



Calendar Year End

LAURA HOFSTRAND & CHRISTIE RICE – DIOCESE OF DES MOINES

W-2's

- ▶ All Employees paid in 2020 thru payroll receive a W-2
- ▶ ParishSOFT Payroll – Can print the forms or e-file
 - ▶ State of Iowa requires either e-filing or for the information to be entered manually on their website <https://tax.iowa.gov/efile-pay>
 - ▶ ParishSOFT Payroll e-filing: see <https://support.parishsoft.com/hc/en-us/articles/115000239672>
- ▶ W-3 totals should match all four 2020 941's filed
- ▶ Due January 31st to Government and Employees

ParishSOFT Payroll E-Filing Pricing for W-2's with Nelco (Greatland):

TAX YEAR 2020 PRICING

[Back to How It Works >>](#)

W-2 & 1099 Pricing	1 - 50	51 - 100	101 - 250	251 - 500	501 - 1k	Over 1k
Federal File + Recipient Mail + Online Retrieval	\$5.05	\$4.20	\$3.35	\$2.67	\$1.92	\$1.49
Federal File + State File + Recipient Mail + Online Retrieval	\$5.58	\$4.73	\$3.83	\$3.03	\$2.19	\$1.66
Recipient Mail + Online Retrieval	\$4.36	\$3.35	\$2.61	\$2.14	\$1.55	\$1.23
Federal File	\$1.28	\$0.96	\$0.75	\$0.60	\$0.55	\$0.48
State File	\$1.71	\$1.23	\$0.96	\$0.86	\$0.75	\$0.70

Note: the prices above are per form

1099's

- ▶ Need a W-9 from all vendors to determine their legal structure and to get their Federal Tax ID. Suggest doing this before you issue a payment to a new vendor.
- ▶ Send to:
 - ▶ Non-incorporated businesses
 - ▶ Provided a service and
 - ▶ Was paid \$600 or more in 2020 by the parish/school.
- ▶ Use Vendor Audit Report in ParishSOFT Accounting
- ▶ Resource Manual: Section 302.2 in Expenditures & Related Activities
- ▶ Due **January 31st** to IRS

1099 Changes

- ▶ New form 1099 NEC
 - ▶ Anyone who previously received a 1099-MISC and had an amount in Box 7 (Non-Employee Compensation) will now receive a 1099 NEC.
 - ▶ Someone you paid at least \$600 in the calendar year for services performed by a non-employee that is not incorporated.
 - ▶ This includes payments to attorney's, even if the attorney is incorporated.
- ▶ If you paid rent to a non-incorporated vendor of \$600 or more in 2020, this should still be reported on 1099-MISC in box 1.

We can finally e-file the 1099's thru ParishSoft Accounting!!

- ▶ Both 1099-MISC and 1099-NEC forms can be e-filed.
- ▶ Under Reports>Vendors you will see an option to e-file the 1099-MISC and the 1099-NEC (right now it says "coming late 2020")
- ▶ This will work similarly to the e-filing of W-2's thru ParishSOFT Payroll.
- ▶ Forms are uploaded to Nelco (Greatland) who actually files the forms.

ParishSOFT E-Filing Pricing for 1099's with Nelco (Greatland):

TAX YEAR 2020 PRICING

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Affordable Care Act (ACA)

- ▶ If you pay a priest thru payroll and/or have FT Employees who take health insurance, you need to issue forms 1094/1095.
 - ▶ Small Employers (<50 Full-time Employees/Equivalents) file 1094b/1095b
 - ▶ Large Employers (>=50 Full-Time Employees/Equivalents) file 1094c/1095c
- ▶ You will receive a spreadsheet from LMC in early January with all of your employees that are on our health plan.
- ▶ Resource Manual: Section 407 under HR and Payroll Activities
- ▶ ACA Prime and others can provide e-file options etc. for a fee
- ▶ Contact Tom Seltz at LMC (tom.seltz@lmcins.com) with questions
- ▶ **Due Feb 28th to IRS and Jan 31st to Employees** – recommend submitting everything on January 31st.

Contribution Statements

- ▶ IRS requires for any 1 donation that is given at \$250 or more during the year.
- ▶ Any 1 donation that is \$250 or more must be itemized on the statement.
- ▶ We recommend you send the statement to all who gave in 2020.
 - ▶ Detail/(Itemized) version is recommended – i.e. lists each donation made.
- ▶ Resource Manual: Section 203.14 under Revenue and Related Activities.
- ▶ **Due January 31st to donors.**

Priest Housing Letter

- ▶ Required letter to your Priest for upcoming year regarding housing.
- ▶ Letter should say fair market value (FMV) of housing provided:
 - ▶ Rectory: What would it cost to rent something similar in your area for the year.
 - ▶ Actual rent paid
- ▶ Resource Manual: Section 403.3 under HR & Payroll Activities
- ▶ There is also a sample priest housing letter in the Resource Manual appendix
- ▶ **Signed by FC Chair and issued for 2021 before January 1, 2021.**

Quarterly/Annual Sales and Use Tax

- ▶ Quarterly/annual sales tax returns **due January 31, 2021**
 - ▶ For any Iowa invoices not taxed that should be
 - ▶ Raffle and bingo gross sales (schools, too)
- ▶ Use tax return for products purchased from outside of Iowa.
 - ▶ If only occasional purchase activity, use Part 1, line 2, “Goods consumed” on sales tax return.
- ▶ Both tax returns are filed and paid through eFile to the Ia. Dept. of Revenue. If you have been filing, file even if no tax is due. [C Rice]
- ▶ *Resource Manual*, Section 302.1, pp. 33-34

Iowa Annual Gambling Report

- ▶ Annual Gambling Report for calendar 2020 **due January 31, 2021.**
- ▶ Will receive a letter from State in early January if had a license at any point during the year. Letter will include instructions on where and how to complete annual report.
- ▶ You may obtain a paper copy of report by calling 515.281.6848 or emailing scg@dia.iowa.gov. (CRice)
- ▶ *Resource Manual*, Section 204.1, pp. 26-27