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IN THE BUSINESS OF YOUR SUCCESS®

2012 Accountant Year-End
Quick Reference Card

This card contains information on critical dates and deadlines that you and your clients will need when preparing for year-end tax processing. The full 2012 Year-End Accountant Guide is available at www.accountant.adp.com under the Tools and Resources section.

The end of 2012 is approaching, and ADP® wants to assist you with your year-end planning for payroll-related services that you provide to your clients. The *2012 Year-End Accountant Guide* will help you become familiar with the information that needs to be forwarded by your clients to their ADP representative so that ADP may provide them with the appropriate year-end services. If you process payroll for your clients, you will be responsible for forwarding the information to ADP. Please note that your clients who process directly with ADP have received a notice of where to access the *2012 Year-End Client Guide*.

ADP begins processing year-end forms and reports as soon as the final 2012 payroll is processed. Please keep the following items in mind to avoid delays:

▶ **Verify Tax IDs –** Confirm the accuracy of all tax identification numbers on the Payroll Summary report and correct any discrepancies before the processing of the last 2012 payroll.

▶ **Submit 2012 W-2 Information Changes –** Provide corrected or missing employee W-2 information to ADP prior to the last payroll with a 2012 check date.

▶ **Know Your Filing Responsibilities –** In some cases, you and your clients – not ADP – are responsible for filing taxes. Verify your filing responsibilities using the Quarterly Tax Verification Notice.

▶ **Submit Payroll Adjustments –** You and your clients must report final payroll adjustments (e.g., manually issued or voided checks) to ADP before or with the last regularly scheduled 2012 payroll. This action must be completed no later than December 28, 2012.

▶ **Report Filing of Form W-2c –** If you or your clients file Form W-2c with the IRS to correct errors on an employee's W-2, you or your clients will need to contact ADP so we can update our records. A correction fee may also be incurred.

All of the information for RUN Powered by ADP® Payroll clients is located in the RUN Support Center site on the Year-End Support Page. The following is an example of the page:

Year End Support

The following links provide details about the tasks you must complete at the end of the year to ensure that your taxes are filed correctly. There are also links to forms and sample forms that will help you complete your year-end taxes.

Tasks

- Verify your employee information
- Update employee totals
- Verify company information
- Run your last payroll for the year
- Confirm your employee information
- Verify your totals
- Review your tax forms
- File your taxes
- Print your W-2s

Year-End Checklist Critical Dates and Important Deadlines

December

Before processing the last 2012 payroll:

- Report Third Party Sick Pay to ADP
- Report COBRA Assistance Payments to ADP
- Report Form W-3 Kind of Employer to ADP
- Verify and Submit Changes to Employee Information
- Report Final 2012 Payroll Adjustments
- Report Filing of Form W-2

25: **This is a federal banking holiday. Service for our RUN Powered by ADP Payroll clients is available 24/7/365.**

28: **DEADLINE:** Last day to submit the final 2012 payroll with check date December 31.
DEADLINE: Last day for Tax Filing Service clients to process changes without potential penalties.

January 2013

Before processing the first 2013 payroll:

- Update "Allowed and Taken" hours so that all changes are made before the first payroll of 2013.
- Update employee deductions
- Deactivate retirement plan catch-up contribution

1: **This is a federal banking holiday. Service for our RUN Powered by ADP Payroll clients is available 24/7/365.**

7: Last day for Tax Filing Service clients to submit 2012 fourth-quarter adjustments without incurring ADP reclose fees.

31: **DEADLINE:** Distribute the employees' W-2 and 1099 forms before January 31.

For more valuable tools and resources for accountants and their clients – visit www.accountant.adp.com