

2021 Calendar Year End Closing Materials

Agenda

[2021 CYE Agenda](#)

[Webinar Recording](#)

USAS Calendar Year-End

Closing Checklist

- [USAS Calendar Year End Closing Checklist](#)

Supporting Documentation

- Helpful Links:
 - [Instructions for Forms 1099-MISC and 1099-NEC Introductory Material](#)
 - [2021 IRS Instructions for Forms 1099-MISC and 1099-NEC](#)
 - [General Instructions for Certain Information Returns \(2021\) \(Forms 1096, 1097, 1098, 1099, 3921, 3922, 5498 and W2-G\)](#)
 - [First System Updates TCC Code](#)
 - [IRS Publication 1220 for Tax Year 2021 \(Electronic Filing of Forms 1099\)](#)
 - [Fire System](#)

USPS Calendar Year-End

Closing Checklist

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Supporting Documentation

- 2021 W2 Information
 - [W2 Form](#)
 - [W2 Form Explanation](#)
 - [W2 Reconciliation Worksheet](#)
 - [Federal Deduction COVID Reporting](#)
- Special Processing Situations
 - [Third Party Sick Pay](#)
 - [Example Third Party Sick Notification](#)
 - [Deceased Employee Final Payment Procedure](#)
 - [Reimbursable Employee Expense Situations](#)
 - [Affects of Special W2 Situations on Processing](#)
- Helpful Links:
 - [Internal Revenue Service](#)
 - [W2 Instructions](#)
 - [Internal Revenue Service Publication 15-A](#)
 - [Internal Revenue Service Publication 15-B](#)
 - [Ohio Department of Taxation](#)
 - [Regional Income Tax Agency \(RITA\)](#)
 - [Central Collection Agency \(CCA\)](#)
 - [City Tax Rates](#)
 - [Ohio School District Tax Income \(OSDI\) Rates](#)