



Williams & Parsons, PC

CERTIFIED PUBLIC ACCOUNTANTS

New 2017 filing deadlines and how to prepare

Starting with the 2017 tax filing season, the IRS has moved up the deadline for submitting your government copies of W-2 and 1099 forms to January 31st from the original due date of February 28th. In other words, not only will you be required to provide employees with their W-2 forms and your contractors with their 1099 form by January 31st, but you will also need to file your Federal copies of form W-2, 1099-R, and 1099-MISC with the Social Security Administration or the IRS by January 31st as well.

Ensure You Are Planning Ahead:

- Prior to the end of the year:
 - Verify you have all employees filing information, addresses, social security numbers, and legal names correct. **If you are a payroll client of ours, we will give you a list of your employees and their filing information with your December payroll; please have it back to us by January 1st.**
 - Confirm all contractors' information is current, up to date and ensure you have a current W9 on file. **If we process your 1099's for you, please ensure this information is collected and available to transmit to us with your 1099 information.**
 - Make sure your payroll or 1099 processing software is up to date and able to handle the new changes.
- After January 1st:
 - Work to get the W-2s to employees as soon as possible and ask them to REVIEW their information to ensure there is ample time to correct any issues prior to submitting the information to the Social Security Administration.
 - **If we process your 1099's for you, please ensure your 1099 information is to us no later than January 10th.** This will ensure we have enough time to get the information out and correct any issues.
 - Ensure you file your information to the IRS and the Social Security Administration no later than January 31st.

If you have any questions on these changes, don't hesitate to give us a call at (208) 265-5959. If you previously filed your own forms and would like us to submit the 1099's and W-2's for you this year, please call us as soon as possible so we can ensure we get the appropriate information needed to complete the filings on time. As always, we are here for you and your business, and are happy to help you with any payroll or other needs you may have.