



American Data Group, Inc.
Integrated Enterprise Software
Solutions for Government

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2022 Tax Forms Notice

Special forms utilized by ADG software for Tax Year 2022, described in this notice, **are the only formats** to be adapted into American Data Groups' Fund Management and Payroll Processing Systems for 2022 filings. For W2 and 1099 reporting, we have adopted low-cost laser formats that are identical forms from prior years. See next page for ordering special tax forms.

Special Notes:

- W-2s – Some printing recommended
 - A new 'W2 Note and Email' program is available to support electronic W2 form furnishment and transmission. [Per the IRS](#), every employee must provide consent for their W2 to be created and received electronically. To support this, a new option exists within the Employee and Personnel Master to 'Accepts Electronic W2 to NOD Email' so when checked, the new 'W2 Note and Email' program will send an electronic copy to the employee's set NOD email, when selected.
 - Only employees with a status of 'Active' will be included in this new process.
 - While the electronic option is now available, ADG still recommends ordering paper W2 forms to print to employees that have been Terminated during the tax year and for those who do not give electronic consent.
 - The W-2 Laser formats, that must be provided by Colorado Advertising Products, have four forms (perforated) on a single page.
 - ADG only supports filing W-2's to the Social Security Administration electronically. You must have an account setup to file electronically. Please visit the [SSA website](#) for more information.
- 1099s – Printing required
 - The 1099-MISC and 1099-NEC Laser Formats will require customers to run the 1099 printing program (step 4 below) for each type of form (Copy A*, Copy B and Copy C) then match the copies for mailing.
 - If you have 200 or more vendors, you are required to file electronically; however, we recommend everyone file electronically.
 - The 1099-G Laser Format will require customers to run the 1099-G printing program for each type of form (Copy A, Copy B and Copy C) then match the copies for mailing.

- The 1099-R Laser Format will require customers to run the 1099-R printing program for each type of form (Copy A, Copy B and Copy C) then match the copies for mailing.
- To support 1099 changes from Tax Year 2020+, a new workflow is available within A/P Year End Process:
 - 1. Create a 1099 Work File, by selecting whether the 1099 Box will be generated from the Vendor Master or Invoice Master (if you're unsure which to run, try both and compare results – each run will delete existing records)
 - 2. 1099 Workfile Maintenance, should be used to view and maintain the records generated from creating the 1099 workfile (step 1). Record maintenance can include adding vendor records that may be missing, edit created dollar amounts, and/or delete records that should not be printed.
 - 3. 1099 Edit Listing, to view in a report format what records exist within the 1099 workfile (step 2) and will be used by 1099 Printing program (step 4)
 - 4. 1099 Printing, to physically print
- Affordable Care Act (ACA) reporting
 - An employer who offers health coverage through an employer sponsored self-insured health plan will have to complete and provide ACA forms. Self-insured employers with 50 or more full-time employees (including full-time equivalent) are required to file Forms 1094-C and 1095-C*. Self-insured employers with over 250 employees must file Form 1095-C electronically.
 - Small employers (less than 50 employees) sponsoring self-insured group health plans will use Forms 1094-B and 1095-B**.
 - If an employer is offering health coverage to employees other than self-insured, such as through an insured health plan or a multiemployer health plan, the issuer of the insurance (or the sponsor) is required to furnish the information about their health coverage to enrolled employees.

To assure absolute accuracy, ADG tax/special form Print programs require you to purchase forms provided by Tim Fahlstedt of Colorado Advertising Products, Inc. Mention that you are an American Data Group customer to Mr. Fahlstedt/Colorado Advertising Products for discount pricing. **You will need to provide a copy of your Sales Tax Certificate of Exemption.** To assist with purchasing, please refer to the following:

Colorado Advertising Products		
	Contact: Tim Fahstedt; tim@coloradoadvertisingproducts.com	
FORM NAME	PRODUCT ID	ORDER DETAIL always order extra
W-2 – Laser (4 down page)	L87	1 form per employee
1099-NEC	NEC5110/5111/5112	2 vendors per copy per page
1099-M (Laser)	LMA/LMB/LMC	2 vendors per copy per page
1099-G (Laser)	LGA/LGB/LGC	3 vendors per copy per page
1099-R (Laser)	LRA/LRB/LRC	2 employees per copy per page

* See instructions for filing Forms 1094-C and 1095-C: <https://www.irs.gov/forms-pubs/about-form-1095-c>

** See instructions for filing Forms 1094-B and 1094-B: <https://www.irs.gov/forms-pubs/about-form-1095-b>

Colorado Advertising Products		Contact: Tim Fahstedt; tim@coloradoadvertisingproducts.com
FORM NAME	PRODUCT ID	ORDER DETAIL always order extra
1094-B	1094BT	1 form for each employer
1095-B	1095BIRS	1 form for each employee
1094-C	1094CT	1 form for each employer
1095-C	1095CIRS	1 for for each employee
Envelope for W-2/L87	DW387	
Envelope for W-2/L87	DW387S	Self-Seal
Envelope for 1099-NEC/NEC51*	SW19W	
Envelope for 1099-NEC/NEC51*	DW19WS	Self-Seal
Envelope for 1099-M:R/L*	DWMR	
Envelope for 1099-M:R/L*	DWMRS	Self-Seal
IRS EMYR PROVHLTH INSR OFF	1095CIRSC	"Continuation" forms

* See instructions for filing Forms 1094-C and 1095-C: <https://www.irs.gov/forms-pubs/about-form-1095-c>

** See instructions for filing Forms 1094-B and 1094-B: <https://www.irs.gov/forms-pubs/about-form-1095-b>