January Extended Hours (Eastern)
Monday - Thursday 9 am - 7 pm
Friday - 9 am - 5 pm
Saturday - 11 am - 2 pm

Regular Hours (Eastern)
Monday - Friday 9 am - 5 pm

Support & Office Closed
Thanksgiving - November 23rd & 24th
Christmas - December 25th
New Years - January 1st

Whether you are paper filing or E-filing, you will go through our third party company, Aatrix.

The IRS plans to limit the number of paper returns by increasing the number of people who MUST electronically file their returns. Starting with tax year 2023, if you have ten or more returns (W-2s and 1099s), you will be required to file them electronically.

What this new 2024 IRS E-file Rule means to you... Businesses (including churches) must E-file if your total number of informational returns is ten or more. The threshold applies to your combined number of returns. If, for example, if you have five W-2s and five Form 1099 NEC, you must E-file because you have a combined total of ten returns.

More information, https://www.irs.gov/newsroom/irs-and-treasury-issue-final-regulations-on-e-file-for-businesses

How many W-2s will you file? In Payroll, go to Reports/Export>Tax Report>Draft W-2 Form to see the number of W-2s you are filing.

How many 1099s will you file? If you pay Contractors through Payroll, go to Reports/Export>Pay Report> Pay Period Earnings>Pay Type Earnings. Set the Date Range 1/1/23 to 12/31/23. Payee Type = Contractor.

If you pay Contractors through Accounting, Transactions>Browse>Change Year, Filter & Sort. The Financial Year shows 2023.

1. At Transaction Types, click Clear All

2. Check PYMT (Payment) only, click OK

3. Click and Drag the Account Name up to

4. 'Drag a column here'.

The Vendor shows and the total amount they were paid for 2023.

NOTE: The process determines the number W-2s and 1099s you are filing. Ten or more must be E-filed.

Mailing W-2s and 1099s (if you have less than ten).

NOTE: if you have more than ten (W-2s & 1099s) and you mail in your forms, you will be subject to a penalty.

W-2 forms may be printed through Aatrix onto plain paper. If you have less than ten returns you may file paper copies by mailing them in. You do not need to order or purchase forms. The W-2s print in a 4UP format. Link to print W-2s.

1099/1096 forms if printed through Aatrix do NOT need to be printed to red ink forms. The 1099 NEC will print three to a page.
Link to print 1099s.

E-filing Options

Church Windows provides an E-filing option through our third-party provider, Aatrix. The pricing starts at $24.99 for E-filing W-2s and $24.99 for E-filing 1099s through Aatrix.

You also have the option of E-filing W-2s through the SSA and 1099s through the IRS. The links below provide enrollment and efiling instructions for each.

E-filing W-2s SSA
https://www.ssa.gov/bso/bsowelcome.htm

E-filing 1099s - IRS
https://www.irs.gov/newsroom/irs-opens-free-portal-to-file-information-returns-new-electronic-option-can-reduce-millions-of-paper-forms-1099-estimated-to-be-filed-by-businesses-in-2023

https://www.irs.gov/filing/e-file-forms-1099-with-iris

Create the 2024 Year in Accounting before you can run your 2024 Payroll and transfer to Accounting.

No End of Year Procedure is required in Payroll.

Dynamic Systems, a partner of Church Windows, provides year end tax forms.
Click to visit the Church Windows page on the Dynamic Systems website