

2018 EMPLOYEE W-2 EDIT LIST

To reduce the possibility of printing incorrect W-2s and to avoid penalties for incorrect or missing data, we ask that you verify critical company and employee information by reviewing the W-2 Edit List.

If you are a “Remote” or “Payentry” client, please print the W-2 Edit List and review the information. You are responsible for making your own corrections.

If you are a call-in, email, or fax client, please contact your CSR to request your W-2 Edit List and it will be sent to you. Notify your CSR with any corrections.

Notify Paytime of any NAME (names can not have any titles, i.e. MD, DDS, PHD) SOCIAL SECURITY NUMBER, or ADDRESS corrections for W-2 statements by **December 14, 2018** Your employees can assist you by verifying most of this information on their check stubs. The W-2 statement must reflect the name of the employee as it appears on their social security card.

Once the 2018 W-2s have been filed, the Social Security Administration (SSA) will be sending letters to employers with any mismatched SSN/Names. The letter will not list the affected employees. To view the names and SSNs that could not be matched to their records, please use the Employer Report Status within Business Services Online (BSO). To begin using BSO, you must complete a one-time registration process. To register, go to <https://www.ssa.gov/bsowelcome.htm>. In August, you should have received an informational letter explaining this new program. Please contact the SSA with any questions at 1-800-772-6270. In addition, general program information is available on the website at www.socialsecurity.gov/employer.

Also note that the “retirement plan box” must be checked on the “Miscellaneous” tab for an employee identified as being an “active participant” in a defined benefit or contribution plan. According to the IRS, an “Active Participant” is defined as an employee covered by a defined benefit plan for any tax year that he or she is eligible or a defined contribution plan for any tax year that an employer or employee contributions are added to his or her account.

IRS regulations require that an “X” be displayed in the box on the W-2 marked “Pension Plan” for all employees who are eligible for any Employer Sponsored Pension Plan that is **100% company funded** (no employee deduction). These plans are not reported as part of your regular payroll process. Therefore, we ask if your company has a pension plan (not 401(k) or 403(b), please contact your client service representative to discuss. If an employee participated in a 401(k) or 403 (b) plan, the information will automatically appear on the W-2.

If a new employee becomes a plan participant after the **December 14th** correction deadline, you must notify Paytime by your next scheduled payroll processing date. Failure to provide this information by **12/31/18** will put the responsibility on you as to the accuracy of this item on your employee W-2 statement.

*****ATTENTION REMOTE AND PAYENTRY CLIENTS ONLY*****

It is your responsibility to make corrections to employee data in your Millennium payroll system. This will ensure file integrity. If you have an employee covered by a defined benefit or contribution plan other than 401(k) and 403(b), please check the “retirement plan” box on the “Miscellaneous” tab under “Employees”. Do not return the W-2 Edit list to Paytime.