

Declining Electronic/Magnetic Media Filings

If you would prefer to file employer Forms W-2, Forms 1099-NEC, or 1099-MISC on you own, please complete the following information and fax the form to our office.

Note: Clients who use the Taxpay service through Dec. 31, 2020, cannot decline electronic/magnetic media filing.

Employers who meet the following requirements must file electronically or on magnetic media:

Federal:

- You have 250 or more Forms W-2.
- You have 250 or more Forms 1099-MISC or

State and Local - You meet state requirements for filing information on magnetic media as outlined in the state and local addendum (published at the end of Nov.)

No, I do not want Paychex to electronically/magnetically file, and I take responsibility for remitting the following returns for **tax year 2020**:

- Federal Form W-2 with the Social Security Administration
- State Forms W-2 with any state withholding tax agency
- Local Forms W-2 with any local withholding tax agency

No, I do not want Paychex to electronically/magnetically file my payer Form 1099-MISC or 1099-NEC, and I take responsibility for remitting the required returns for **tax year 2020**:

By declining electronic/magnetic media filing, I understand that I am responsible for filing this information with the appropriate agencies. I also understand that an employer who is required to file electronically or on magnetic media and fails to do so may incur a penalty, and will be held responsible for resolution and/or payment of the penalty.

Authorized Signature _____ Date _____

Client Number _____ Client Name _____



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