tax Withheld

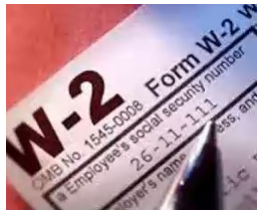
- Note: Box 3 wages may be greater than box 1 wages since fewer items are exempt from Social Security

Box 5 > Medicare Wages and Tips

- Wages subject to Medicare Tax
- May exclude pre-tax deductions such as Section 125 (cafeteria plan) Insurance Premiums, 401k / 403b Contributions, etc

Box 6 > Medicare Tax Withheld

- Note: Box 5 wages may be greater that Box 1 wages since fewer items are exempt from Medicare. Box 5 wages may be greater that Box 3 social security wages as there is no limit for Medicare



Appendix: Explanation of W2 Boxes

Box 10 > Dependent Care Benefit

- Total Dependent Care Benefit under Section 129
- If you feel data should display in this box but does not, please contact your Payroll Specialist

Box 11 > Non-Qualified Plans

- Earnings from Non-Qualified Plans

Box 12 > These are items required to be reported to the IRS, and may or may not have an impact on taxable wages

Box 12DD > Cost of Employer Sponsored Health Coverage. If you filed more than 250 W-2s in the previous year, you are required to report all EE & ER costs associated with Medical Health Care Insurance.

These items will be reported in Box 12 preceded by code "DD". The amount report under code DD is not taxable.

Appendix: Explanation of W2 Boxes

Form W-2 Reference Guide for Box 12 Codes

A	Uncollected social security or RRTA tax on tips	L	Substantiated employee business expense reimbursements	Y	Deferrals under a section 409A nonqualified deferred compensation plan
B	Uncollected Medicare tax on tips (but not Additional Medicare Tax)	M	Uncollected social security or RRTA tax on taxable cost of group-term life insurance over $50,000 (former employees only)	Z	Income under a nonqualified deferred compensation plan that fails to satisfy section 409A
C	Taxable cost of group-term life insurance over $50,000	N	Uncollected Medicare tax on taxable cost of group-term life insurance over $50,000 (but not Additional Medicare Tax) (former employees only)	AA	Designated Roth contributions under a section 401(k) plan
D	Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)	P	Excludable moving expense reimbursements paid directly to members of the Armed Forces	BB	Designated Roth contributions under a section 403(b) plan
E	Elective deferrals under a section 403(b) salary reduction agreement	Q	Nontaxable combat pay	DD	Cost of employer-sponsored health coverage
F	Elective deferrals under a section 408(k)(6) salary reduction SEP	R	Employer contributions to an Archer MSA	EE	Designated Roth contributions under a governmental section 457(b) plan
G	Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan	S	Employee salary reduction contributions under a section 408(p) SIMPLE plan	FF	Permitted benefits under a qualified small employer health reimbursement arrangement
H	Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan	T	Adoption benefits	GG	Income from qualified equity grants under section 83(i)
J	Nontaxable sick pay	V	Income from exercise of nonstatutory stock option(s)	HH	Aggregate deferrals under section 83(i) elections as of the close of the calendar year
K	20% excise tax on excess golden parachute payments	W	Employer contributions (including employee contributions through a cafeteria plan) to an employee's health savings account (HSA)		

https://www.irs.gov/pub/irs-pdf/iw2w3.pdf

Appendix: Explanation of W2 Boxes

Box 13 > Statutory Employee, Retirement Plan, 3rd Party Sick Pay

- These boxes are checked depending on your company setup and information reported
- For more info please review the IRS Form W-2 instructions

Box 14 > Other

- Other amount is for information items that may be provided to the employee at the employer's discretion:

  Union Dues, Uniform Allowance, Christmas Club etc…

Box 15> State

- State postal code abbreviation and employer's Tax ID

Box 16> State Wages, Tips

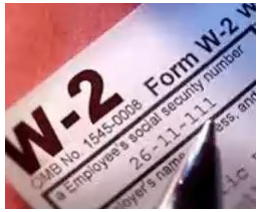
- Wages subject to specific state income tax

Box 17 > State Income Tax

- Specific State Income Tax withheld

Box 18-20 >

Similar to Boxes 16&17 but for Loacal Wages and Tax, if applicable



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