

# IRS Resources for Payroll Professionals



Date 4-5-2017

# Search “Payroll Professional” IRS.gov

The screenshot shows the IRS.gov website interface. At the top left is the IRS logo. To the right are links for Subscriptions, Language, and Information For... Below these is a search bar containing the text 'payroll professional' and an 'Advanced' search option. A navigation menu below the search bar includes links for Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. The main content area is titled 'Search Results' and shows the search term 'payroll professional' with a 'Did you mean: payroll professionals?' suggestion. Below this are two search results: 'e-News for Payroll Professionals' and 'Payroll Professionals Tax Center'. On the right side, there are two red-bordered boxes: 'Forms & Instructions' with links to 2014 instructions for Forms 940, 945, and CT-1, and 'Publications' with links to Publication 4169 (Rev. 7-2009), 2015 Publication 15, and Publication 4587 (Rev. 10-2014).

IRS

Subscriptions ▾ Language ▾ Information For... ▾

Search  Advanced

Filing Payments Refunds Credits & Deductions News & Events Forms & Pubs Help & Resources for Tax Pros

## Search Results

Advanced

Did you mean: [payroll professionals?](#)

Sort by: Relevance | Date

**[e-News for Payroll Professionals](#)**  
[www.irs.gov/Businesses/Small-Businesses-&Self-Employed/e-News-for-Payroll-Providers](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/e-News-for-Payroll-Providers) - March 05, 2015  
... Business. e-News for **Payroll Professionals**. Sign-up for e-News for **Payroll Providers** to receive information about: Recent ...

**[Payroll Professionals Tax Center](#)**  
[www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Payroll-Professionals-Tax-Center-Information](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Payroll-Professionals-Tax-Center-Information)... - June 18, 2015  
... **Payroll Professionals Tax Center**. Hot Topics. Same ... Other Information for **Payroll Professionals** and Employers. Retirement ...  
[ [More results from www.irs.gov/Businesses/Small-Businesses-&Self-Employed](#) ]

### Forms & Instructions

- › 2014 Instructions for Form 940
- › 2014 Instructions for Form 945
- › 2014 Instructions for Form CT-1
- › More..

### Publications

- › Publication 4169 (Rev. 7-2009)
- › 2015 Publication 15
- › Publication 4587 (Rev. 10-2014)
- › More..

# Payroll Professionals Tax Center

The screenshot shows the IRS website's Payroll Professionals Tax Center. At the top, there is the IRS logo, navigation links for Subscriptions, Language, and Information For..., a search bar, and a link to Advanced search. Below this is a main navigation bar with categories: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. The left sidebar contains a menu with options: Corporations, Partnerships, International Businesses, Small Businesses & Self-Employed (selected), Small Business/Self-Employed, and Industries/Professions Topics. The main content area features the title 'Payroll Professionals Tax Center' with social media icons, followed by a 'Hot Topics' section. The first hot topic is 'Same Sex Couples: Guidance for Employers', which provides information on the IRS ruling regarding same-sex couples. The second hot topic is 'Outsourcing Payroll and Third Party Payers', discussing the use of third-party payroll services. The third hot topic is 'Worker Classification', which includes sub-sections for 'Worker Classification (Independent Contractors vs. Employees)' and 'Voluntary Classification Settlement Program'. The 'Resources' sidebar on the right lists links to Affordable Care Act tax provisions, Reporting Agents File (RAF), Practitioner Local Liaison Meetings and Seminars, Small Business and Self-Employed Tax Center, and Taxpayer Advocate Service. The 'Forms and Publications' sidebar lists Draft Tax Forms, Employment Tax Forms, and Employment Tax Publications. The 'Tools' sidebar is also visible at the bottom right.

Subscriptions ▾ Language ▾ Information For... ▾

Search  [Advanced](#)

Filing Payments Refunds Credits & Deductions News & Events Forms & Pubs Help & Resources for Tax Pros

Corporations  
Partnerships  
International Businesses  
Small Businesses & Self-Employed

**Small Business/Self-Employed**

- Industries/Professions
- International Taxpayers
- Self-Employed
- Small Business/Self-Employed Home

**Industries/Professions Topics**

- A-Z Index for Business
- Avoiding Problems
- Deducting Expenses
- Filing/Paying Taxes
- Independent Contractor vs. Employee

## Payroll Professionals Tax Center

Hot Topics

**Same Sex Couples: Guidance for Employers**  
Information for employers about the IRS ruling that same-sex couples, legally married in jurisdictions that recognize their marriages, are now treated as married for federal tax purposes.

**Outsourcing Payroll and Third Party Payers**  
Many employers outsource some of their payroll and related tax duties to third-party payroll service providers. They can help assure filing deadlines and deposit requirements are met and greatly streamline business operations.

**Worker Classification**  
**Worker Classification (Independent Contractors vs. Employees)**  
Are you or your help independent consultants or employees? Before you can know how to treat payments you make for services, you must first know the business relationship that exists between you and the person performing the services.

**Voluntary Classification Settlement Program**  
The Voluntary Classification Settlement Program (VCSP) is a voluntary program that provides an opportunity for taxpayers to reclassify their workers as employees for employment tax purposes for future tax periods with partial relief from federal employment taxes.

**Employees and Employment Taxes**  
**Employment Taxes for Businesses**  
This is the starting point on [irs.gov](http://irs.gov) for employment tax information. These links provide good, basic information on employment taxes and worker classification (independent contractors vs. employees).

### Resources

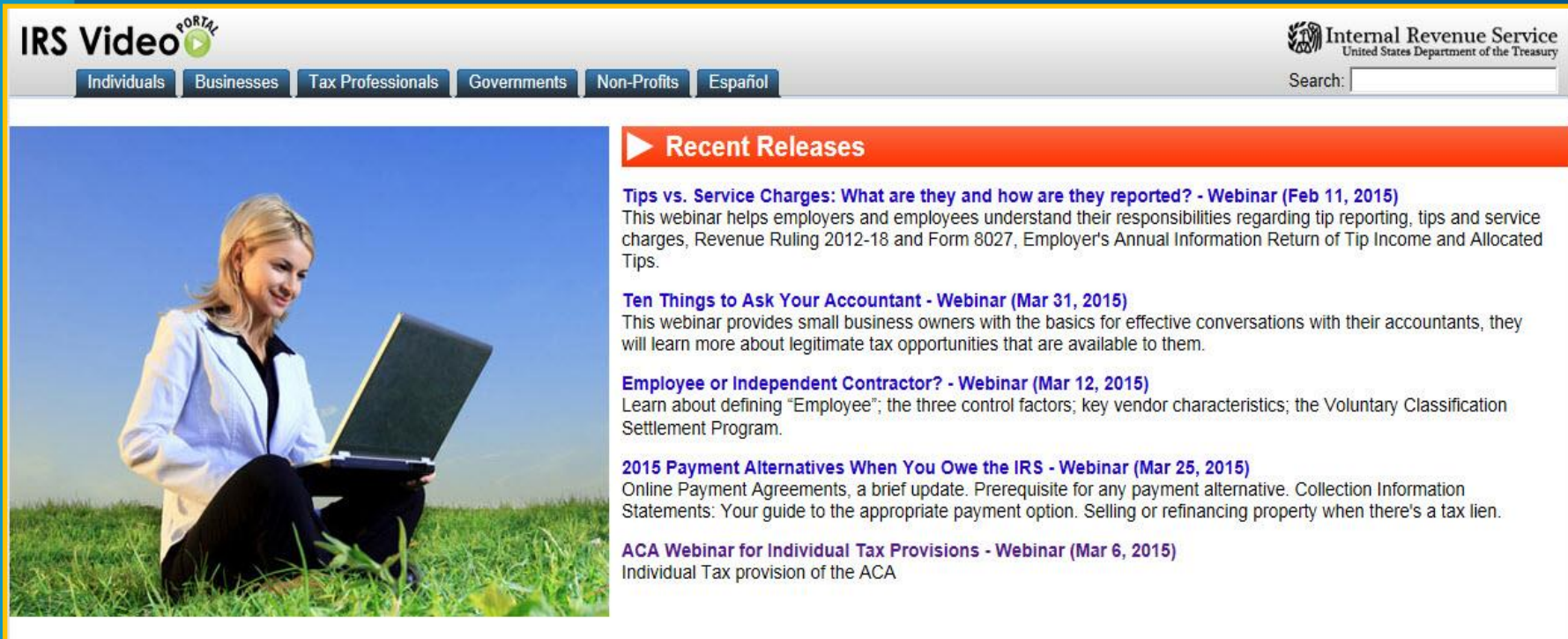
- Affordable Care Act Tax Provisions for Employers
- Reporting Agents File (RAF)
- Practitioner Local Liaison Meetings and Seminars
- Small Business and Self-Employed Tax Center
- Taxpayer Advocate Service

### Forms and Publications

- Draft Tax Forms
- Employment Tax Forms
- Employment Tax Publications

### Tools

# IRS Video Portal



**IRS Video** PORTAL

Internal Revenue Service  
United States Department of the Treasury

Search:

Individuals | Businesses | Tax Professionals | Governments | Non-Profits | Español

## ▶ Recent Releases

**Tips vs. Service Charges: What are they and how are they reported? - Webinar (Feb 11, 2015)**  
This webinar helps employers and employees understand their responsibilities regarding tip reporting, tips and service charges, Revenue Ruling 2012-18 and Form 8027, Employer's Annual Information Return of Tip Income and Allocated Tips.

**Ten Things to Ask Your Accountant - Webinar (Mar 31, 2015)**  
This webinar provides small business owners with the basics for effective conversations with their accountants, they will learn more about legitimate tax opportunities that are available to them.

**Employee or Independent Contractor? - Webinar (Mar 12, 2015)**  
Learn about defining "Employee"; the three control factors; key vendor characteristics; the Voluntary Classification Settlement Program.

**2015 Payment Alternatives When You Owe the IRS - Webinar (Mar 25, 2015)**  
Online Payment Agreements, a brief update. Prerequisite for any payment alternative. Collection Information Statements: Your guide to the appropriate payment option. Selling or refinancing property when there's a tax lien.

**ACA Webinar for Individual Tax Provisions - Webinar (Mar 6, 2015)**  
Individual Tax provision of the ACA

# News Releases

## **Tax Scams**

### [IR-2017-10](#)

The Internal Revenue Service, state tax agencies and the tax industry renewed their warning about an email scam that uses a corporate officer's name to request employee Forms W-2 from company payroll or human resources departments

### [IR-2016-34](#)

The Internal Revenue Service issued an alert to payroll and human resources professionals to beware of an emerging phishing email scheme that purports to be from company executives and requests personal information on employees.

# IRS & Partners Combat Tax-Related Identity Theft



# Emerging Scams

- Phishing emails posing as IRS e-Services
- Phishing emails posing as new clients
- Spoofing emails to payroll personnel requesting all employee Forms W-2
- Remote takeover of tax preparer computers
- Variations constantly emerge
- Know your clients; know your employees

# Beware IRS Impersonation Scams

- Avoid IRS impersonators; IRS will not:
  - Call demanding tax payment without mailing a notice
  - Threaten to call police
  - Demand payment without opportunity to question or appeal
  - Require a specific payment method
  - Ask for credit or debit card numbers over phone





# Steps to Protect Client Data

- Read Publication 4557, Safeguarding Taxpayer Data
- Review current security measures
- Create a security plan
  - Use top-notch software security
  - Educate all employees
  - Use strong passwords
  - Secure Wi-Fi
  - Encrypt PII emails
  - Backup files

# Plan Ahead for Data Loss

- Create a reaction plan for data theft
  - Call IRS Stakeholder Liaison (found on IRS.gov)
  - Notify your State Tax Agency
- Review Federal Trade Commission’s “Business Center” to assist businesses with data losses
  - Notify police
  - Notify businesses



IRS—Notify clients

# Form W-2 Verification Code

## Verification Code:

- 16 alphanumeric characters
- A unique code on each W-2, calculated using data on that form
- In a separate box, labeled "Verification Code," on copies
  - B ("To be filed with employee's federal tax return")
  - C ("For employee's records")

## W-2 Instructions: Verification Code:

- If this field is populated, enter this code when it is requested by your tax return preparation software. It is possible your software or preparer will not request the code. The code is not entered on paper-filed returns.



Free tax prep at <a href="http://irs.gov/freefile">irs.gov/freefile</a>		<b>freefile</b>	
Employee Reference Copy		OMB No. 1545-0045	
<b>W-2</b>		<b>2015</b>	
Wage and Tax Statement			
Copy 1: For employee's records		Employer use only	
d Control number	Dept.	Corp.	Employer use only
216543 ROSE/ABC	100	AABB	A 223
c Employer's name, address, and ZIP code			
ACME SUPPLIES CORPORATION 15 CENTER STREET ANYTOWN, USA 12345			
Batch# 00001			
e/f Employee's name, address and ZIP code			
JANE HARPER 101 MAIN STREET ANYTOWN, USA 12345			
b Employer's FED ID number	a Employee's SSA number		
12-1233336	999-99-9999		
1 Wages, tips, other comp.	2 Federal income tax withheld		
32937.80	2560.00		
3 Social security wages	4 Social security tax withheld		
35037.80	2172.34		
5 Medicare wages and tips	6 Medicare tax withheld		
35037.80	508.05		
7 Social security tips	8 Allocated tips		
	9 Verification Code		
10 Dependent care benefits	11 Nonqualified plans		
	12a See instructions for box 12		
	C		37.80
14 Other	12b D	12c DD	
31.20 SDI		2100.00	
500.00 AUTO		8543.00	
	12d	13 Stat emp.	
		Ret. Plan	3rd party sick pay
		X	
15 State Employer's state ID no.	16 State wages, tips, etc.		
NY 12-1233336	32937.80		
17 State income tax	18 Local wages, tips, etc		
1163.35	32937.80		
19 Local income tax	20 Locality name		
751.60	NYC RES		

# Return Filing Due Dates

## Form W-2 and some Forms 1099-MISC

- The due date for filing 2016 Forms W-2, with the SSA is now January 31, 2017, whether you file using paper forms or electronically.
- Form 1099-MISC to be filed on or before January 31, 2017, when you are reporting nonemployee compensation payments in box 7. IRC 6071(c)

**Due Date for 1040 filers is April 18, 2017**



# Identity Theft

Employees  
Self-Employed  
International Taxpayers  
Military  
Parents  
Seniors & Retirees  
Students

## Identity Protection: Prevention, Detection and Victim Assistance


[Español](#) | [中文](#) | [한국어](#) | [Tiếng Việt](#) | [Русский](#)

Identity theft places a burden on its victims and presents a challenge to businesses, organizations and government agencies, including the IRS. The IRS combats tax-related identity theft with an aggressive strategy of prevention, detection and victim assistance. We're making progress against this crime, as it remains one of our highest priorities.

Tax-related identity theft occurs when someone uses your Social Security number to file a tax return claiming a fraudulent refund. If you become a victim, we're committed to helping you resolve your case as quickly as possible.

### Report Scams

- Report IRS-related phishing and online scams
- Report IRS impersonation scams to TIGTA
- Report identity fraud to Federal Trade Commission



### Taxpayer Bill of Rights

What You Should Know >

### Information and guidance

<b>Individuals</b>	<ul style="list-style-type: none"><li>• <a href="#">Taxpayer Guide to Identity Theft</a></li><li>• <a href="#">Publication 5027, Identity Theft Information for Taxpayers (PDF)</a></li><li>• <a href="#">Data Breach, Tax-Related Information</a></li><li>• <a href="#">Requesting Copy of Fraudulent Return</a></li><li>• <a href="#">Publication 4524, Security Awareness For Taxpayers (PDF)</a></li><li>• <a href="#">Identity Theft Victim Assistance: How It Works</a></li></ul>
<b>Tax Professionals</b>	<ul style="list-style-type: none"><li>• <a href="#">Data Theft Information for Tax Professionals</a></li><li>• <a href="#">Identity Theft Information for Tax Preparers</a></li><li>• <a href="#">Publication 5199, Tax Preparer Guide to Identity Theft (PDF)</a></li><li>• <a href="#">Tax Practitioner Guide to Business Identity Theft</a></li></ul>
<b>Businesses</b>	<ul style="list-style-type: none"><li>• <a href="#">Information for Businesses About Data Breaches and Identity Theft</a></li><li>• <a href="#">Security Summit Partners Update Identity Theft Initiatives for 2017</a></li></ul>

### Security Summit Initiative

The IRS, the states and the private-sector tax industry are working together to identify and apply [safeguards](#) to better protect taxpayers and fight identity theft. However, we need your help. Learn what you can do to help make your personal, financial and tax data safer at: [Taxes, Security, Together](#).

# Work Opportunity Tax Credit



Presenter's name

Date

# WOTC

- Retroactive for employees hired between Dec. 31, 2014 and Jan. 1, 2020
- Tax-exempt employers hiring qualified veterans (Dec. 31, 2014-Jan. 1, 2020) included
- New target group employees
  - Qualified long-term unemployment recipients

# New Target Group

- Qualified Long-Term Unemployment Recipient
- Hired on or after January 1, 2016
- Qualified long term employment recipients Form 8850 deadline June 29, 2016.



# Transitional Relief

- Notice 2016-22 provides employers that hire members of targeted groups additional time beyond the 28-day deadline for submitting Form 8850.
- PATH Act extended the Work Opportunity Tax Credit retroactively for 2015.
- Form 8850 must be submitted by May 31, 2016.
- Qualified long term employment recipients Form 8850 deadline June 29, 2016.



# Pre-screening and Certification

- All employers must obtain certification that an individual is a member of the targeted group, before the employer may claim the credit
- Employers should contact their individual state workforce agency with any specific processing questions for Forms 8850.

# Claiming the WOTC

- The process for taxable businesses claiming the WOTC for all categories remains the same.
  - Claim credit as a general business credit
- Tax-exempt employers claiming the WOTC for veterans categories, follow the instructions shown on Form 5884-C.

# Thank You!

