

# **Overview**

This Quick Help Video reviews the use of specific reports to check the accuracy of your W2 filings along with quarterly and yearly tax reports.

# **Client Reports**

The Year-End Audit reports can be processed on demand by navigating to Reporting > Client Reports.

When we think of Year-End, we think of W2's. Therefore, it is best to use the Search function on Client Reports to find the first two year-end audit reports.

Client Reports		
Report Category:	All	•
Search:	W2	Filter

The two reports to view information for W2 accuracy at any time during the year are:

- Employee W2 Preview: This report is available by Payroll Run or As of Date
- Employee W2 Verification: This report is available by Payroll Run only

The Employee W2 Preview will include the following per employee receiving a W2 in the calendar year:

- Name/Address of the Employee
- SSN of Employee
- Box 13 Indicators
- Wages/tax per box on W2
- Box 12 and Box 14 amounts and descriptions

Here is an example of an entry for an employee on this report:

Employee Informa	tion	Description	Box	Wage Box	Taxes	Description	Box	Wages Box	Taxes	Description	Box	Amount	Description	Box	Amount
Emp #: 1004	111-22-5559	FEDERAL	01	35,868.84 02	3,814.58	SOC SEC	03	37,154.72 04	2,303.59						
Daniel L Adams		MEDICARE	05	37,154.72 06	538.74	NY	16	35,868.84 17	1,495.17						
345 Market St		NEW YORK	18	81,762.73 19	1,014.43								С	12a	95.42
NEW YORK, NY 10024										DD	12b	2,817.63	D	12c	1,285.88
Retirement Plan: Y													NYSDI	14	26.10
Statutory Employee: N										NYPFL	14	101.61			
Third Party Sick Pay: N															

The Employee W2 Verification will include the following per employee receiving a W2 in the calendar year:

- Organization
- Employee Name
- Employee Number
- SSN
- Retirement Plan (yes/no)
- Birth Date
- Term Date if applicable
- Pay Type
- PR Status
- Employee Address



#### Here is an example of some entries on this report:

Employees	Receiving a 2020 W-2								
			Social	Retirement					
Location	Employee Name	Emp#	Security #	Plan	Birthdate	Term Date	Pay Type	PR Status	Employee Address
01	Daniel L Adams	1004	111-22-5559	YES	8/23/1962		Hourly	Active	345 Market St NEW YORK, NY 10024
01	Jody Barber	1048	159-37-5852	NO	7/15/1962		Hourly	Active	123 Main Street SARASOTA, FL 34239
02	Richard L Barnes	1015	111-22-5570	NO	1/19/1981	7/23/2019	Hourly	Terminated	23401 Park Sorrenta Unit 51 Calabasas, CA 91302
01	John A Bennett	1027	099-88-7665	NO	5/10/1987		Hourly	Active	178 Broadway NEW YORK, NY 10016
01	David Blackman	1006	111-22-5561	NO	4/23/1989		Salary	Active	37 Eldridge Ave Staten Island, NY 10302
01	Regina A Borland	1005	111-22-5560	NO	7/29/1953		Hourly	Active	161 Main St #20 MANHATTAN, NY 10018

Another factor for accurate W2 information is the entry of a valid Social Security number per employee.

Navigate to Reporting > Client Reports. Search for SSN. Here is the report available:

• SSN Verification Report/Export – both are As of Date reports

The SSN Verification Report or Export will include any employees with Missing, Invalid or Duplicate Social Security Numbers. If any employees appear on this report, please correct prior to W2s being issued since this can hold up the issuance of the W2s.

### **Tax Reports**

The following reports are important reports to verify either prior to year-end or quarter-end to verify the accuracy of your tax filing. They are:

- Tax Id & Rate Verification Report: This is available By Payroll Run only
- Tax Liability Summary by Quarter: This is available By Payroll Run or Date Range Note: There are other options for this report

The Tax Id & Rate Verification Report includes the following:

- State/Federal
- Tax Agency
- Tax Identification
- SUI Rate
- Employee Count: The number of employees filed on the specific return for the period selected



### Here is an example of the report:

Legal Name & Address: May 2019 HR Test Inc 189 Spring St New York, NY 10012							
State	Tax Agency	Tax Identification	SUI Rate	Employee Count			
Federal	Internal Revenue Service	12-9999999		41			
California	California - 1099	*** Missing ***		0			
California	California - EE SIT-SDI	444-5555-1		6			
California	California - ER UI	444-5555-1	0.038000	6			
Florida	Florida - ER UI	1234567	0.027000	6			
Michigan	MI- Detroit - W/H	*** Missing ***		0			
Michigan	Michigan - EE W/H	*** Missing ***		0			
Michigan	Michigan - ER UI	*** Missing ***	0.027000	0			
New Jersey	New Jersey - EE W/H	*** Missing ***		0			
New York	New York - ER UI	333333-1	0.040100	24			
New York	New York - SDI	*** Missing ***		24			
New York	NY- MCTMT	129999999		25			
New York	NY-NYC-Yonk - EE W/H	129999999		25			
Ohio	OH- Akron	*** Missing ***		2			
Ohio	Ohio - EE W/H	17-777777		2			
Ohio	Ohio - ER UI	7777777-22-1	0.027000	2			
Ohio	Ohio - School District	*** Missing ***		0			

The Tax Liability by Summary report includes the following:

- Tax Agency
- Tax
- Check Date
- Subject Wage (per check date)
- Taxable Wage (per check date)
- Tax Amount (per check date)

Here is an example of the report:

Client ID: MAY9001 - May 2019 HR Test Inc   Pay Group: Biweekly   Check Date: 8/14/2020   Run Date: 6/9/2020 Run Number: 47		y SUMMARY BY QUARTER y 2019 HR Test Inc	Period Begin Date: 7/27/2020 Period End Date: 8/9/2020 Pay Period: 16 Payroll Type: Regular Payroll				
3rd Quarter - 2020							
Tax Agency	Тах	Check Date	Subject Wage	Taxable Wage	Tax Amount		
Federal - 941 Taxes (Federal Tax Deposit)	SOC SEC EE	8/14/2020	91,083.90	91,083.90	5,648.65		
	Total - SOC SEC EE		91,083.90	91,083.90	5,648.65		
Federal - 941 Taxes (Federal Tax Deposit)	SOC SEC ER	8/14/2020	91,083.90	91,083.90	5,647.20		
	Total - SOC SEC ER		91,083.90	91,083.90	5,647.20		
Federal - 941 Taxes (Federal Tax Deposit)	MED EE	8/14/2020	91,083.90	91,083.90	1,321.05		
	Total - MED EE		91,083.90	91,083.90	1,321.05		
Federal - 941 Taxes (Federal Tax Deposit)	MED ER	8/14/2020	91,083.90	91,083.90	1,320.71		
	Total - MED ER		91,083.90	91,083.90	1,320.71		
Federal - 941 Taxes (Federal Tax Deposit)	FEDERAL WH	8/14/2020	89,523.16	89,523.16	9,151.25		
	Total - FEDERAL WH		89,523.16	89,523.16	9,151.25		
Total - Federal - 941 Taxes (Federal Tax Deposit)					23,088.86		
Federal - ER UI (FUTA)	FUTA ER	8/14/2020	91,041.76	2,074.22	12.44		
	Total - FUTA ER		91,041.76	2,074.22	12.44		
Total - Federal - ER UI (FUTA)					12.44		
Oregon - ER UI	OR WBF ER	8/14/2020	0.00	0.00	2.61		
	Total - OR WBF ER		0.00	0.00	2.61		
Oregon - ER UI	OR WBF EE	8/14/2020	0.00	0.00	2.61		
	Total - OR WBF EE		0.00	0.00	2.61		
Oregon - ER UI	OREGON SUI ER	8/14/2020	7,774.94	1,767.46	53.02		
	Total - OREGON SUI ER		7,774.94	1,767.46	53.02		