

AccuPay Bulletin

CALENDAR

- Sep 24** WinRX proforma download available
- Oct 1** Third quarter processing begins
- Oct 24** Mailing 1099 Proformas for tax year 2018
- Oct 31 2:00 PM - DE9/DE9C**
E-file deadline

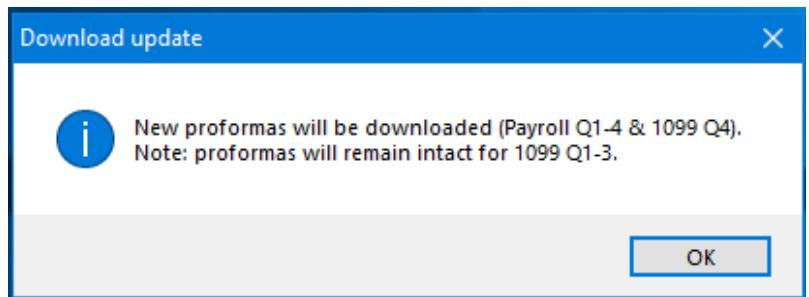
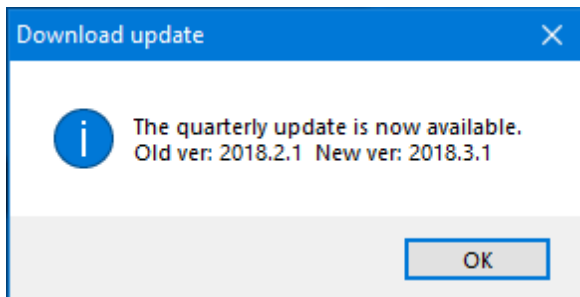
IMPORTANT 2018 W-2/1099 IRS PROCESSING REMINDERS

- Due date for filing 2018 Form W-2 is now **January 31, 2019** whether you file using paper forms or electronically. Extensions are no longer automatic. *Please refer to 2018 General Instructions for Form W-2 and W-3.*
- Due date for Form 1099-MISC is now **January 31, 2019** when reporting nonemployee compensation in box 7. Otherwise, e-file by April 1, 2019. *Please refer to 2018 General Instructions for Certain Information Returns.*
- Please review changes to extensions and penalties. Refer to the above publications which can be found at www.irs.gov.

3RD QUARTER WINRX INFORMATION

WinRX proformas will be available for DOWNLOAD on **Sep 24th**. Update your payroll Q3 proformas by opening your program and following the prompts. Existing 1099 proformas will remain intact. Click “OK” to allow the update.

NOTE: Do not click on “X” to close the first window; this update is mandatory for all users.



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.

1099 Proformas for 2018 Tax Year

Form 1099 proformas for 2018 will be ready by the end of October. In addition to your proformas, the package will include your payer listing and updates & processing reminders. **Unless you have contacted us, PrintBack users will find their 2018 1099 proformas as a PDF to download.**

Late 1099 Returns– 2017 Tax Year

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.

Low Cost 1099 & W-2 Envelopes

We provide low-cost, quality envelopes that fit W-2 employee and 1099 payee copies. The cost is **\$12.00 per 100** plus shipping. Call us or order online at **www.accupaysystems.com**. An email will be sent in November with a reminder to order your envelopes early.

3RD QUARTER STATE E-FILE DEADLINE REMINDER

Third quarter e-file DE9 and DE9C returns must be processed by **2:00 PM on October 31, 2018.** Returns processed after **2:00 PM** will automatically receive paper reports for filing to EDD.

E-filing for DE9/DE9C is mandatory unless a waiver has been filed. Enter “**Q**” in the DE-9/9C E-file box in the California section on Data Sheet A or check the “**E-file box**” on the WinRX State screen.

SERVICE FEATURES

AccuPay Full-Service Payroll:

- ➔ Includes e-filing of all state and federal forms
- ➔ Direct deposit of employee paychecks
- ➔ Online portal for easy payroll processing

AccuPay “After the Fact” Payroll and 1099 Services:

- ➔ 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

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