

Year End 2009 W2 Reporting Timeline

Payroll Year End Workshop	Monday, December 7 RCOE Thursday, December 10 Indio
W2 Reporting Memorandum and Spreadsheets Posted to RCOE Extranet	Friday, December 4
<i>Payments for 2009 Salary Abatements and Payroll Cancels</i>	<i>Friday, December 18</i>
<i>Year End Worksheets to RCOE</i>	<i>Friday, January 8</i>
<i>1099 Data Corrections for Employees Must be Completed for Inclusion in 2009 W2</i>	<i>Wednesday , January 13</i>
W2 Data File Created by RCOE	Friday, January 15
W2s Printed by RCOE (sort by Alpha or Pay Location)	Friday, January 15 – Friday, January 22
W2s & Annual Tax Reconciliation Distributed to Districts (Reconciliation – Paper or CD?)	Monday, January 25
<i>Districts Distribute W2s to Employees</i>	<i>No Later Than Monday, February 1</i>
<i>W2 Revisions Due to RCOE</i>	<i>Thursday, February 11</i>
Revised W2s Distributed to Districts	No Later Than Friday, February 19
W2 Data File to Social Security Administration	Friday, February 26
W2 CD to Districts (Alpha Sort)	Friday, March 5