



3rd Quarter 2021 Newsletter

As we near the end of summer, we are looking forward to autumn breezes and the excitement that comes with change. We wanted to take a moment to thank you for your continued business and to let you know about a few important details coming up.

Your business may qualify for the Employee Retention Credit (up to \$7,000/employee) in 3rd Quarter. In order to qualify, you need to show the business's gross receipts in a quarter declined more than 20% compared to either (a) the same quarter in 2019 or (b) the immediately preceding quarter in 2020 or 2021. If you think you may qualify please reach out to let us know prior to processing your 3rd Quarter payroll reports.

- We will begin processing Quarterly payrolls the last week of September. If your business reports owner wages quarterly, we will need all wages by **September 24**, so we can process quarterlies on time. Tax payments will be due **10/29**.
- If your company will be needing 2021 1099 forms processed, please know that we have limited capacity for year-end 1099 forms. Let us know ASAP that you need this service and please be preparing information on how many you may need (make sure you have W-9's on file for all independent contractors). We will be sending out additional info soon.
- W2 season is coming up (how is that possible?). If you need to update address information for past or current employees, please be sure to send that info to us ASAP. We provide all of your employees with copies of their W2, and you will also receive copies of employee W2s for your records. Please know that if we need to reissue a W2 for an employee, there is a \$9 charge.

Thank you and it is our pleasure to serve you!

~ Holly, Shannon, and Jennie

Oregon Saves

Here are the deadlines for Oregon employers to have a retirement option in place:

- Employers with 20 or more employees: December 15, 2018
- Employers with 10-19 employees: May 15, 2019
- Employers with 5-9 employees: November 15, 2019
- Employers with 4 or fewer employees: Targeted for 2022

If you are a new business, or still need to get a plan in place, have no fear! Oregon Saves is one simple way to get started. If you offer a different retirement plan for your employees, you can certify your exemption [here](#).

“OregonSaves is a state retirement program that provides Oregonians a unique opportunity to save for the future.”

Please visit [Oregon Saves](#) to get started saving today. As always, we are here to support you and happy to help if you have any questions along the way.



Keeping your plans on track when times aren't

Now more than ever, you need sound advice and strong support to help keep your financial life on track.

Ameriprise financial has been working alongside clients to do just that for over 125 years.

I'm here to guide you with developing market updates, investment recommendations and personalized advice to help keep you focused on what matters most to you.

Call me today to discuss your goals.



Michael Cross, CRPC®
541.368.5193



A good reminder from Charla:

Tax filing extensions are due, so please get all requested information, remaining questions answered, and returned to your bookkeeper or accountant ASAP. In addition, please work on getting a W-9 from any qualified contractor, as those will be required for 1099 preparation. Please forward the name and contact information for your CPA if there has been a change.



Upcoming Dates and Reminders

UPCOMING BANK HOLIDAYS

- LABOR DAY- 9/6/21
- VETERANS DAY- 11/11/21
- THANKSGIVING- 11/25/21
- CHRISTMAS- 12/24/21
- NEW YEAR'S- 12/31/21

- **PLEASE ALLOW 48 HOURS, OR 2 BUSINESS DAYS, FOR ALL PAYROLL PROCESSING.**
- **Please be aware of Direct Deposit Timelines, especially around weekends and holidays.**
 - **DD takes 2 business days to process, so we must have your hours submitted a minimum of 3 days prior to your employee's pay date.**

Legal Shield Will Workshop



Pacific Payroll would like to invite you to attend a 45 minute "Mini Will Workshop and Services Review" zoom, taking place at two different times, 12:30pm or 5:30pm, on Monday, September 27th, and brought to you by one of our affiliate partners, LegalShield/IDShield.

All attendees will receive a Will Guidebook, and one lucky attendee will win a \$25 Amazon gift card as a Thank You!

You will learn a bit about why a Will is important, how to prepare for its completion, and briefly, what's included in LegalShield's services. The Workshop utilizes video clips and has had great reviews about even being fun!

To rsvp and receive the link to attend, please **text Susan Marie at: 541-990-9689.**