



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 27th & 28th
 Christmas - December 25th & 26th
 New Years - January 1st

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

Starting tax year 2023, if you have 10 or more information returns (W-2s and 1099s), you are required to file them electronically.

What this new 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.

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 1/1/25 to 12/31/25. Payee Type = Contractor.

If you pay Contractors through Accounting, Transactions>Browse>Change Year, Filter & Sort. The Financial Year shows 2025.

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 2025.

View	Trans. #	Type	Account #	Date Occurred	Debit Amt.	Credit Amt.
+			Account Name: American Electric Power		Debit Amount: \$3,918.48,	Credit Amount: \$0.00
+			Account Name: AT&T		Debit Amount: \$745.90,	Credit Amount: \$0.00
+			Account Name: Big City Utilities		Debit Amount: \$9,037.24,	Credit Amount: \$0.00
+			Account Name: Bsurrecovered Insurance		Debit Amount: \$14,459.20,	Credit Amount: \$0.00
+			Account Name: Christian Bible Supplies		Debit Amount: \$3,736.90,	Credit Amount: \$0.00
+			Account Name: Columbia Gas		Debit Amount: \$5,097.98,	Credit Amount: \$0.00

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 \$29.99 for E-filing W-2s and \$29.99 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 e-filing instructions for each.

E-filing W-2s SSA <https://www.irs.gov/filing/e-file-information-returns-with-iris>

<https://www.ssa.gov/bso/bsowelcome.htm>

E-filing 1099s - IRS <https://www.irs.gov/filing/e-file-forms-1099-with-iris>

<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>

Create the 2026 Year in Accounting before you can run your 2026 Payroll and transfer to Accounting.

****No End of Year Procedure is required in Payroll.****

If you choose to E-file through Aatrix, your church will be subject to Sales Tax. If you are eligible for Sales Tax Exemption, your Exemption Certificate should be submitted in PDF to AatrixExemptCerts@sovos.com.

Dynamic Systems, a partner of Church Windows, provides year end tax forms.

[Click to visit the Church Windows page on the Dynamic Systems website](#)