



2017 Year-End Newsletter

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HOLIDAY SCHEDULE

PMA Office Closing

Christmas

Monday, December 25 Closed

New Years

Monday, January 1 Closed

Upcoming Federal Reserve Banking Holidays (No Direct Deposit)

Christmas Day (Observed)

December 25th

New Year's Day (Observed)

January 1st

Martin Luther King Day

January 15th

President's Day

February 19th

YEAR-END CHECKLIST

- ✓ Review Holiday Schedule
- ✓ Identify your last payroll(s) for 2017 and first payroll(s) for 2018.
- ✓ **December 8, 2017:** Schedule a time for year-end adjustments for items such as bonuses, group term life, personal use of company cars, additional manual checks, voided checks etc.

These adjustments should occur **on or before** your last regularly scheduled payroll run of 2017 so that taxes can be withheld and paid timely.

- ✓ **December 15, 2017: *Employee Corrections***
Please submit any employee changes found during the employee verification process. If no corrections are received, we will assume your W2's are ready to print.
- ✓ **January 8, 2018:** 4th Quarter Reports will be issued. Please inform us of any delays needed in printing your reports.
- ✓ **January 19, 2018:** Year-End Reports issued.
- ✓ **January 31, 2018:** Distribute employee W2's/1099's and 1095-C forms.
- ✓ **January 31, 2018:** W2 & W3 electronic filing to the SSA.

PLEASE SUBMIT THE FOLLOWING DOCUMENTS TO US!

- ✓ *IRS Federal Deposit Frequency Notices*
- ✓ *State Unemployment Rate for 2018*

You should have already received your Federal deposit frequency notice and State Unemployment Rate for 2018 in the mail. We request that you send a copy over to us if you have not already done so.

2017/2018 401k & Retirement Plan Limits		
401k Plan Limits for Year	2018	2017
401k Elective Deferrals	\$18,500	\$18,000
Annual Defined Contribution Limit	\$55,000	\$54,000
Annual Compensation Limit	\$275,000	\$270,000

Great Information Online:

Visit our website under the resources section to find W-4 and I-9 *IRS Forms* at www.pmapayroll.com

EMPLOYEE INFORMATION VERIFICATION



Please refer to your 2017 Company Data Letter and Employee Data Report and review the following:

- Employee Name
- Employee SSN
- Employee Address

Any corrections that are needed can be made directly on the report. Please note that there is sensitive information listed on the Employee Data Report; **handle with discretion**. After all changes have been made, return the Employee Data Report to Payroll Management Assistance.

SHUGO

HUB– The complete employee payroll universe in a single platform!



Electronic pay stub delivery and secure online archive for up to 2 years viewable on any PC, tablet or smartphone.

W2 delivery and secure online archive available for up to 7 years viewable on any PC, tablet or smartphone.

Your company document and link library complete with read receipt capability.

A company message board, home to important announcements such as holiday events, important meetings, and anything else all employees needs to be aware of.

IMPORTANT INFORMATION



Duplicate W2 Requests

If an employee loses or misplaces their original W2, we can re-print a duplicate for a nominal charge.

Payroll Management Assistance NSF Policy

Payroll Management Assistance understands that unforeseen circumstances could arise and funds may not be available. Our return check policy is to charge a \$40 fee for each occurrence. After a third incident you will be removed from our Total Tax Filing service and moved to BASIC services.

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