

June 2018

AccuPay Bulletin

IMPORTANT ACCUPAY INFORMATION

CALENDAR

- Jun 20** WinRX proforma download available
- Jul 2** Second quarter processing begins
- Jul 4** **CLOSED-HOLIDAY**
- Jul 31** **2:00 PM - DE9/DE9C**
E-file deadline

REMINDER

THE ACCUPAY PROCESSING CENTER
IS LOCATED AT :

20422 Beach Blvd, Suite 345
Huntington Beach, CA 92648

ALL PAYMENTS SHOULD
BE SENT TO:

P.O. Box 8457
Huntington Beach, CA 92615

Phone/fax/email have not changed

QUARTER 2 WINRX INFORMATION

WinRX proformas will be available on **June 20th**:

- Update your payroll Q2 proformas by opening your desktop WinRX icon and following the prompts. **Once the program is open you must complete the update. Do not click on the X or exit out of the program before you finish the update.**
- Your Q2 payroll proformas will automatically populate.
- NOTE: Your 1099 proformas from 2017 will remain intact if the update is done correctly.

If you have a new computer and need to download WinRX, please visit www.AccupaySystems.com and click on WINRX in the top banner.

PRINTBACK SCHEDULE

Expedite PrintBack Service hours are 9:00 AM—9:00 PM Monday thru Saturday for WinRX returns during the processing months. Returns will be available within 2 hours of transmission. The charge is \$2.10.

Standard PrintBack Service hours are 9:00 AM—5:00 PM Monday thru Friday. Standard PrintBack returns will be available by 8:00 AM the next business day. The charge is \$1.10.

MAILING ADDRESS

P.O. Box 8457
Huntington Beach, CA 92615

Phone: (925) 945-1660
Fax: (925) 945-6544
Email: tech@accupaysystems.com

STREET ADDRESS

20422 Beach Blvd, Suite 345
Huntington Beach, CA 92648

IMPORTANT PROCESSING INFORMATION

Employer Listing

A list of your current employer numbers is enclosed. **Please check** this list when assigning numbers to NEW returns.

Link for Checking California SUI Rate

For your convenience AccuPay has provided a direct link to the EDD SUI rate screen on our website. Check any of your California employer's SUI rate in just seconds by keying in their 8-digit SUI number from our link. EDD lists rates for 2016, 2017 and 2018.

1099 Returns

For **new 1099 Payers**, WinRX is still available. Request the "Red" paper copies on the Payer Screen. AccuPay will print and mail the "Red" copies to you for filing. PrintBack is available for Payer and Payee copies.

For **corrected 1099 Payers**, fax or email a copy of the original 1099, circle the changes and indicate the correction.

2ND QUARTER E-FILE DEADLINE REMINDER

Second quarter e-file DE9 and DE9C returns must be processed by **2:00 PM on July 31**. Returns processed after **2:00 PM** will automatically receive paper reports .

NOTE: Starting in 2018, e-filing is REQUIRED in California. If you have a waiver or some other circumstance which allows you to paper file, please indicate on datasheet A by entering an "S" in the DE-9/9C E-file box.

If you are a WinRX user, please indicate on the State Quarterly information screen by selecting suppress e-file. We do not e-file form DE 3BHW, if you process this form, you will receive a paper copy which you will use to manually e-file your return.

SERVICE FEATURES

AccuPay "After the Fact" Payroll and 1099 Service Features include the following:

- ➔ Quarterly and Year End Reports including W-2s
- ➔ Full California quarterly and annual reports
- ➔ Household employer forms, including 1040, Schedule H worksheet
- ➔ Federal reports: 940, 941, 943, 944, 945, W-2s and W-3s
- ➔ Electronic W-2 and DE9/DE9C Filing
- ➔ Corrected Returns for W-2s, 941 and DE9/DE9C
- ➔ Processing throughout the year of 1099-MISC, 1099-DIV, 1099-INT, 1099K, 1099R, 1099S and 1098 returns
- ➔ Corrected 1099 service

We also offer FULL-SERVICE payroll.

Check out our website for a full list of services available—www.accupaysystems.com