

# Streamlined CPA *Year-End Kit*



As part of Paycor's ongoing effort to make payroll and HR as painless as possible, we have streamlined the year-end kit to make it consistent for you and our mutual clients. For instance, you will notice the hold form and year-end website will be the same for clients and CPAs.

**We pride ourselves on providing superior service to both our clients and their CPAs, especially during this critical time of year.**

## INCLUDED IN THE KIT

1. A list of important Paycor dates and deadlines
2. Instructions for electronically completing and submitting the hold form

## YEAR-END WEBSITE

### paycor.com/year-end

- |  |  |
|--|--|
| <input type="checkbox"/> Electronic "Hold Books Open" form | <input type="checkbox"/> Client year-end Interactive PDF         |
| <input type="checkbox"/> Important dates and deadlines     | <input type="checkbox"/> Form to request online reporting access |
| <input type="checkbox"/> Educational year-end webinars     | <input type="checkbox"/> Other important documents and resources |

## CPA CARE YEAR-END SERVICES

### Superior service

- Dedicated Advocates available
- Complimentary custom reporting

### Reports available prior to last payroll run

- Year-to-date tax projection
- 401(k) contribution

### Variety of standard reports

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Expanded year-to-date summary</li><li>• Customized general ledger</li></ul> | <ul style="list-style-type: none"><li>• Departmental summaries</li><li>• FICA tip detail</li></ul> |
|---|--|

### Online Reporting

- Access to mutual client data anytime, anywhere
- Single sign-on for access to all mutual clients

Questions?

Email [CPAcare@Paycor.com](mailto:CPAcare@Paycor.com)

**Paycor** *CPA Care*

# Important Dates



## Before last payroll dated in 2020 verify and update all employee information.

<b>November 26-27</b>	Paycor is closed.
<b>December 1</b>	Deadline to make year-end verification changes and alert Paycor to hold books open until 12/31/20.
<b>December 25</b>	Paycor is closed.
<b>December 31</b>	Checks processed today will be dated 01/02/2021 or later for official check, direct deposit and tax filing clients.
<b>January 1</b>	Paycor is closed.
<b>January 4</b>	Additional fees will apply to run 2020 adjustments.
<b>January 27</b>	All employee W-2s and 1099s will be shipped no later than this date.

DECEMBER 2020				
Mo	Tu	We	Th	Fr
30	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	<b>25</b>
28	29	30	31	1

JANUARY 2021				
Mo	Tu	We	Th	Fr
28	29	30	31	<b>1</b>
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**DUE DEC. 1, 2020**

# Should Paycor Hold My Books Open Until *December 31, 2020?*

Your payroll records will be closed after processing the last scheduled payroll run of the year to accelerate the processing of W-2s and tax filings, unless they have items that require additional payrolls or adjustments. **If your books are not held open and a payroll is needed after the last scheduled payroll run of the year, we may have to reopen books, correct W-2s and amend returns and the fees associated with each instance.**

If one or more applies, please submit the form electronically at [paycor.com/year-end](https://paycor.com/year-end).

## **KEY DATES:**

**December 1, 2020** – “Hold Books Open” Form Deadline\*

**December 31, 2020** – Books will be held open until this date if form is submitted.

If you answer ‘Yes’ to any of the following questions, you will need to request for Paycor to hold your books open until December 31, 2020.

- Do you provide any of your employees with a company car that also can be used for non-work related purposes?
- Are you an S-Corporation and do you provide health insurance on behalf of the 2% shareholders?
- Will you be paying any year-end bonuses that will not be included in a regularly scheduled payroll?
- Do you pay group-term life insurance premiums for employees with coverage over \$50,000?
- Do you have employer-paid health savings account contributions that have not been previously reported?
- Do you have additional 1099 information (contracted labor) to send to Paycor?
- Have any of your employees taken advantage of the company’s third party sick pay plan? If yes, your books will be held open until January 15, 2021.

*For more information:*

Visit [paycor.com/year-end](https://paycor.com/year-end) or Call **855-565-3285**

\*If Paycor does not receive notification to hold your books open, your books will be closed with their last processed payroll. A minimum fee of \$400 will be assessed to re-open payroll records for 2020. If books need to be held open beyond December 31, 2020, the same minimum fee will apply.

