





November 23, 2016

TO: School District Administrators

FROM: Division of Administration, Finance and Accountability

SUBJECT: NEW for Tax YEAR 2016

January 31st is the filing deadline for BOTH electronic and paper forms W-2. If this date falls on a Saturday or Sunday or legal Holiday, the deadline will be the next business day (changed from March 21).

	W2Prelist (W2SB16) Report Format – P - Prelist Current Year – Run Option: 1 - Extract and then Print Report Format – R - Reasonability Check (OASDI/Medicare)
January 6	Final date to use pay history adjustments to make wage corrections
January 9 	*Begin using W2 Data Edit (W2ED16) screen for adjustments W2Prelist (W2SB16) Current Year – Run Option: 2 – Use Existing Extract/W2 Edit File
January 12	*Last day to make adjustments using W2 edit screen in order for change to appear on printed W2s
January 13	KCSOS Print W2s
January 16	Districts pick up W2s for distribution to employees by the January 31st deadline – earlier if possible.
January 20, 27 & 30	Edited W2s will be reprinted by KCSOS 4pm
January 20  	W2 PDF images available from within QSS OASIS Districts can reprint lost, destroyed, etc. W2s
January 30	** Final date to make any corrections using W2 edit screen W2-C must be completed by district
February 1	Final version of W2 PDF images available from within QSS OASIS

* Changes must also be made as pay history adjustments so that pay history will reconcile to the quarterly 941s.

**Any adjustments made after January 30 will necessitate the preparation of a Form W2-C. These forms must be completed by the district and mailed to the appropriate agencies. These forms may be obtained from the local IRS office, or by download at the IRS Web site at www.irs.gov.

Please email bass@kern.org or contact Vicki Lueck (661) 636-4706 or Bruce Storer (661) 636-4733 if you have any questions regarding this process.

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