Agenda for today's Webinar...

- Holiday Hours
- Updates
- PFA Works Timecard Discontinued
- 2024 Tax Year

Updates

- Added default parameter titles and a new tab for default values in Bank Types.

- Updated Import My Work to have a separate extra rate not entered error color to easily see what timecards need extra rate.

- Updated MyWork rejection reason to only require 2 characters.

- Added copy and paste to Accounts. You can copy an account number and paste that account number when creating a new account.

- Updated Fixed Assets and Fixed Asset Calculation to our new window style and added uncalculate Fixed Assets.

PFA Works Timecard Discontinued

- Import Legacy Timecards, Legacy Timecard Permissions, and view legacy timecards are now removed from our software.

- Run convert timecards to convert the imported PFA Works timecards to MyWork timecards.

Tax Preparation, 1099

- Make sure you can log into the SSA and the 1099 taxpayer portal with your ID.ME.
  - 1099 taxpayer portal will be down starting Tuesday, December 3rd as they get the portal ready for tax year 2024. No official date on when it will be back up.
  - You will still be able to access your applications during this time.
- Verify that you have correct 1099 information for your vendors.
  - Use IRS TIN Matching to submit your vendors 1099 information.
  - Use Cogitate's TIN Verify menu item to generate an upload file for TIN Matching and read the results file.
  - IRS taxpayer portal uses the same TIN Matching when you submit your 1099s, verifying your vendor's 1099 information should cut down the errors with your 1099s.
  - NEC due January 31st, 2025.
  - MISC Due electronically March 31st, 2025.

Tax Preparation,W2 and 941

- Both your 4th quarter 941s and W2s are due January 31st, 2025.
- Your 941s should be calculated before you calculate your W2s.
- Cogitate has been approved for printing the W2s on plain paper.
- Cogitate creates the EFW2 file for you to upload to the SSA.
  - Use Acuwage to test the file for errors before you submit.
  - The W3 is included in the EFW2 so there is no separate file for W3.
  - MTO accepts the EFW2 as well, so you can upload same file using the MTO's EFW2 file upload section.
- Use the SSA SSN Verification System to verify an employee or dependent's SSN.
  - Use Cogitate's SSN verify tool to generate the upload file and read the results file.

Tax Preparation, ACA

- 1094-C/1095-C are electronically due by March 31st,2025.

- If you are filing your ACA requirements using the IRS AIR system for the first time:
  - Make sure you have your AIR application completed and your TCC.
  - You must pass a communications test to be able to submit your 1094/1095s.
  - Use the UI AATS to submit your test files that Cogitate produces.

- If you filed your ACA forms last year using the AIR system:
  - You do not have to pass a communications test (This could be subject to change).
  - Use the Aca Tax Reporting menu item to verify all the information is correct for each employee.