

It's That Time of Year!
Calendar Year End Review

Presented by: Corporate Payroll Services
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Agenda

- Introductions
- What is calendar year end?
- Compliance Requirements
- 2007 Statistics
- Distribution Process
- Duplication Process
- Department Role
- Questions and Answers

What is calendar year end?

- Duke's process for managing IRS annual tax reporting requirements.
- Driven by a 31 page work plan with 352 tasks.
- Coordinate effort between many corporate financial departments and our partners.
 - Corporate Payroll
 - Tax
 - AP
 - ET&R
 - Mail room
 - Vendors for Printing Services, Software, etc.
 - Departments

What is calendar year end?

For the 2007 tax year, how many W-2 documents did Duke produce?

41,599

Each of these had to be reconciled, printed, verified, sorted, distributed and sent.

Additionally,

1,621 1099 documents

1,082 1042s documents

Compliance Requirements

- W-2 Form – Form Duke is required to provide to the employee and to the IRS that reports wages and withholdings for a calendar year.
- 1099 Form – Form Duke issues to noncompensatory recipients who are residents for US tax purposes and who have elected to have taxes withheld from their payment. The information is reported to the IRS as well to reflect year-to-date income and withholding for a calendar year.

Compliance Requirements

- 1042s Form – Form Duke is required to provide to the following:
 - all noncompensatory recipients who are non-residents for US tax purposes.
 - foreign national employees claiming a tax treaty exemption.
 - the IRS to report payments and corresponding taxes for a calendar year.

2007 Stats

- 820 W-2 Forms were returned for calendar year 2007
 - 540 were for biweekly employees.
 - 280 were form monthly employees.
- 197 1042s Forms were returned for calendar year 2007
- 793 duplicate tax forms were requested for calendar year 2007 as of September 30

Distribution Process

- Terminated/leave of absence employees (inactive) – send to home address if action happened prior to January 12, 2009.
- Active employees – distributed just like checks/vouchers.
 - Biweekly – sent to the department
 - Monthly – sent to the check mailing address
- W-2 forms – Distributed last week of January
- 1099 forms – January noncomp pay day
- 1042s forms – February 28, 2009

Distribution Process

- Departments will have to sign for biweekly W-2s at mail room.
- What is your department's process?
 - Distribute lists to managers/supervisors and have employees sign.
 - Have employees come to central point and sign.
 - Hold for a period of time and then mail to home address.
 - When forms are mailed, track the date sent and the mailing address.

Duplication Process

- Tax forms duplicated for a fee effective 2/3/2009.
- Employees/payees can request duplicate tax forms on assigned days.
 - February – April 15
 - Tuesdays – 1:00 pm – 4:00 pm
 - Thursdays – 8:00 am – 12:00 pm
- Forms requested during other days/times, will be available for pick up during the next assigned time period.
- Tax request forms mailed to Corporate Payroll will be sent within three business days.

Department Role

- Distribute tax forms upon receipt.
- If you receive tax documents for terminated employees/payees, mail the form to the last updated home address.
- Communicate with terminated employees/payees to ensure SAP has most current address.
- If you receive a tax form from someone no longer in your department, return it to Corporate Payroll Services.
- If employees/payees who are active do not claim tax forms by February 2, 2009 mail tax forms to their home addresses.

Department Role

- Work to keep addresses “clean” in SAP.
 - Do not use symbols or punctuation in addresses
 - Clinic 2K, Duke South
 - 148 Langford Bldg.
 - River Oaks Parkway #
 - Box 3967 Medical Center
- Remind students that SAP and ACES are not integrated.
- If you cannot distribute a tax form, send it to us. These should not be held in an employee file.

Questions and Answers