Return to McRuer CPAs

by: January 13, 2017

2016 Year End Business Organizer

Form(s) W-2

for

Company Name:

(Note: Complete one packet for EACH company.)

NOTE: **McRuer CPAs will NOT process forms until we have received this information. If, for any reason, we are unable to complete any payroll documents due to lack of timely information, we will not issue any reports nor assume any liability for penalties associated with a failure to file.**

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McRuer CPAs

W-2 Forms

Company Name:

WILL McRuer CPAs BE PREPARING YOUR 2016 FORM(S) W-2?

☐ Yes – Review and complete **ALL** sections below
☐ No – Skip to section POSSIBLE PAYROLL ADJUSTMENTS
Note: These could impact your payroll no matter the processing method.

REVIEW EMPLOYEE DATA

McRuer CPAs is planning to prepare your 2016 Form(s) W-2. Your participation is required to ensure the forms are complete and accurate. Please follow the steps provided for efficient processing.

1. Review employee addresses and social security numbers.

☐ Find prior year Form(s) W-2 posted to your MySafe Exchange account.
(Click here MySafe Exchange or refer to page #7 for login instructions.)

☐ Review the details for each employee to ensure we have correct and complete information.

☐ Complete the information on the form, even if no changes are required.
(Click on following link or see page #4.)
EMPLOYEE INFORMATION UPDATE WORKSHEET

2. Submit your information **(even if there are no updates).**
Click here MySafe Exchange or refer to page #7 and follow the login instructions, to submit your information through your secure online account.

3. Review all of the possible payroll adjustments detailed below.
Consider your 2016 situation and determine if you have any Form(s) W-2 adjustments. If you are unsure of your requirements, please ***contact Joe Globoke or Michael Froeschl*** at joe@kccpa.com or michael@kccpa.com or call 816.741.7882 to discuss.

(NOTE: These are the most common payroll adjustments for our clients and they are not meant to be a complete list of requirements.)

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POSSIBLE PAYROLL ADJUSTMENTS

Please consider ***each*** of the following topics to determine if possible year end payroll adjustments are necessary. Most adjustments must be done by the ***last 2016 payroll***.

S-CORPORATION OFFICER HEALTH INSURANCE:

Accident and health insurance coverage provided by an S-Corporation on behalf of its 2% or greater shareholder **must** be reported on Form W-2. These premiums can be deducted on the individual's income tax return. This reporting requirement includes individual policies owned by a 2% or greater shareholder where the S-Corporation reimburses the shareholder.

Please answer the following to determine whether adjustments are required.

1. Does your business file Form 1120S (US Income Tax Return for an S-Corporation)?
   - ☐ Yes – continue to #2
   - ☐ No – adjustment NOT required, skip to next topic
2. Does your S-Corporation have shareholders that own more than 2% individually?
   - ☐ Yes – continue to #3
   - ☐ No – adjustment NOT required, skip to next topic
3. Does the S-Corporation pay for the health insurance premiums for those shareholders or reimburse the shareholder directly?
   - ☐ Yes (to either) – go to #4
   - ☐ No – adjustment NOT required, skip to next topic
4. Complete the information on the form. (Click on following link or see page #5.)
   S-CORPORATION HEALTH INSURANCE WORKSHEET
5. ***If McRuer CPAs is preparing 2016 Form(s) W-2:***
   Click here, MySafe Exchange or refer to page #7 and follow the login instructions, to submit your information through your secure online account.
6. If another payroll solution is utilized but you would like additional guidance on how to ensure accurate reporting, please ***contact Joe Globoke or Michael Froeschl*** at joe@kccpa.com or michael@kccpa.com or call 816.741.7882.

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POSSIBLE PAYROLL ADJUSTMENTS-Continued **W-2 Forms Continued**

HEALTH SAVINGS ACCOUNTS (HSA)

Contributions by a Partnership to a partner's HSA for services rendered are treated as guaranteed payments that are deductible by the Partnership and includible in the partner's gross income. This treatment also applies to contributions made by an S-Corporation to a 2% or greater shareholder's HSA.

Please answer the following to determine whether adjustments are required.

1. Is your company a Partnership, S-Corporation, or Other?
   - ◯ Partnership – go to #2
   - ◯ S-Corporation – go to #3
   - ◯ Other – adjustment NOT required, skip to next topic
2. Does your Partnership contribute to a partner's HSA account?
   - ☐ Yes – go to #4
   - ☐ No – adjustment NOT required, skip to next topic
3. Does your S-Corp contribute to a 2% or greater shareholder's HSA account?
   - ☐ Yes – go to #4
   - ☐ No – adjustment NOT required, skip to next topic
4. Complete the information on the form. (Click on following link or see page #6.)
   HEALTH SAVINGS ACCOUNT (HSA) WORKSHEET

7. ***If* McRuer CPAs *is preparing 2016 Form(s) W-2:***
   Click here, MySafe Exchange or refer to page #7 and follow the login instructions, to submit your information through your secure online account.

5. If another payroll solution is utilized but you would like additional guidance on how to ensure accurate reporting, please ***contact Joe Globoke or Michael Froeschl*** at joe@kccpa.com or michael@kccpa.com or call 816.741.7882.

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EMPLOYEE INFORMATION UPDATE WORKSHEET

Company Name:

◯ ALL EMPLOYEE INFORMATION IS CORRECT ON ORIGINAL REPORT

◯ PLEASE UPDATE EXISTING EMPLOYEE INFORMATION OR ADD NEW EMPLOYEES

◯ New ◯ Update Employee:

- ☐ Updated Name:
- ☐ Updated Address:
- ☐ Updated Social Security Number:

◯ New ◯ Update Employee:

- ☐ Updated Name:
- ☐ Updated Address:
- ☐ Updated Social Security Number:

◯ New ◯ Update Employee:

- ☐ Updated Name:
- ☐ Updated Address:
- ☐ Updated Social Security Number:

◯ New ◯ Update Employee:

- ☐ Updated Name:
- ☐ Updated Address:
- ☐ Updated Social Security Number:

◯ New ◯ Update Employee:

- ☐ Updated Name:
- ☐ Updated Address:
- ☐ Updated Social Security Number:

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S-CORPORATION HEALTH INSURANCE WORKSHEET

Company Name:

Officer Name:

Shareholder %:

2016 Health Insurance Premiums paid by S-Corp:

Account where payments are posted to in records:

☐ Distributions/ Draw ☐ Expenses

Officer Name:

Shareholder %:

2016 Health Insurance Premiums paid by S-Corp:

Account where payments are posted to in records:

☐ Distributions/Draw ☐ Expense

Officer Name:

Shareholder %:

2016 Health Insurance Premiums paid by S-Corp:

Account where payments are posted to in records:

☐ Distributions/Draw ☐ Expense

Officer Name:

Shareholder %:

2016 Health Insurance Premiums paid by S-Corp:

Account where payments are posted to in records: ☐ Distributions/Draw ☐ Expense

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Officer Name:

Shareholder %:

2016 Health Insurance Premiums paid by S-Corp:

Account where payments are posted to in records: ☐ Distributions/Draw ☐ Expense

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Company Name:

Company Entity: ☐ S-Corp ☐ Partnership

Name:

Ownership %:

2016 HSA Contributions Made by Company:

Account where payments are posted to in records:

☐ Distributions/Draw ☐ Expense

Name:

Ownership %:

2016 HSA Contributions Made by Company:

Account where payments are posted to in records:

☐ Distributions/Draw ☐ Expense

Name:

Ownership %:

2016 HSA Contributions Made by Company:

Account where payments are posted to in records:

☐ Distributions/Draw ☐ Expense

Name:

Ownership %:

2016 HSA Contributions Made by Company:

Account where payments are posted to in records:

☐ Distributions/Draw ☐ Expense

Name:

Ownership %:

2016 HSA Contributions Made by Company:

Account where payments are posted to in records:

☐ Distributions/Draw ☐ Expense

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MySafe Exchange Login /Upload Instructions

How to <u>LOGIN</u> to your secure MySafe account

1. Visit www.kccpa.com and click on the MySafe icon located on our Home page
2. Click on user name – sent in previous email
3. Password – sent in previous email

What if I can't <u>LOGIN</u> to my secure MySafe account?

1. Under the Login box
2. Click "Can't access your account?"
3. Enter your Login – sent in previous email
4. Enter your email address that would have been associated with your MySafe account 5. Choose one of the following:
   a. Reset via email
   b. Reset via security questions (only if previously established)

6. For further assistance, contact Jeannie Salmon at jeannie@kccpa.com or call 816.741.7882.

How to <u>VIEW</u> documents in your secure MySafe account

1. Login to your MySafe account.
2. Find the "Documents" heading on the left navigation pane
3. Click on the name of the individual or business to view documents
4. Find the appropriate folder in the middle section of the screen
5. Double click on the appropriate folder(s) until you find the PDF document to view

How to <u>UPLOAD</u> documents to your secure MySafe account

1. Login to your MySafe account.
2. Find the "Documents" heading on the left navigation pane
3. Click on the "File Exchange" under the Documents heading
4. Find the appropriate folder in the middle section of the screen
5. Double click on the appropriate folder
6. Click the "Upload" icon in the top toolbar
7. Click "Add files"
8. Browse your computer to attach the appropriate files
9. Repeat the "Add files" steps as many times as necessary to attach all files
10. To remove file click the red circle to the right of file
11. Click "Start upload" when all files are attached