

2023 Year-End Dates and Deadlines.



Date	Action	Details
December 6, 2023	All mass change instructions should be submitted to Payment Services by 5:00 p.m. ET	Payment Services should receive mass change instructions affecting January 2024 to ensure timely processing
December 28, 2023	Last payments processed with a 2023 date	SEI does not process payments on the final business day of the month
December 29, 2023	Last day SEI Private Trust Company (SPTC) will pay 2023 taxes	After December 29, all reissue payments will represent the net amount for a prior year payments. Payment Services will not adjust prior year taxes.
First week of January 2024	Final non-recurring and recurring daily YTD Tax Status Reports will be available	Review reports for accuracy and submit corrections to the Payment Services Team
January 4, 2024	Deadline for initial tax reporting adjustments is 4:00 pm ET	Changes received after the deadline will be processed as an amended tax form
January 6 - 11, 2024	Tax forms will be ordered and printed	SPTC reports under SPTC's EIN for both federal and state reporting
January 22, 2024	Amended or additional form requests	After the initial tax form process, SPTC can request new tax forms weekly. Adjustments will be processed as reprints through April 8.
February 1, 2024	Forms 1099-MISC, DIV, INT, NEC, and W-2	After this date, forms will be corrections and not reprints.
February 13, 2024	Deadline to submit any changes or corrections to the 1042-S forms for inclusion in our file submission to the IRS	Any changes submitted after this date may be submitted as a correction.
March 15, 2024	The final deadline to furnish Form 1042-S to the recipient of the income	This form is used to report tax withheld on certain income for foreign pensioners.
April 8, 2024	Deadline for changes or corrections to the 1099 series, except Form 1099MISC , to ensure changes apply to SPTC submission to the IRS	SPTC will begin to submit electronic files to the IRS on April 15. Any extension does not extend the January 31 deadline to provide statements to participants.

Questions to consider when reviewing the recurring and non-recurring daily tax status reports:

1. Is the tax form type correct?
2. Is the category distribution code correct?
3. Are the taxable and non-taxable amounts accurate?
4. Is this for a non-resident alien?
5. Is this for a W-2 distribution?

Important reminders:

- Payment Services should receive mass change instructions affecting 1/1/2024 payments no later than 12/6/2023.
- The Benefit Payment website will share messages via the login page of the site. Be sure to check the site for important and timely messages.
- When printing tax forms from the website, we recommend that you do not place tax forms in a window envelope due to privacy concerns of sensitive client data. Please use a non-window envelope and address the envelope accordingly.

Note: Payment Services staff is not able to provide any type of tax advice. Please refer to the appropriate IRS publications (<http://www.irs.gov>) or your tax accountant/actuary for tax-specific questions.

Federal and State Tax Adjustments

Once federal and state taxes are paid, all reclaims are best efforts and are subject to SPTC policies. There is no guarantee the IRS or states will approve a refund or adjustment and there is no timetable for either party to respond to SPTC's request.

The IRS requires annual filing of all other federal withholding. Therefore, SPTC does not attempt adjustments or refunds for the prior year.

The states of **California, Illinois, Maine and New York** require quarterly filing of all withholding payments. Therefore, SPTC does not attempt adjustments or refunds for prior quarters for these states.

The IRS requires quarterly filing of all W-2 federal withholding. Therefore, SPTC does not attempt adjustments or refunds for prior quarters.

All other states require an annual filing of all withholding payments. Therefore, SPTC does not attempt adjustments or refunds for the prior year.

Contact Payment Services for:

- Tax corrections
- Mass changes (COLA, Med Deductions, etc.)
- Adding a manual ledger on the Benefit Payment system

For questions regarding any of the information listed above, please contact Payment Services at 888.734.8922.