# January

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The following Business processes should be started or in progress in the month of January.

❑ First Payroll of the Calendar Year Checklist
❑ Process W-2 Forms
❑ Process 1099-MISC Forms

The following business tasks have been identified for the month of January. Use the checklist to ensure that the tasks are addressed, if applicable.

| Application(s) | Task |
|---|---|
| **Finance** | |
| **Finance, Human Resources** | ❑ Complete the PEIMS Mid-Year submission. |
| **Human Resources** | ❑ Complete the W-2 filing to the SSA. (Due by Jan 31.)<br><br>❑ Complete 1099 filing to the IRS. (Due by Jan 31.)<br><br>❑ Complete ACA 1095 reporting.<br><br>❑ Complete fourth quarter payroll reports for 941 and unemployment.<br><br>❑ Compare tax tables to IRS Circular E. After the last December payroll or prior to the first January payroll, upload the new tax tables.<br><br>❑ Verify access to the Social Security and IRS sites for calendar year-end reporting. Revise the unemployment rates and maximum wage limits as needed.<br><br>❑ Review the limits in payroll tax tables for Social Security and Medicare wages as published in the IRS Circular E.<br><br>❑ Remind employees to file a new W-4 to claim exemption from withholding.<br><br>❑ Complete indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.) |

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