

## Swartzentruber & Company Inc

2385 Eagle Pass Suite A Wooster, Ohio 44691

Phone 330-345-7353 Fax 1-330-595-4357 ("1" must be entered)

Dear Client:

**Year-end processing is right around the corner! There are a few things we can do now to make your W-2 processing MUCH EASIER!**

1. **REMEMBER: Christmas/holiday bonuses or tangible gifts must run through payroll, according to government regulations.**

**If we provide payroll processing services to you:**

\*Contact our office to process bonus checks no later than **5 days prior** to the paycheck date.

2. If you are an S-Corporation and pay health insurance for any shareholder, please contact our office ASAP with the premium totals paid in 2024 for each shareholder.
3. Be on the look-out for ALL **state unemployment notices**. New rates for 2025 typically start arriving between now and the end of December. Please forward that document to our office. If you process your own payroll, please update your rate on the payroll platform used, with this new rate. Third-party payroll services are NOT responsible for withholding at an incorrect SUTA rate. You will receive underpayment notices from ODJFS if you do not ensure the correct rate is reflected by the first payroll of 2025. Send the form to us to review for the discounted rate. Please contact our office if you need assistance with any of this. **It's important to get this entered before the first payroll of 2025 is processed.**
4. Employee address changes and social security numbers - Please make sure your employee information is accurate and up to date.
5. 1099s – If you have any 1099s to report for 2024, **please contact the office immediately** so we can add you to our schedule. If you have any questions regarding who should receive a 1099, please contact us. In many instances, we are finding missed 1099s when we prepare client's tax returns.
6. If you run payroll using Sure/Run Payroll, **you will need to print and distribute the employees' W-2s.** The service does not provide printing and mailing of your W2's. The employees may also log in to their personal payroll portal to obtain their W2. If you use another service provider, you will want to check with your agreement of services provided to ensure the W2s are mailed on your behalf or if you, the employer, are expected to print and distribute.