



Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 17-003

To: District, Community College, and Charter School Managers and Staff

From: Philip Davis, Business Systems Support Coordinator *PD*

Date: January 20, 2017

Re: **IRS Reporting Procedures Update – W-2, 1099, and Affordable Care Act**

This is an update on the reporting deadlines and procedures for the Internal Revenue Service (IRS) Employee W-2, 1099-MISC, and Affordable Care Act (ACA) 1095 forms. Printing of W-2 and 1099-MISC forms will take place during the week of January 23-27. 1099-MISC forms are scheduled to be available for pickup by organizations at **10:00 a.m. on Thursday, January 26, 2017**. Employee W-2 forms are scheduled to be available for pickup by organizations at **10:00 a.m. on Friday, January 27, 2017**. IRS regulations for this calendar year require the forms to be **postmarked by January 31, 2017**. Forms will only be released to individuals already authorized by organizations for check pickup.

The IRS has changed the deadline for electronic submission of the Employee W-2 data and the 1099-MISC nonemployee compensation (box 7) data to **January 31, 2017** (from end of March in previous years). Any corrections made after the transmission date must follow the procedures indicated below in table 1.

1099	1. Manually prepare 1099-MISC form and mark box indicating correction
1099	2. Complete form 1096
1099	3. Retain copies of both forms and send originals to Monterey COE District Advisory, ATTN Erika Torres, 901 Blanco Circle, Salinas, CA, 93901
W-2	1. Notify Monterey COE via helpescape@montereycoe.org
W-2	2. Manually prepare W-2c form
W-2	3. Retain copies of form and send original to Monterey COE Payroll, ATTN Roseanna Guerrero, 901 Blanco Circle, Salinas, CA, 93901

Table 1: Procedures for making corrections after electronic transmission date

For this year's reporting of Affordable Care Act (ACA) information, the IRS deadline for mailing forms 1095-C (for applicable large employers) and 1095-B (for small employers exempt from coverage

requirements) is **March 2, 2017**. These forms will be printed for each district by MCOE with each district's request or on **Monday, February 27, 2017** if not requested prior. The form to notify MCOE to print is included with this bulletin. The electronic transmission deadline for the 1095 forms and 1094 cover sheets is **March 31, 2017**. MCOE will transmit for each district separately upon each district's request using the verification form included with this bulletin. If notification is not received by **Tuesday, March 28, 2017**, MCOE will transmit on behalf of all remaining organizations. Corrections can still be made electronically after this initial transmission.

Beginning this year, MCSIG will be sending the form 1095-B indicating coverage to all covered individuals (including active members, dependents, and retirees). CVT, CalPERS, and SISC also furnish this form to all covered individuals. Applicable large employers are still required to furnish the form 1095-C to all eligible employees showing offer of coverage and affordability information, however smaller employers may not need to furnish forms themselves if MCSIG, CVT, CalPERS, or SISC will be providing all necessary information. Please contact your benefits provider administrators with any questions about the forms that they will provide.

A summary of all dates listed above and relevant procedural steps is provided below in table 2.

Dates and Time	Procedures
Wednesday, January 25, 2017	End of Month Payroll Deadline / Print Date
Thursday, January 26, 2017 10:00 a.m.	1099-MISC Forms ready for pick-up by organizations
Friday, January 27, 2017 10:00 a.m.	W-2 Forms Ready for pick-up by organizations
Postmarked by January 31, 2017	IRS Deadline to mail Employee W-2 and 1099-MISC Forms
Prior to January 31, 2017 or transmission date*	If vendor discovers an error on their 1099, contact DAS-Audit@montereycoe.org
Prior to January 31, 2017 or transmission date*	If employee discovers an error on their W-2, contact helpescape@montereycoe.org
Tuesday, January 31, 2017 or transmission date*	MCOE closes 2016 calendar year for all orgs for 1099 data
After January 31, 2017 or transmission date*	Corrections must follow procedures outlined in table 1, above

Table 2: Summary of W-2, 1099, and 1095 dates and procedures for calendar year 2016 reporting

*MCOE has applied for a 30-day extension to complete electronic transmission of forms W-2 and 1099-MISC data. At the time of this memo we do not know if this request has been approved (such requests are being considered by the IRS on a case-by-case basis for the first time this year—no automatic extensions). If this extension is granted, we will update these deadlines accordingly, notify all organizations, and allow the additional time for corrections to be made directly in Escape. Until any such notification from MCOE, please plan on the transmission date being January 31, 2017.

Dates and Time	Procedures
Prior to Monday, February 27, 2017	Districts provide the ACA 1095 Print Verification to MCOE Forms will be printed as soon as schedule allows
Monday, February 27, 2017	ACA 1095 forms will be printed for any districts that have not submitted verification to ensure deadline is met
Postmarked by March 2, 2017	IRS deadline to mail Employee 1095 forms for ACA
Prior to Tuesday, March 28, 2017	Districts provide the ACA 1095 Print Verification to MCOE Forms will be printed as soon as schedule allows
Tuesday, March 28, 2017	ACA 1095 forms will be printed for any districts that have not submitted verification to ensure deadline is met
Friday, March 31, 2017	Deadline for electronic transmission to IRS of ACA 1095 and 1094 forms

Table 2 (cont.): Summary of W-2, 1099, and 1095 dates and procedures for calendar year 2016 reporting

If you have any questions regarding W-2 procedures or deadlines, please contact Roseanna Guerrero (rguerrero@montereycoe.org or 831-755-0305).

If you have any questions regarding 1099 procedures or deadlines, please contact Erika Torres (etorres@montereycoe.org or 831-755-0306).

If you have any questions regarding ACA 1095 procedures or deadlines, please contact Phil Davis (pdavis@montereycoe.org or 831-755-6419).

For help with any of these activities in Escape, please contact the help desk at helpescape@montereycoe.org or <https://whd.montereycoe.org>.

Monterey County Office of Education
Affordable Care Act IRS Form 1094/1095
Electronic Filing Verification

Please complete this form when the organization (district, college, or school) is ready for electronic transmission to the Internal Revenue Service of forms 1095-C or 1095-B (as applicable) along with the organization filing form 1094-C or 1094-B (as applicable) or to verify the organization's intent to complete this filing by another means.

District / College / School Name

Request Date: _____

Select one:

- The organization specified above is ready for the electronic transmission of Affordable Care Act forms 1094 and 1095 for Calendar Year 2016 to the Internal Revenue Service, authorized by the signature below.
- The organization specified above will be providing the file transmission to the IRS of forms 1094 and 1095 by another method (e.g., printed and mailed manually by district or transmitted by a third party), verified by the signature below.

Signature of District Official

Printed Name

Title

Signature Date