

# Important Year End Tasks

In an effort to prepare for the upcoming tax season, we are notifying our business clients of important tax responsibilities. Please make note of the information below and the related deadlines in order to help us with your tax return preparation.

Tax Form	Data Submission Deadline	Tax Return Deadline
<b>YEAR END W-2 INCLUSIONS</b>	Report to your Payroll company ASAP, but no later than <b>December 31st.</b>	If you miss this deadline, you may have to pay for corrected W-2s.
<b>Form(s) 1099 INFORMATION</b>	Submit required vendor information to The Dages Group by <b>January 10th .</b>	The IRS requires all 1099s to be issued to vendors by February 2nd.
<b>S-CORPORATIONS AND PARTNERSHIPS</b>	Submit all accounting records to The Dages Group by <b>February 10th.</b>	Returns due to the IRS by March 16th.
<b>C-CORPORATIONS</b>	Submit all financial data to The Dages Group by <b>February 15th.</b>	Returns due to the IRS by April 15th.

## YEAR END W-2 INCLUSIONS

If applicable, report the following to your payroll company:

- Health insurance premiums paid for more than 2% shareholder of an S-Corporation
- Personal use of a company vehicle
- Bonuses paid in cash
- Group term life insurance premiums for coverage greater than \$50,000

**\*\*Report to your payroll company ASAP, but no later than December 31st\*\***

## Form(s) 1099 INFORMATION

Now is the time to begin reviewing your vendors for any that may require a 1099 to be issued to them from your business. We recently sent communication about the service we offer to prepare and file these forms. Please refer to the information by following the link below.

1099 Preparation Information

**\*\* Please submit all 1099 information to The Dages Group by January 10th \*\***

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## ACCOUNTING RECORDS SUBMISSION

Our professional credentials will not allow us to accept sensitive information in an unsecured manner. Please **do not send** any social security numbers, W-2s, banking information, usernames or passwords via text or email. If we receive information from you in this manner, we will immediately delete it and request that you send it through our secure portal.

Our secure client portal through Progress ShareFile should be used to upload your data. If you need help accessing your account, you can request a password reset by clicking "forgot password" or you can contact us for any assistance. As a client user, you can enable two-step verification to your login for added security. This can be found in Settings > Personal Security.

You may also hand deliver your information to our office. Appointments are not necessary.

**\*\* Submit all financial data to The Dages Group by February 10th \*\***

DAGES GROUP CLIENT PORTAL

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We look forward to working with you in 2026!

Kim, Rose, Karen, Pam, Karen and Bobbie Sue



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