

ADD-ON SERVICE

W-2 Filing

Year-End Forms, Done Right

Pricing included with
your quote
Add-on service

Year-end forms piling up? We prepare and file your employees' W-2s correctly and on time.

Who It's For

- Businesses with employees on payroll.
- Owners who process their own payroll but want help at year-end.
- Anyone who's filed a W-2 late or with errors before.

Questions This Helps You Answer

- “ Are my W-2s correct before they go out?
- “ When are they due, and to whom?
- “ What if an employee's information changed this year?

What's Included

- ✓ **Year-End Payroll Review** – We check wages and withholding before forms are prepared.
- ✓ **W-2 Preparation** – Accurate forms for every employee.
- ✓ **Filing with the Social Security Administration** – By the January 31 deadline.
- ✓ **Employee Copies** – Delivered to your employees by January 31.
- ✓ **Corrections** – Help if a form needs to be fixed after filing.

Why It Matters

W-2s are due to employees and to the Social Security Administration by January 31. Late or incorrect forms can mean penalties and frustrated employees.

Works With Your Package

Available with Bookkeeping Basic, Core or Plus. We already know your books, so nothing gets lost between your bookkeeping and your filings.

Pricing – Pricing is included with your quote. Usually priced per form.