

OHIO AUDITOR OF STATE KEITH FABER



TO: UAN Users
FROM: UAN Support
DATE: December 12, 2024
SUBJECT: Version 2025.1 Overview

ACCOUNTING

NEW APPROPRIATION OBJECT CODE

Local Government Services (LGS) has added one appropriation object code to each AOS chart of accounts. UAN users can use the new object code, when applicable, in work year 2024 and/or 2025.

TOWNSHIPS

The Township Chart of Accounts Appendix in the Accounting & General Manual now includes:

Object Code	Object Name	Program Default	Direct Charges	Description
356	Internet/Cable	Defined By User	No	Costs for cable and internet.

VILLAGES

The Village Chart of Accounts Appendix in the Accounting & General Manual now includes:

Object Code	Object Name	Program Default	Direct Charges	Description
316	Internet/Cable	Defined By User	No	Costs for cable and internet.

LIBRARIES

The Library Chart of Accounts Appendix in the Accounting & General Manual now includes:

Object Code	Object Name	Direct Charges	Description
366	Internet/Cable	No	Costs for cable and internet.

GENERAL

FORMS 1099-MISC AND 1096

UAN has updated the 1099-Misc forms and electronic file for 2024. The IRS has not authorized using UAN for printing these forms to plain paper. As with previous years, you may only print forms 1099-Misc and 1096 on the preprinted red ink laser forms. Instructions are available in the 2024 Year End Procedures.

Note: Please review the New IRS E-Filing Requirement Threshold section below.

Reminder: The IRS filing deadline for 1099-Misc & 1096 Forms is February 28, 2025, if filing using the paper form and March 31, 2025 if filing electronically.

FORMS 1099-NEC AND 1096

UAN has updated the 1099-NEC forms and electronic file for 2024. The updated 1099-NEC forms will print 3 per page on the preprinted forms. The IRS has not authorized using UAN for printing these forms to plain paper. As with the previous year, you may only print forms 1099-NEC and 1096 on the preprinted red ink laser forms. Instructions are available in the 2024 Year End Procedures.

Important Note: Only the first line of the address will print on the updated 1099-NEC forms. The Vendor/Payee ‘Address Line 2’ will no longer print on the 1099-NEC 3-part forms. Line 2 is not widely used by UAN clients so most will be unaffected. You should confirm whether your entity has any vendors with essential 1099-NEC address information in Line 2 and then edit to include that information on Line 1 before printing any 1099-NEC forms.

Note: Please review the New IRS E-Filing Requirement Threshold section below.

Reminder: The IRS filing deadline for 1099-NEC & 1096 Forms is January 31, 2025 for both paper and electronic filings.

Notice for both 1099-Misc & 1099-NEC Print Layout: UAN’s standard layout for printing to Forms 1099-Misc & 1099-NEC corresponds to the IRS guidelines. Unfortunately, it has come to our attention that there are some 1099 Forms commonly available from print companies that do not exactly fit the IRS format – even some which are advertised as ‘IRS certified’ or ‘IRS Approved’. This means the vendor name and other data could print in the wrong place on the form. Given the above possibility, we recommend testing with one page of 1099 data to confirm that the standard layout of the 1099 Form in UAN corresponds to your IRS 1099 Form. If all fields print to the right places on the form, you can confidently print larger batches. Otherwise, if a problem is detected, UAN provides a means to customize the form layout so that you can still print to forms that have minor variations from the standard. Guidance for this is included in our Year End Procedures document if you find you need to customize either of your 1099 form layouts.

PREPARATION FOR 2025 E-FILING (FOR FILING YEAR 2024)

Newer fiscal officers may still 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>
- 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 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.*

ONLY REGULATORY AFR CAN BE SUBMITTED TO HINKLE SYSTEM USING UAN

Beginning with fiscal year 2024, **only Regulatory** annual financial statements can be submitted to Hinkle System using the UAN application. All non-regulatory filing types must be submitted online through the Hinkle System via the entity's AOS eServices login account. Non-regulatory filers can opt to use the Web-GAAP Export File option that has been added to the UAN application to create a file that can be uploaded to Web-GAAP to produce annual financial report information. That information can then be used to enter and submit online to the Hinkle System. To enable the Web-

GAAP Export File option, you will need to first verify and/or edit certain account information under AFR - Fund Utility. Instructions are available in Appendix 7 of the Year End Procedures.

OCBOA utilities and statements will remain available for previous years. The OCBOA utilities and statements are still available in UAN to prepare submissions for fiscal year 2023 and older. This may be necessary for some local governments that need to resubmit annual financial statements for previous years that are incomplete or need corrections. When necessary, instructions for the utilities and reports can be found in the Accounting & General Manual, under the General Reports & Statements section titled 'Prior Year OCBOA Statement Preparation'.

PAYROLL

OHIO AND FEDERAL TAX TABLES

Ohio income tax tables for 2025 are included in UAN version 2025.1.

Federal income tax tables for 2025 will be accessible for download from the UAN website as a 'software patch' as soon as the tax tables becomes available. At that time, we will send an email with the download steps. The next UAN version 2025.2 will also include the same tax tables update.

FORMS 941 AND 944

The next UAN version 2025.2 (i.e., *not this year-end version 2025.1*) will include the 941 Federal Quarterly Tax Return for the first quarter of 2025.

Please Note: UAN does not produce the rarely used Form 944 Federal Annual Tax Return. Form 944 is designed so the smallest employers will file and pay federal taxes only once a year instead of every quarter. Only entities notified by the IRS in writing will need to file the 2024 annual Form 944 instead of filing quarterly Forms 941. If needed, information for completing the 944 form is available on two federal tax reports within UAN. Refer to the 2024 Year End Procedures for detailed instructions. For more information, please consult with your tax advisor and/or please click or type the following link to reference the IRS website: <http://www.irs.gov>.

FORMS W-2 AND W-3

UAN has updated W-2 and W-3 forms and electronic file for 2024. Also, the W-2 forms file option for Ohio (with School) has been updated to not require a BSO number.

Note: Please review both:

- The New IRS E-Filing Requirement Threshold in the General section above.
- The New Ohio Department of Taxation W-2 E-Filing Requirement Change just below.

Reminder: The IRS filing deadline for W-2 and W-3 Forms is January 31, 2025.

OHIO DEPARTMENT OF TAXATION W-2 E-FILING REQUIREMENT CHANGE

Last year, the Ohio Department of Taxation (ODT) has announced all employers who file and pay their employer withholding taxes electronically will be required to upload their W-2 information electronically through the Ohio Business Gateway. If you do not currently file this way, then you should read more about the requirement and open ODT instructions from their ‘W-2 /1099 Information Page.’

<https://tax.ohio.gov/wps/portal/gov/tax/business/ohio-business-taxes/employer-withholding/w2-information-page>

The webpage & menus outlined below are current as of the Version 2025.1 Overview date.

See the 2024 Year End Procedures for details, page 87 (*of the printout; PDF file page 94*).

FORMS 1095 AND 1094

UAN has updated forms 1095-B, 1095-C, 1094-B, and 1094-C for 2024.

Note: Please review the New IRS E-Filing Requirement Threshold in the General section above.

Reminder: UAN can provide technical assistance for using the 1095 & 1094 area but **cannot** provide advice on whether the forms are applicable to your entity or on the content to enter. To determine whether your entity is required to file, start by reading pages 69-70 (*of the printout; PDF file pages 76-77*) in the 2024 Year End Procedures. For more information, please consult with your tax advisor and/or please click or type the following link to reference the IRS website: www.irs.gov.

RITA & CCA – NEW W-2/W-3 E-FILING REQUIREMENTS

If you do not have employees that report taxes for a municipality to the Regional Income Tax Agency (RITA) and/or the Central Collection Agency (CCA), **then you may disregard the information that follows**. RITA and CCA have recently announced that they are applying the same IRS forms threshold (see above) for determining whether employers will be required to file W-2 forms electronically. UAN can now create an electronic W-2/W-3 file for these agencies provided that certain locality information is input into UAN’s withholding settings for the local and school district taxes. **Note:** Except for RITA and CCA, UAN **cannot** create electronic files in place of W-2 Copy 1 forms for other local or city tax reporting.

Due to the nature of the requirements for each agency, the fiscal officer will need to obtain locality information from RITA and/or CCA to input into UAN before a file can be created. A tab page has been added to the withholding form for Local Tax withholdings in UAN for this purpose. Please review Appendix 3 Processing W-2 & W-3 Forms of the Year End Procedures for more information. Contact RITA for W-2 reporting requirements or CCA for their data format specifications and additional details.

NEW DEFAULT OPTION FOR EFT PAY STUB E-EMAILS

There is a new setup option available for the emailing of employee EFT Pay Stubs. This applies to customers that is already paying employee wages using the Electronic Funds Transfer (EFT) feature in UAN or those who have plans to activate that option going forward. The outgoing email setting

options are described in more detail in Appendix 1 of the Payroll EFT Handbook. Below is a summary of the two options:

- ‘Use default settings’ You can select this to have UAN manage the outgoing email (**NEW!**)
- ‘Use custom settings’ You can select this if your entity will manage the outgoing email.

Using the new UAN default settings is the easiest way to setup pay stub emailing. However, if you have an Information Technology (IT) administrator on staff or as a service contractor, your technician may prefer entering the custom settings for your current email system / service provider.

For more information, access the EFT Handbook from within UAN by going to Payroll – Maintenance – Employees. When the employee list opens, look in the lower left corner under the FAQs menu for a link to the Payroll EFT Handbook and turn to Appendix 1.

REMINDERS

REMOVAL OF PRIOR YEAR 2017

Following the AOS retention policy of maintaining only seven years of prior year reporting in the application, UAN will automatically remove all reports older than seven years from the application upon closing of the fiscal year 2024.

You will have to checkmark an acknowledgment statement on the *Next Year FO & Details tab* of the Year End Checklist prior to closing 2024. This acknowledgment statement is regarding the removal of 2016 upon closing the year for 2024.

You will be unable to retrieve any reports from 2017 after closing fiscal year 2024.

If some reports are missing from your entity archives (non-UAN application records), make sure to print and/or save them as PDF files before closing 2024. Please refer to the 2024 Year End Procedures page 19 (*of the printout; PDF file page 26*) for more detailed instructions on retrieving prior year reports to Print or Save to PDF.

UAN YEAR END UPDATE TRAINING MATERIALS

The **UAN Year End Update** will be recorded and posted approximately one week after the event. To view the UAN Year End Update presentation, please click or type the following link into your web browser: <https://uanlink.ohioauditor.gov/training/yearend/default.html>

Please Note: You can view UAN training videos on **any device** with high-speed internet.

AUDITOR OF STATE (AOS) YEAR END FILING DEADLINE

Each local government is required to submit its Annual Financial Report (AFR) to the Auditor of State within **sixty (60) days of the end of the fiscal year**. Financial penalties may be assessed for late filings. The final 2024 ‘AFR-AOS Backup’ internet (or disc) submission must include all that

is applicable for your entity: Hinkle System data entry for Demographics & Debt, other manually input reports and compressed add-in documents – including the **Notes to the Annual Financial Statements**. See the important note in the 2024 Year End Procedures at the bottom of page 24 (*of the printout; PDF file page 31*). After you install version 2025.1, the 2024 Year End Procedures will be accessible from your desktop in **UAN Tools → Version Documentation → 2025.1**

ANNUAL FINANCIAL REPORT (AFR) PUBLICATION REQUIREMENTS

Each local government is required to publish a notice in the local newspaper that the Annual Financial Report is complete and that the report is available at the office of the fiscal officer. The notice needs to be published at the time the UAN member files their Annual Financial Report with the Auditor of State, which is accomplished by submitting the 2024 AFR – AOS backup by internet (or disc) submission to the Auditor of State.

INVOICE FOR UAN SERVICES

The **second** quarter invoice for UAN services (mailed in March 2025) is assessed using your 2024 Annual Financial Report (AFR) and **may change** from your first quarter invoice. We request that you file your 2024 Annual Financial Report before the filing deadline to ensure that your fees are calculated using your current financial information.

Reminder: The five percent UAN user fee reduction from March 31, 2014 remains in effect. For more information about the user fee reduction and a copy of the current UAN user fee schedule, please click or type the following link into your web browser:

https://uanlink.ohioauditor.gov/communications/pdf/UAN_User_Notes_February_28_2014.pdf

HARDWARE INSURANCE COVERAGE

Although the State of Ohio is the owner of UAN hardware, your entity is responsible for adequate insurance coverage. Each entity is required to insure the **complete hardware package** for **\$2,000**.

Please Note: We do **not** require submission of a Certificate of Insurance; please do not send a copy.