

PBS Tips & Tricks #33 - Two New Features in PBS Payroll for Year End Reporting

Passport has added two significant enhancements to PBS Payroll for reporting on tax year 2021:

- 1) A utility to create or update your Federal Tax table with 2022 data
- 2) The ability to print the non “type A” (red) copies of the W2s on plain paper via producing a PDF

Federal Withholding Table updates

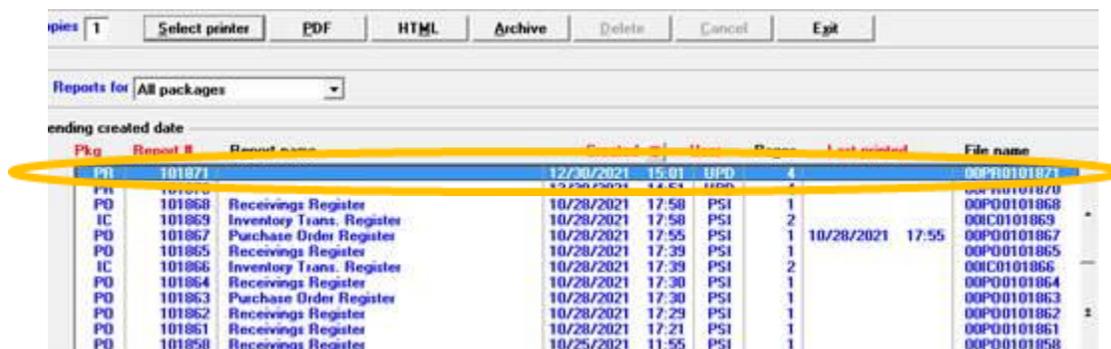
Passport has provided a utility available for download from our File Management System (FMS) site or through your Passport Partner. This utility will build/update the Federal Tax tables to be updated for 2022 payroll run. The program will either create or update two sets of three tables:

- Federal “standard” table (pre-2020 W4-based) Single, Married, Head of Household
- Federal section 2(c) table (2000 and later W4-based) Single, Married, Head of Household

Also, if you do not have the 3 section 2(c) tables, the utility will create these for you.

Note: Other tables for city and state tax rates are not changed and must be updated manually.

This utility was designed to allow a single company to be updated, or all companies simultaneously using the “F5” option. In addition, at the end of the run, a Print-to-disk file is created that shows before and after listings of each of the two sets of tables. To see or print this, simply start up PBS and go to menu item ‘CTL/Print reports from disk/Print a report’. It is likely the most recent and therefore the top of the list entry. From here you can view it by selecting PDF button or send to a printer:

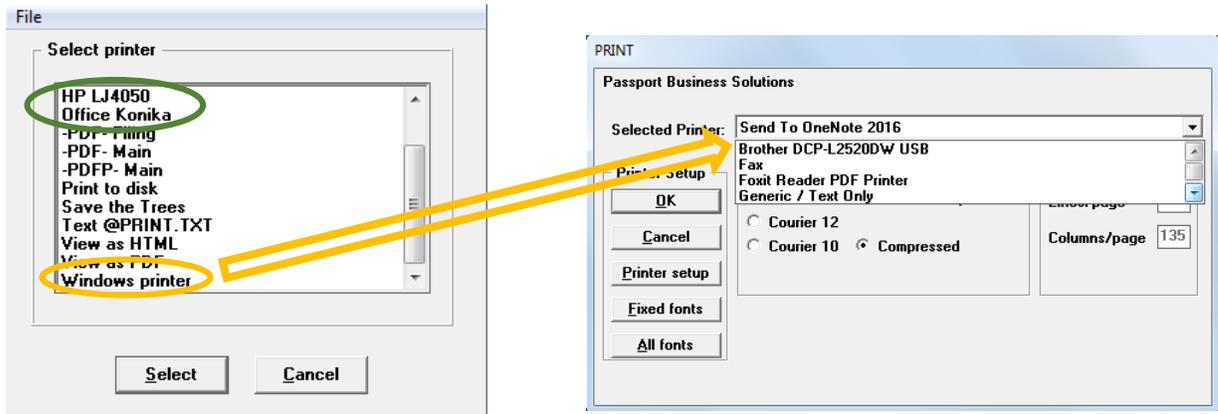


Pkg	Report #	Report Name	Created on	Time	Days	Last printed	File name
PT	101871		12/30/2021	15:01	UPD		00P0101871
PT	101870		12/28/2021	14:54	UPD		00P0101870
PD	101868	Receivings Register	10/28/2021	17:50	PS1		00P0101868
IC	101869	Inventory Trans. Register	10/28/2021	17:50	PS1		00C0101869
PD	101867	Purchase Order Register	10/28/2021	17:55	PS1	10/28/2021 17:55	00P0101867
PD	101865	Receivings Register	10/28/2021	17:39	PS1		00P0101865
IC	101866	Inventory Trans. Register	10/28/2021	17:39	PS1		00C0101866
PD	101864	Receivings Register	10/28/2021	17:30	PS1		00P0101864
PD	101863	Purchase Order Register	10/28/2021	17:30	PS1		00P0101863
PD	101862	Receivings Register	10/28/2021	17:29	PS1		00P0101862
PD	101861	Receivings Register	10/28/2021	17:21	PS1		00P0101861
PD	101858	Receivings Register	10/25/2021	11:55	PS1		00P0101858

Enhanced W2 Creation and Printing

Starting with 2022, you can print the Copy 1, Copy B, your W2s to plain paper. Passport Software has modified the process so the W-2s are printed as a PDF file using Windows printing, including employee information with the boxes and background form added. Historically, the W2 and W3 forms were the only reports or forms in PBS that had to be printed through the (older) company file printer menu selections (green highlight below) as opposed to using the more flexible “Windows printer” printing

option selection (orange highlight). The Windows printers shown in the right-hand selection are the ones chosen when printing from Excel or Word.



W-2 Submission to SSA

- You can submit the W-2 information to the Social Security Administration magnetically or on printed forms. Passport has supported magnetic media for many years. In this mode, after having verified your payroll data for the year, you would run the program that creates the submission file ('PR/Year-end/Magnetic W2 forms'). This produces a text file called the EFW2 (Electronic Filing W2) file which is uploaded to the Business Services Online (BSO at <https://www.ssa.gov/employer/verifySSN.htm>) Here you can register, login and go to the upload screens. The magnetic media includes both the printed W2 and W3 equivalent information.
- If you are going to submit printed forms, you must use the IRS-approved preprinted form - the "Copy A" type - the red copy. These forms are specially designed to be scanned at the IRS and, as a result, a PDF or other kinds of copies - even a colored copy of this form will not work, and these copies are not allowed. (<https://www.irs.gov/pub/irs-pdf/fw2.pdf>)
- The other copies - the "Copy 1" for State and City/Local and the Copy B, C and 2 for employees can be black and white and do not have the same restrictions on the source of the form.
- Currently, by these rules, the Feds will not accept a PDF or other instrument produced electronically that replaces the actual printing of Copy A. So, if you aren't submitting magnetically, you must print your W2 documents for Federal submission onto the approved "Copy A" forms.
- As of this year, PBS can produce the other (non-Copy "A") black and white forms as a new feature. We have developed the technology to produce the look-alike Copy 1 or B form. Basically, when requested, the program will produce an Adobe-compatible mini-database containing the specific information to be printed on your Copy 1 or Copy B forms. This database will automatically merge into a PDF form so that by opening the form you produce a "filled in" PDF image of the W2 documents to be printed and distributed to the City/State tax authorities and Employees for record keeping and submission with their tax returns.



Important note

As of this year's filing, 2022 for tax year 2021 reporting, you must file electronically if 100 or more employees - (<https://www.irs.gov/taxtopics/tc752> and <https://www.ssa.gov/employer/returnfilers.html>).

However, for 2023 filing this is expected to be reduced to 10. Many clients will be required to file electronically next year and so as of next year our new printing feature for W2s will become the method of choice for printing W2s. The federal submission will go through magnetic media as described above, with other copies for City/State and Employees produced as pre-filled PDFs, combining the form and the data printed to blank paper.

PDF record

We have not yet incorporated emailing of the Employee Copy B W2 PDF forms, as we have for check stubs/pay advices; but please stay tuned, we are working on it.

Producing these PDFs allows many companies to print off a dummy run of their W2s and keep these on file as an in-house paper copy of the distributed forms. This new feature eliminates this extra step as the PDFs can be kept as a permanent record of what was distributed. In addition, these can be reprinted if an employee needs a copy in the future.

We wish you the very best and Happy New Year!!