



Ministry Brands®

Advance Your Knowledge Webinar Series

**E-Filing (W2's, 1099's, 1094's and 1095's)
with Shelby Financials and Nelco**

Welcome

Please take a moment to locate the Zoom Webinar controls.
Feel free to say hello or ask a question using the Q & A feature.

What we'll cover today...

How to E-File with Nelco...

- 1099s
- W2's
- 1094s and 1095s (ACA Reporting)



E-file Threshold Change

Proposed IRS regulations were released last year, recommending that the **e-file threshold for information returns be lowered from 250 to 100** for Tax Year 2021. This new regulation includes the total for all aggregated forms filed.

- **Taxpayer First Act allows IRS / SSA to lower threshold:**
 - Allowed to drop to **10 for Tax Year 2022**.
 - Formal regulations released last year, but not yet with final approval.

For more information: www.NelcoSolutions.com/E-File-Threshold



Nelco's E-file Services

- Meets all IRS and State E-file requirements
- Completely paperless solution
- Covers all year-end form types



Before E-filing

- Check that your information is accurate!
- Run an Edit Report for both 1099's and w-2's and verify ...
 - Name
 - Address
 - Social Security or EIN
 - Wages/Non-Employee Compensation Amounts
 - Taxes (State and Local if applicable)
- We've included a Help Document if you find you need to make any changes before E-filing.

[Help on making Corrections in Financials affecting your eFiling](#)



How to run a 1099 Edit Report

- Accounts Payable > Reports > 1099
- Most customers will use Type NEC (Non-Employee Compensation).
- Enter as shown.
- Click Run Report.

Home > Accounts Payable > Reports > 1099s

Report Preferences

FILTERS COMPANY INFO OPTIONS ELECTRONIC FILE INFO

Calendar Year

Companies

Report Type ⓘ Use Combined Federal/State Filing Program?

Include Address?

Type

Print Only Vendors Meeting Minimum Dollar Amounts?

Minimum Amounts

Interest	<input type="text" value="\$0.00"/>	Miscellaneous Box 1	<input type="text" value="\$0.00"/>	Miscellaneous Box 2	<input type="text" value="\$0.00"/>
Retirement	<input type="text" value="\$0.00"/>	NEC	<input type="text" value="\$600.00"/>	Reset Minimums	



1099 Edit Report

- Verify the Name, Address, Social Security or Federal ID, and Amounts are correct.
- If you need to make any corrections, please see the Help Document provided in the Chat box and at the end of this presentation.

1099 Edit List - NEC
1 First Church
Calendar Year 2021

<u>Vendor</u>	<u>Federal ID</u>	<u>Amount</u>	<u>Box #</u>
Anders, Grace (#31) 6036 Ivawood Dr Bartlett TN 38134-5560	294-78-1245	\$700.00	NEC 1
Astaire, Fred (#40) 1133 Gordon St Memphis TN 38122-2050	293-67-0849	\$610.00	NEC 1
Barnes, George (#48) 6036 Ivawood Dr Bartlett TN 38134-5560	408-78-4589	\$700.00	NEC 1
Severinsen, Doc (#175) 9110 Valkrie Ln Lakeland TN 38002-9228	545-23-1045	\$625.00	NEC 1
Totals: (4 vendors printed)		\$0.00 \$2,635.00	NEC 1



Run the 1099 E-File for Nelco

- Change the report type to E-File Service and click Run Report.

Home > Accounts Payable > Reports > 1099s

Report Preferences

FILTERS COMPANY INFO OPTIONS ELECTRONIC FILE INFO

Calendar Year: 2022

Companies: Not Filtered

Report Type: Use E-File Service Use Combined Federal/State Filing Program?

Type: NEC Print Only Vendors Meeting Minimum Dollar Amounts?

Minimum Amounts

Interest	\$0.00	Miscellaneous Box 1	\$0.00	Miscellaneous Box 2	\$0.00
Retirement	\$0.00	NEC	\$600.00	Reset Minimums	

Run Report



Create an Account or Login

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Filing Home How It Works Help Manage Account

SHELBY SYSTEMS E-FILE ACCOUNT LOG IN

Enter your Log In information to access your Shelby Systems E-File account and begin filing.

Either you are logged out, or your session has expired. Please login to Shelby Systems E-File in order to continue to fill out tax forms.

Email:

Password:

[Forgot Password](#)

[Create Account](#)



How to run W-2 Edit Report

- Payroll > Reports > W-2s
- Enter as shown.
- Click Run Report.

Home > Payroll > Reports > W 2s

Report Preferences

Calendar Year

Report Type

Sort Order Alphabetical
 Home Department

Form Type Blank NELCO Forms Print Federal Copy A and W3 copy A to blank paper?
 Preprinted Forms

Form to Print

Include W3 with W2s?
 Combine companies with same EIN? ⓘ

Employees

COMPANY INFO. W3 CONTACT INFO. ELECTRONIC FILE INFO.

* Company Name

* Address Line 1

Address Line 2

* City * State * Zip

* Phone Number

Run Report



W2 Edit Report

- Verify the Name, Address, Social Security and Amounts are correct.
- If you need to make any corrections, please see the Help Document provided in the Chat box and at the end of this presentation.

Edit List Of W2s
 Company#: 1 Name: First Church
 Calendar Year 2022

Employee	Box	Amount	Box	Amount
Jim Anderson 400 Market Blvd Collierville TN 38017-6516				
256-84-9874	1	\$3,672.00	2	\$150.00
	3	\$4,080.00	4	\$252.96
	5	\$4,080.00	6	\$59.16
	12E	\$408.00		
Rebecca Atlas 6001 Cottage Hill Dr Millington TN 38053-8119				
526-85-9345	1	\$1,824.00	2	\$0.00
	3	\$1,824.00	4	\$113.10
	5	\$1,824.00	6	\$26.46
State CA	Wages	\$1,824.00	Tax	\$0.00
Bill Black 6476 Stone Lake Dr Bartlett TN 38135-2578				
106-58-5369	1	\$12,821.16	2	\$0.00
	12E	\$60.00		
	14Auto allowanc	\$1,725.00	14Housing allow	\$6,000.00
Blake Edwards 1025 Crosswinds Cv Collierville TN 38017-8619				
425-08-7777	1	\$8,649.94	2	\$727.13
	3	\$8,649.94	4	\$536.28
	5	\$8,649.94	6	\$125.40
State WA	Wages	\$8,649.94	Tax	\$0.00
Matt Hascher 201 Poplar Ave Memphis TN 38103-1945				



Run the W2 E-File for Nelco

- Change the report type to E-File Service and click Run Report.
- To check on previously submitted E-Filings, click the Check Filing Status link.

Home > Payroll > Reports > W 2s

Report Preferences

Calendar Year: 2022

Report Type: Use E-File Service

Sort Order: Alphabetical
 Home Department

Form Type: Blank NELCO Forms Print Federal Copy A and W3 copy A to blank paper?
 Preprinted Forms

Form to Print: Universal

Include W3 with W2s?
 Combine companies with same EIN? ⓘ

Employees: 13 Selected

COMPANY INFO. W3 CONTACT INFO. ELECTRONIC FILE INFO.

* Company Name: First Church

* Address Line 1: 7345 Goodlett Farms Parkway

Address Line 2:

* City: Memphis * State: Tennessee * Zip: 38016

* Phone Number: (901) 876-5638

[Run Report](#) [Check Filing Status](#)



Create an Account or Login

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Filing Home How It Works Help Manage Account

SHELBY SYSTEMS E-FILE ACCOUNT LOG IN

Enter your Log In information to access your Shelby Systems E-File account and begin filing.

Either you are logged out, or your session has expired. Please login to Shelby Systems E-File in order to continue to fill out tax forms.

Email:

Password:

[Forgot Password](#)

[Create Account](#)



How to run a 1094s and 1095s

- Payroll > Reports > ACA Reporting
- Click Continue and you'll be redirected to the ACA website.

Home > Payroll > Reports > ACA Reporting

Report Preferences

Calendar Year

Combine companies with same EIN? [i](#)

* Company Name

* Address Line 1

Address Line 2

* City

State

* Zip

Phone Number

Where can I watch this video again?

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@ Community.Shelbysystems.com

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Making, Tracking, and Reporting Budgets	09/22/2021 2:00 PM (Central Time)	Register NOW

Title	Date	
Purpose Driven Forms – Part 1 (Getting Ready for Fall)	08/11/2021	Watch NOW
A Quick Look at Best Practices for Groups and Promotions	07/28/2021	Watch NOW
Using Workflows to Track Activity and Involvement	06/23/2021	Watch NOW



Next “Advance Your Knowledge” Webinar

Working to Make Your Organization More Recession Resistant

Date: 11/16/2022

Time: 3pm E/2pm C/12pm P

Led by:

Mark Crain (Staff Trainer) and Kristen Foster (Giving Success)

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