



4th Quarter 2021 Newsletter

How is it already almost the end of 2021?

This has been an exciting year and challenging in some ways as well. It has been our sincere honor to join you on your business journey. Thank you for your continued trust and amazing referrals-we appreciate you.

- You may have already received, or will soon, a letter regarding the 2022 SUI rates. Please email us a copy of that letter, so we can get your unemployment rate updated prior to the first January payroll.
- We will begin processing Year End payrolls the last week of December, so we will need all 2021 Wages by December 23rd. Tax payments will process on January 31, 2022.
- 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).
- 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 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.

Our business is all about helping yours!
Happy Holidays 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](#).

“Oregon Saves 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.



Upcoming Dates and Reminders

PACIFIC PAYROLL WILL BE CLOSED...

- **THANKSGIVING: 11/25-26**
- **CHRISTMAS: 12/23-10:00 A.M.
12/27/2021**
- **NEW YEAR'S: 12/31-10:00 A.M.
1/3/2022**

- **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.**