

**Forms Supplier**

All year end forms and forms information can be obtained from:

**DGW Business Forms**  
**Phone: 910-799-1678**  
**Email: [dgw@ec.rr.com](mailto:dgw@ec.rr.com)**  
**Fax: 910-452-3322**  
**Website: <http://www.dgwforms.com>**  
**Contact: Megan Stewart**

The correct W-2 forms are “4-Up”, meaning there are 4 W-2s per page.  
Employee -- 1 employee per 8 ½ x 11 form  
Employer -- 4 employees per 8 ½ x 11 form

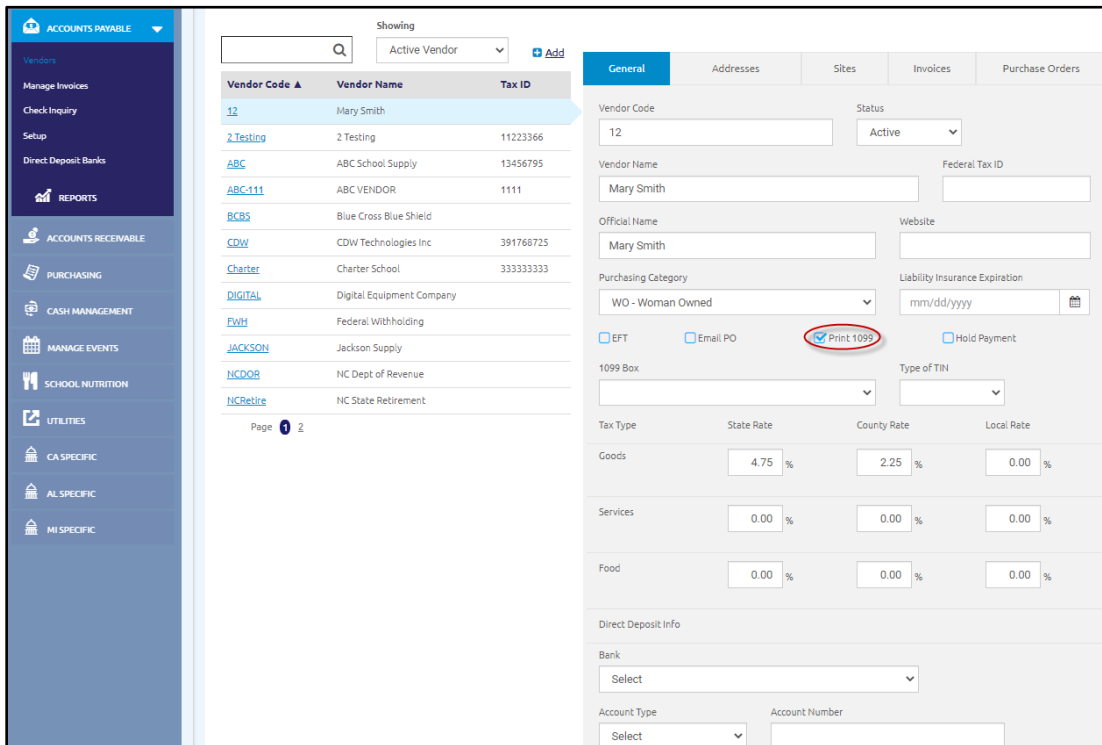
**Before Processing W2s or 1099s**

- All checks and voids related to calendar year 2020 should be processed, payroll and vendor.
- Verify the Federal Id and State Id in **System Settings > System Setup > Unit Set up > General Info**. These ID numbers print on the 1099s. Also verify the Official Name field as this will be the name that prints on W2s, 1099s, SUTA and 941s.
- Process all 2020 reporting before updating any payroll set up information. This includes tax tables, SUTA rate and wage limits. LINQ Support will automatically update tax tables and withholding information on January 1, 2021.

**Printing Vendor 1099s**

**Note:** 1099 forms have changed in 2020 and will be updated in our January 4, 2021 release!

- To view what vendors your account currently has set to receive a 1099 and their YTD gross navigate to **Fund Management> Utilities> 1099**. This screen will only show vendors set to receive a 1099 who have over \$600 in calendar year earnings. To add a vendor to this list, navigate to **Accounts Payable> Vendors> select the vendor and check the Print 1099 check box:**



- Choose 1099 Box

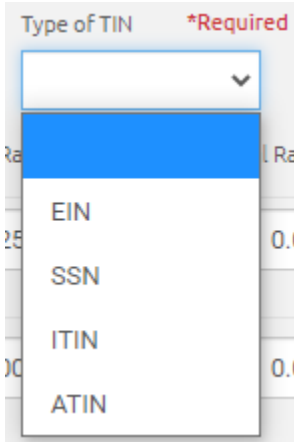
To accommodate the new 2020 IRS changes to 1099 forms, the 1099 box field options will be updated in our January 4, 2021 release.

The new values are:

- MISC Box 1- Rents
- MISC Box 3 - Other Income
- MISC Box 10 - Attorney Proceeds
- NEC Box 1 - Nonemployee Compensation

\*\*All vendors currently marked 1099 were updated to the 2020 value according to their previous box setting. Box 7 is now NEC Box 1, and Box 14 is now MISC Box 10.

- Choose Type of TIN



- Verify the vendor's Federal Tax Id and the Official Name is correct.
- Should you need to make changes to a 1099 vendor's calendar earnings, navigate to **Fund Management > Utilities > 1099 Override Earnings:**

The screenshot shows the '1099 Override Earnings' page. At the top, there is a search bar and a 'Tax Year' dropdown set to '2020'. Below is a table with the following data:

Vendor Code	Vendor Name ▲	YTD Earnings	Adjustment	YTD Adjusted Earnings	Last Modified By	Date
ABC	ABC School Supply	\$2,400.00	0.00	\$2,400.00		
JACKSON	Jackson Supply	\$0.00	0.00	\$0.00		
TWC	Time Warner	\$211.50	0.00	\$211.50		

At the bottom left of the table, it says 'Page 0'.

You may override the amount by keying in the amount you want to print on the 1099 for this vendor in the Override Earnings column. The override amount must be over \$600. Changes made on this screen do not alter payment history, only the amount that will print on the 1099.

- The print utility is under **Fund Management > Utilities > 1099**. Select Tax Year and check to print 1096 if desired. Selecting all vendors in the grid will print all vendors with over \$600 in earnings for calendar year 2020 (including those adjusted by the utility to override earnings). If selected, a 1096 will print after all 1099s have printed. You will be prompted to load the 1096 form in the printer.

**W-2 PREPARATION 2020**

AccuWage is free software provided by the Social Security Administration which verifies data in the W-2 file as error-free before you transmit it. We strongly encourage you to use this tool. Using this tool will require logging into your Social Security Business Services Online account here: <https://www.ssa.gov/bsowelcome.htm> There are instruction manuals and FAQ documents on the BSO website.

— Confirming W-2 Balances

The Trial Balance report (under **Payroll > Administration > Reports**) provides you with the earnings and withholding information that will print on the W-2s. Run this report for December 2020.

**NOTE:** There is a dropdown option to print only the Summary earnings and deductions. This Summary report can be used to balance to the W-2 totals pages.

— Adjusting W-2 Balances

If adjustments need to be made that affect 2020 earnings or deductions, go to **Payroll > Manage Employees > Select employee > Tax/Compensation tab > Checks Issued > Click Adjust in bottom right corner.**

**NOTE:** Be sure to use 2020 effective dates when making adjustments!

Manage Employees

SPEARS BRITNEY 983830

History

General Info Jobs Deductions **Tax / Compensation** Dates of Service Retirement Notes

Federal Tax Info

Status: Married Person

Exemptions: 1 Add On: 10

State Tax Info

Status: Married Person State: NC

Exemptions: 1 Add On: 5

Compensation

DIRECT DEPOSIT **CHECKS ISSUED** LEAVE

YTD/Cumulative checks/DirectDeposit

Year: 2019 Fiscal Calendar

	Withheld			Earnings		
	Actual	Adjust	Total	Actual	Adjust	Total
Federal Withholding	\$2,163.00	\$0.00	\$2,163.00	\$28,850.01	\$0.00	\$28,850.01
State Withholding	\$1,286.00	\$0.00	\$1,286.00	\$28,850.01	\$0.00	\$28,850.01
Social Security	\$1,813.50	\$0.00	\$1,813.50	\$29,250.01	\$0.00	\$29,250.01
Medicare	\$424.13	\$0.00	\$424.13	\$29,250.01	\$0.00	\$29,250.01
State Retirement	\$1,800.00	\$0.00	\$1,800.00	\$30,000.00	\$0.00	\$30,000.00
Gross				\$30,000.01	\$0.00	\$30,000.01

Adjust

— Voluntary Deductions and W-2 Reporting

Some voluntary deductions may need to be reported on the W-2 in boxes 10, 12, or 14.

To print in these boxes, please verify (or set) the applicable box number in

**Administration > Deduction Setup.**

- Box 10 is for Dependent Care Benefits.
- Box 12 is for “Employer’s Use” and includes such deductions as 401K, 403B, ROTH IRA’s, etc. ROTH IRA’s use a double letter designation - AA & BB. DD is used in Box 12 for all employer matching Health Benefits. Only deductions for box 12 need a letter designation.
- Box 13 If your unit participates in the State Retirement program (ORBIT), the retirement box in W-2 Box 13 will automatically be checked. If you do not participate in ORBIT, you have the option of selecting Box 13 for the voluntary deduction for your retirement plan. This will put an X in the retirement box on the W-2 for any employees with that deduction.
- Box 14 is for “Other” deductions.

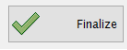
- Verify Federal and State IDs - Verify the Federal Id and State Id in **Payroll > Administration > Tax Table.** These ID numbers print on the W-2 and are included in the W-2 file.

**PROCESSING W-2s in School LINQ**

You will find this function under **Payroll > Administration > Reports > W-2.**

- Choose the 2020 tax year.
  - Check the “Print Employer Copy” if you wish to print a copy for your records.
  - Click the **Create File\Print W2(s)** button to print W-2s for all employees with earnings in the tax year. This is the file used for AccuWage testing and electronic submission. Adjust the print as needed. You can move the print up or down (Vertical) and left or right (Horizontal) up to .25 of an inch. To make an adjustment UP or LEFT, use a negative sign (-) in front of the number.  
**NOTE:** The W-2 file will likely default download into your Downloads folder, but you may choose the save location by clicking ‘Save As’. The Unit ID will be included in the file name with W-2REPORT2020, and the default filename will change each time it is produced.
- Enter the information for Electronic Filing. The Personal ID# is the User ID you requested from the Social Security Administration.
- You are able to reprint by selecting the previously finalized year, selecting all or as many employees as you wish to reprint, then clicking the **Reprint W2(s)** button.

**TESTING YOUR W-2 FILE USING ACCUWAGE 2020**

- If there ARE errors per the AccuWage software, they will be noted. Sign back onto the Payroll module and make the necessary changes.
- Once the errors are corrected, you must recreate the W-2 file so the changes will be reflected.
- Repeat the steps above until the W-2 file is error free in AccuWage.
- The saved W-2 file is to be used for filing with both the federal and state agencies. Once you have completed all W-2 processing and successfully passed AccuWage, the file may be transmitted. AccuWage will ask if you are ready to proceed to the BSO website to send the file. You may choose to send the file at that time, or you may wait.
- The IRS and Social Security Administration and the State of North Carolina prefer to receive W-2 data electronically. Therefore, the W-2 program will automatically create a W-2 file for you to upload to SSA. The same file will be uploaded to the NC Department of Revenue. This file contains both W-2 and W3 information.
  - It is **free, fast and secure**.
  - It saves time and **reduces filing burden**.
  - It provides an immediate **receipt for proof of filing**.
- **SSA Registration:** Registration to file is required. Please go to the Social Security Business Services Online (BSO) website:  
<http://www.socialsecurity.gov/bsowelcome.htm>  
Select the Registration link and complete the information requested.
  - A User ID will be issued immediately.
  - Complete the security options for password selection.
- You will transmit your file to SSA using the Business Services Online program.
- North Carolina Filing: For updated information please click here:  
<https://www.ncdor.gov/enc3>
- **Once you are satisfied with your W2s, Click  on the W2 reports screen. **This cannot be undone!****