



October 1, 2024

This UAN User Note contains the following topics:

- UAN Computer and Printer Refresh
- Win+R Phishing Awareness
- Early Preparation for 2025 E-Filing (for Filing year 2024)
- RITA & CCA – Watch for Notifications about E-Filing Requirements

UAN Computer and Printer Refresh

The Uniform Accounting Network (UAN) is beginning the process of replacing computers and printers for UAN clients across the state of Ohio. We are planning for a February 2025 delivery period for your new computers. Your current computer will continue to be fully covered by the warranty in place until the delivery of the new computer is completed. In addition, your current computer and printer will be donated to your entity.

The first steps for you in this process are to complete the following four steps:

- Step 1: Select the computer for your entity.
- Step 2: Select the printer for your entity.
- Step 3: Verify/Update delivery information.
- Step 4: Enter contact information for shipping information.

The selection of the computer will be made by you through your Profile Login on the UANLink web site. You may choose either a laptop or desktop computer and either a multi-function (print/copy/scan) or single function printer (print only). **The computer selection period begins on Tuesday, October 1, 2024 and will end at 12:00 PM on Friday, October 25, 2024.**

ACCESS YOUR ENTITY'S UANLINK PROFILE ACCOUNT

To log onto your entity's profile account connect to the internet, open your web browser, and open the UANLink web page at <https://uanlink.ohioauditor.gov/>.

- Click on the 'Profile Login' button in the upper right hand corner.
- Enter your entity's Profile Login username and password.
 - The username is your 4-digit UAN Entity ID and the password is the 5-character Customer Number that can be found on your AOS invoice.
- Once you have logged in, click on the 'Hardware Update' option.

STEP 1: SELECT THE COMPUTER FOR YOUR ENTITY

In the dropdown, please select either 'Desktop' or 'Laptop' to select the computer type that best meets the needs of your entity.

Please Note: UAN will not be able to exchange/swap computers if the wrong computer is selected.

STEP 2: SELECT THE PRINTER FOR YOUR ENTITY

In the dropdown, please select either ‘Multi-Function Printer’ or ‘Single Function Printer’ to select the printer type that best meets the needs of your entity.

Please Note: UAN will not be able to exchange/swap printers if the wrong printer is selected.

STEP 3: VERIFY/UPDATE DELIVERY INFORMATION

The computer and printer will be sent to the shipping address on file with UAN. The shipping address can be an address that is convenient for you to receive a delivery so you might want to consider using the address of your place of business/daytime work location. The shipping company cannot deliver to P.O. boxes. Your entity is responsible for any additional shipping cost and/or loss of equipment due to an incorrect shipping address.

Please Note: Changing the shipping address will not change the mailing address on file with UAN.

STEP 4: ENTER AN E-MAIL ADDRESS AND PHONE NUMBER FOR SHIPPING INFORMATION

Many UAN clients have more than one e-mail address and phone number on file with UAN. The shipping company will only use one e-mail address and phone number. Please enter the e-mail address and phone number that you would like us to provide to the shipping company.

Please Note: This step will not change the e-mail address or phone number entered on your profile. In addition, changes to your profile will not change the e-mail address or phone number entered here.

You must click ‘Save’ at the bottom of the page to save your computer and printer selection.

Please Note: Upon clicking ‘Save’ after completing Step 3, you will be directed to a ‘Computer and Printer Update Submitted’ confirmation page. This serves as your confirmation, and it can be printed for your records. Corrections can be made by accessing your UANLink Profile Login account **before 12:00 PM Friday, October 24, 2024.**

WHAT IS NEXT

As we get closer to beginning the delivery of your new computer and printer, we will be sending an email to the address provided in Step 3. The email will contain details on the delivery process and installation guidance.

PREPARING FOR THE NEW COMPUTER

- Third party software that was not installed by UAN will need to be reinstalled after the completion of the hardware transfer process. UAN recommends before you start the hardware transfer process you gather any of the third-party software's User Name(s), Password(s), download link/installation disc. UAN cannot assist with reinstalling third party software, so please call your vendor if you need assistance with the reinstallation and/or access.
- Your computer's Documents folder is commonly used to save Word documents, Excel spreadsheets, pictures and other work files. The hardware transfer process has a size limitation of what can be automatically transferred from the Documents folder. The hardware transfer process is limited to 5 GB. If your Documents folder exceeds 5 GB please reduce it by either moving the contents to an external storage device like a USB thumb drive or deleting items that are no longer needed before beginning the hardware transfer process.

Win+R Phishing Awareness

UAN Support has been made aware of a new type of phishing attack that can give hackers access to your system. This phishing attack copies a legitimate human verification process like the very common Captcha tool. The phishing attack displays a webpage while browsing the internet that asks the user to verify that they are human, as you may occasionally do through Captchas and other legitimate means. However, these malicious webpages request the users hit the Win+R keys (the Windows button on the keyboard and the R), then Ctrl+V keys, followed by enter. Through this process, the webpage puts malware on the user's computers which can be used to gain access and steal sensitive information stored on the computer. **Under no circumstances does any legitimate application or website require the Win+R command to verify a user is human. If prompted to hit the Win+R keys by a webpage, close the webpage immediately.** If you have already interacted with such a webpage, contact UAN Support for a malware scan.

NOTE: Captchas and other legitimate means of verification are not an issue. The issue begins when the phishing attack asks that you to begin entering commands.

Early Preparation for 2025 E-Filing (for Filing year 2024)

Newer fiscal officers may be unaware that the IRS applied a new electronic filing threshold for employers filing certain forms, beginning in calendar year 2024 for filing year 2023. This affected **almost all UAN clients** and applies when you have a *combined total* of 10 or more forms: W-2, W-3, 1099 NEC, 1099 Misc, 1094 and 1095. Each form's instructions include the details.

Note: Your entity might have other IRS information returns that you complete outside of the UAN application that also count towards the threshold of ten.

FIRST TIME E-FILERS:

If 2025 will be the first year that you will submit any of the above-mentioned IRS forms electronically for filing year 2024, then you need to make sure you **register well ahead of time**

with the appropriate online system. New fiscal officers or those with any doubt of their status should **confirm** that they are properly registered. The registration deadlines for some of these online systems are fast approaching and processing wait time can be significantly long in some cases. **UAN Support urges you to review your status sooner rather later.** The following links should help you get started:

- 1099-NEC & 1099-Misc: <https://www.irs.gov/FIRE> and <https://www.irs.gov/taxtopics/tc802> of which the following screen clip was taken (highlight added):

FIRE

All transmitters who file information returns electronically through the [Filing Information Returns Electronically \(FIRE\)](#) system are required to request authorization to file electronically by requesting a **Transmitter Control Code (TCC)** via the online Information Returns (IR) Application for TCC. Submit the request by **November 1st** of the year before information returns are due and **allow 45 days for processing**. All IR Applications for TCC are subject to review before the approval to transmit returns electronically is granted and may require additional documentation at the request of the IRS. If your application is approved, a five-character alphanumeric TCC is assigned to the business transmitting the files.

- W-2 & W-3: <https://www.ssa.gov/employer/>
- 1095 & 1094: <https://www.irs.gov/air> (Only a small number of UAN clients in past years have been required to file these).

The webpage links and screen clip above are current as of this notice date.

Transmitter Control Codes (TCC) are NOT interchangeable.

Of particular concern, many UAN fiscal officers reported trouble navigating all the options for 1099-NEC & 1099-Misc forms. The IRS maintains two independent systems for filing 1099 Forms electronically, ‘FIRE’ and ‘IRIS’. UAN recommends using the FIRE system because you can use UAN to create a file for uploading to FIRE and you cannot use UAN for IRIS uploads. The IRS requires a TCC specifically for FIRE. The FIRE TCC is not interchangeable with an IRIS TCC. In addition, the few UAN clients that file 1095 & 1094 forms will need a separate TCC to file those form through the IRS ‘AIR’ system.

UAN Support cannot assist with clarification about the IRS or SSA online filing process; please review the IRS / SSA websites above or contact the IRS with questions.

RITA & CCA – Watch for Notifications about E-Filing Requirements

It has come to our attention that RITA and CCA may be applying the same IRS forms threshold (see above) for determining whether employers will be required to file W-2 forms electronically. If your entity **does not use the Regional Income Tax Agency (RITA)** and / or the Central Collection Agency (CCA) for local or school district taxes, **then disregard the following.**

Neither agency has definitively announced on their website whether there will be a change to their e-filing threshold *as of the date of this notice*. But rest assured, UAN developers are preparing UAN version 2025.1 for that possibility. Due to the nature of the changes, the initial setup cannot be fully automated by UAN. Fiscal officers will need to look up various local or school tax information from CCA and/or RITA before a W-2 e-file can be created for these agencies. We

recommend that you keep a close watch for any CCA / RITA notification by email and their websites as the year end approaches. In this way, if necessary, you can be prepared to allow time in your schedule to gather information from these agencies for W-2 e-filing.