Dear Client,

Effective today, myPay Solutions will no longer be impounding your payroll taxes or making your tax payments. Instead, you will need to review the Depository Totals page of your payroll reports to determine your federal and state tax liabilities for each payroll.

**Federal Depository Totals:** Your FICA and federal withholding taxes will be due either semi-weekly or monthly depending on your prior tax look-back period. Here is a link to the IRS publication 15 Employer’s Tax Guide that contains information on depositing and filing federal taxes.

<https://www.irs.gov/pub/irs-pdf/p15.pdf>

Pages 25 & 26 covers **When to Deposit**, and page 29 covers **How to Deposit** along with a link to the EFTPS enrollment page. Please also go to page 36 & 37 for your federal unemployment tax payment and filing rules.

**State Withholding Taxes:** State withholding tax deposit rules vary by state and may have online filing and payment requirements. Please visit your state’s department of revenue or taxation website and search for their Employer Guide to find the deposit rules for your state.

**State Unemployment Taxes:** Unemployment taxes are due quarterly. Please visit your state’s unemployment tax division and search for their Employer Guide to find the filing requirements for your state.

**Quarterly and Annual Tax Returns:** myPay will be posting copies of your quarterly and annual tax returns (if applicable) to your portal in the quarter-end accounting folders (3/31, 6/30, 9/30, 12/31). Note that it will now be **your responsibility to file the tax returns**. Check with your taxing authorities on whether those returns can be printed and mailed, or whether you need to key the information on the applicable websites.

**W-2s:** (if on non-tax filing in 4th quarter) myPay will still produce and electronically file your Federal W-2s. **It will be your responsibility to file your State W-2s** with the state’s annual tax form. State W-2 and Annual Return Copies will be provided on your portal with the 4th quarter tax returns.