

Employer Required Filings

Required Filing	Due Date	Responsible Party	Details
W2/1099 Forms	January 31	TPC prints and sends	Employers must distribute W-2 forms to employees by January 31 to report their earnings and tax withholdings for the previous calendar year
Form 941 Returns	April 30, July 31, October 31, January 31 (for each quarter)	TPC files on your behalf	Employers must file Form 941 on a quarterly basis
OSHA 300 Log	March 2	TPC can assist with the report, but the employer must post/submit	Employers with more than ten employees in certain industries must maintain and post their OSHA 300 Log summary of workplace injuries and illnesses
Form 1095-C	March 31 (if filing electronically)	TPC can file and distribute	Employers subject to the Affordable Care Act (ACA) with over 50 employees must provide employees with this form to report the health insurance coverage offered
Medicare Part D Notice	October 15	TPC can develop and distribute	Employers with a group prescription insurance plan must send a Medicare Part D notice to covered employees, spouses, and dependents who are eligible for Medicare
EEO-1 Report	June 4, 2024 (Typically in the Spring/Summer, but varies each year)	TPC can assist with data, but the employer must submit	Employers with 100 or more employees (or federal contractors with 50 or more employees and contracts of \$50,000 or more) must submit demographic data on their workforce
New Hire Reporting	With each new hire	TPC submits on your behalf	Employers must report their newly hired employees to the state
Form 5500	Annual based on fiscal year	The employer, but IBS can provide for an additional fee	Form 5500 is a required annual report that provides information about the financial condition and operations of employee benefit plans. The filing requirements vary based on the type and size of the plan