

CHEAT SHEET.

IMPORTANT YEAR-END DATES

NOVEMBER

Thursday, November 24	SDP closed (Federal holiday). Please see holiday schedule for processing deadlines.
Friday, November 25	SDP closed. Please see holiday schedule for processing deadlines. Signed 2022 ACA agreements must be submitted to SDP for any company that did not use SDP to process 2021 returns.

DECEMBER

Friday, December 2	SDP closing at 2:00pm for holiday party.
Friday, December 16	<ul style="list-style-type: none">• Deadline to build plans, select safe harbor and update measurement periods for ACA.• Deadline to submit year-end hold form to SDP.• Deadline to request assistance making SS-R Deferred Tax Repayment.
Friday, December 23	Deadline to Wire SS-R deferral repayments to SDP if applicable.
Monday, December 26	SDP closed (Federal holiday) in observance of Christmas. (See holiday schedule for processing deadlines).
Wednesday, December 28	Last day to process 2022 wages and make timely tax deposits without penalty and interest.

JANUARY

Monday, January 2	<ul style="list-style-type: none">• SDP closed (Federal holiday) in observance of New Year's Day see holiday schedule for processing deadlines.• Minimum wage increases apply.
Friday, January 6	Deadline to submit any adjustment and correction requests for 2022 W-2s and returns. Any corrections requested <i>after January 6, 2023</i> will require amendments and will not be processed <i>until February 3, 2023</i> .
Friday, January 13	Deadline to submit 1099 information to SDP.
Thursday, January 26	Final shipment of W-2s. Our team will be working hard to prepare. Please note that our payroll team will only be able to track the status of W-2 packages after <i>January 26, 2023</i> . Because we are printing, packaging, and shipping around the clock, we cannot make exceptions to accommodate expedited shipping requests.
Tuesday, January 31	Deadline to furnish W-2s, 1099s.

FEBRUARY

Friday, February 3	SDP will begin accepting W-2 correction requests. Please allow 21 business days to produce updated tax return copies. Processing time for amended returns can vary by agency. Since re-opening after COVID shut downs, the average IRS processing time has been between 12-16 MONTHS.
Friday, February 10	Deadline to complete ACA validation to ensure postmark 1095-C forms to employees by IRS due date.