



REMINDER: Viventium's 2020 Year-End Checklist

Dear Valued Client,

We're here with another reminder to check out [Viventium's Year-End Highlights](#), including our [checklist](#) of the things you need to know and do in preparation for year-end. Review these carefully – they are the most important year-end items that you do not want to miss!

Check out our other resources before we get to the list:

- Review our [Extended Hours](#) schedule to know when our teams will be available to answer your questions.
- Download [Viventium's 2021 calendar](#) here!
- Don't forget to check out our [Year-End Portal](#) for helpful year-end information! Hosted on the Viventium Support Center, simply log into [Viventium Software](#), select "Help" in the upper right-hand corner of the screen, and click on the Year-End Portal icon for critical year-end information, such as deadlines, delivery information, and webinars!

2020 YEAR-END CHECKLIST

The most important year-end deadlines, reminders, and resources you do not want to miss!

DEADLINES + ADJUSTMENTS

FRIDAY, DECEMBER 18, 2020

- ☐ **Deadline to Place Your Company ON HOLD:** If you anticipate any 2020 payroll adjustments after your last scheduled payroll of the year, put your company ON HOLD no later than December 18 to postpone your W-2 processing and avoid costly regeneration fees. *Reference our [Placing a Company on Year-End Hold](#) article for detailed instructions.*

THURSDAY, JANUARY 7, 2021 (5:00PM EST)

- ☐ **Adjustment Deadline:** Companies who are still ON HOLD as of 5:00 PM ET January 7 will automatically be released from hold, and Forms W-2 will begin to process. *Tax amendments and fees will apply after January 7; be sure to make the following adjustments before then:*
- ☐ **Changes to Social Security Numbers:** Review the accuracy of all employee information by running the W-2 Verification Report in Viventium. *Incorrect employee SSNs may lead to penalties, rejected filings, and a delay in the collection of unemployment benefits.*
- ☐ **Third-Party Sick Pay Adjustments:** Contact your third-party sick pay provider to get your annual totals.
- ☐ **S Corp 2% Shareholder Health Insurance Adjustments**

FRIDAY, JANUARY 15, 2021

- ☐ **1099 Deadline + New Form 1099-NEC:** Remember to submit all your 1099 forms to Viventium for processing. The IRS has released a new [Form 1099-NEC](#) for 2020, which must be used to report non-employee compensation (previously 1099-MISC Box 7). Remember, Viventium will provide you with filing copies of both 1099-MISC and 1099-NEC but will not file these forms on your behalf.

WEDNESDAY, FEBRUARY 3, 2021

- ☐ **ACA Deadline:** Forms 1094-C and 1095-C (ACA) must be submitted for processing in Viventium.

COMPLIANCE UPDATES

- ☐ **Minimum Wage:** Viventium will not automatically adjust your employees' rates. Rate changes have an effective date, so you can schedule changes in advance to take effect on the date you specify.
- ☐ **Friday, January 1, 2021 Check Date:** Reminder that Friday, January 1, 2021, is a federal holiday and may impact your bank deposits. Process your check date 2 days in advance to avoid wire transfer fees or late payments. If you adjust your check date from 1/1/21 to 12/31/20, consult your financial advisor to review your deductions/earnings scheduled for the first payroll of the month.
- ☐ **Wire Transfers:** It's bonus time! Payrolls accumulating \$100,000 or more in federal tax liability or \$250,000 in direct deposit liability will require a wire transfer. If you expect to process a payroll that will exceed either of these thresholds, please reach out to our [Cash Management Team](#) for a copy of our wire instructions so you are prepared and don't experience any delays in payroll processing.

REPORTS + DELIVERY

- ☐ **Forms W-2:** If your company is set up as 100% paperless, your Forms W-2 will be available through Viventium's online reporting tool. Please reference our [Finding Quarterly Reports](#) article. If you'd like to receive paper copies, please be sure to notify your [Dedicated Client Service Team](#).
- ☐ **Quarterly Reports:** Viventium will NOT be distributing hard copies of quarterly reports for 4th quarter. Please reference our [Finding Quarterly Reports](#) article for detailed instructions.
- ☐ **Delivery Tracking – NEW for 2020!** If you receive your Viventium packages via FedEx, Columbus Courier (CDL), or the US Postal Service, you will receive an automatic email upon shipment with a tracking link. A second email notification will be sent with delivery confirmation details. For other couriers, please contact our [Logistics Team](#).
- ☐ **Need Check Stock?** Contact our [Logistics Team](#) to place your order today.

To download a printable copy of this checklist, click the button below!

Download Year-End Checklist

To download the complete version of Viventium's Year-End Highlights, click the button below!

Download Viventium's Year-End Highlights

Of course, if you have any questions, please reach out to your [Dedicated Client Service Team](#).

In it with you,

Your Viventium Client Service Team