

Funny

You Should Ask...



A NEWSLETTER FROM PARISH & SCHOOL FINANCIAL CONSULTING · ARCHDIOCESE of MILWAUKEE

December 2022 --- volume 11, issue 4

This newsletter is sent electronically to parish and school directors of administrative services, business managers and bookkeepers. If you have suggestions for topics, please [let us know](#).

[View the Funny you should ask... page](#) on our website.

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New Member of the Parish Finance Office - Welcome Michael Waddell
Update on MyEnroll

2022 Calendar Year-End Contributions, W-2, 1099, ACA, W-4, Mileage Form W-9 for parishes and schools

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Welcome Michael Waddell!

Please join us in welcoming Michael Waddell to the Parish & School Finance Office. Michael will serve as a Parish Finance Consultant, which includes performing budget and CFS reviews as well as help answer any questions you may have. Michael is a parishioner at St. Anthony's in Milwaukee. He recently graduated from the University of Mary in April of 2022. He can be reached at waddellm@archmil.org, and 414-769-3335.

Update on MyEnroll

We have discovered that some people still have access to Employee Navigator, even though we have requested that access be turned off. Employee Navigator is proprietary to the “old” BAS in West Virginia. On the off-chance that you still have access, DO NOT enter any information in Employee Navigator – these updates will not transfer to MyEnroll.

You should no longer be receiving direct debits, or mailing checks to, the ‘old’ BAS in West Virginia (Lisa McGinnis). Please remember to take the ‘old’ BAS out of your debit filter.

Please ensure that all your benefits-eligible employees have verified their emails in MyEnroll.com. To check, login to MyEnroll.com, select Menus, then Reports. Under Census Reports select Census Report with Pending Emails. For those employees who have not yet verified their emails, re-enter their email under Contacts, and the system will generate another series of prompts for them. Remember, the email is coming from Security@MyEnroll.com.

Once all is set for your benefits-eligible employees, please enter your PT/non-benefits eligible employees into MyEnroll.com. All employees should be in the platform for reporting purposes.

2022 Calendar Year-End Contributions, W-2, 1099, ACA, W-4, Mileage

Mass Stipend (Intention) Reminder

In 2015, the Archdiocese of Milwaukee sought guidance from the IRS on the nature of mass intention donations. The IRS provided a clear response that money given to a parish for mass stipends **does** qualify as a charitable contribution, since there is no financial or economic benefit received by the donor. As such, parishes are expected to include donations received for mass stipends (intentions) on a donor’s contribution statement. Please contact [Katie Esterle](#) (414-769-3377) if you have any questions.

Form W-2

- The due date to file W-2s (and W-3 transmittal) with Social Security is **January 31, 2023**. If you e-file W-2 forms, you don’t need to calculate and submit a W-3 transmittal form; the Social Security Administration generates a W-3 automatically. This due date coincides with the due date for furnishing W-2 statements to payees.
- Employers that want to report the amount of priest pension withheld from the priest’s pay may enter this information in Box 14 of the W-2 or provide it on a separate form such as the priest’s paystub. Do NOT enter priest pension amounts in Box 12 of the W-2.
- All full-time lay employees eligible for the lay pension plan and ALL priests must have the “Retirement Plan” box checked in Box 13 of the W-2. All employees who contribute to a 403(b) should have "Retirement Plan" checked in Box 13.
- A Christmas gift or bonus to an employee (person who receives a W-2) of a tangible item of de minimis value (less than \$100) is not included in that person’s taxable wages (Box 1 of the W-2). Examples of tangible items are a turkey, gift basket, wine or coffee mug. All other gifts or bonuses of cash or cash equivalent (e.g., gift cards), regardless of amount, issued by the parish/school (including affiliated organizations such as Home and School) must be added to Boxes 1, 3 and 5 of the employee’s W-2.

- Do NOT report some payments to employees on Form W-2 and some on Form 1099. ALL payments made from employer to employee must be on Form W-2.
- The Parish Finance Office recommends that parishes include the amount paid to a priest for housing purposes in Box 14 of the W-2. Reporting the housing is optional, but it will be a great benefit to the individual who is preparing taxes for the priest.

Form W-2G

- Form W-2G is provided to any person winning a raffle amount if the amount exceeds \$600 **and** the prize was at least 300 times the ticket cost. In addition, 24% tax is withheld if the amount exceeds \$5,000. Consult the instructions for Form W-2G for additional detail.
- W-2Gs are transmitted to the Internal Revenue Service on Form 1096. Note that a 1096 separate from the 1099 transmittal is required. Form W-2G is due to the IRS by **February 28, 2023**.

Form 1099

- Issue [Form 1099-NEC](#) to any vendor that provides services of \$600 or more in a calendar year, unless the vendor is a corporation or tax exempt entity. An LLC is not necessarily a corporation. Request a Form W-9 to get the payee's tax identification number and confirm their federal tax classification. 1099s are transmitted to the IRS on Form 1096. Note that a 1096 separate from the W-2G transmittal is required. The due date for filing Form 1099-NEC (with Form 1096 transmittal) to the IRS is **January 31, 2023**.
- [Form 1099-MISC](#) still exists for other qualifying payments of \$600 or more made during the calendar year, including raffle or prize winnings (unless a Form W-2G must be used). Refer to the IRS website for reporting requirements.
- Priest help-out that exceeds \$600 in the calendar year requires a 1099-NEC. Also included are catechist and musician (if these individuals are not employees) stipends that exceed \$600. Mileage reimbursements at or below the IRS maximum are not included on the 1099.

Affordable Care Act (ACA) Employer Mandate – Forms 1094 & 1095

- Under the Affordable Care Act, you, as an employer, are required to track health insurance coverage for your employees and their dependents (if enrolled in the St. Raphael Health Plan) every year from January through December. This information is then shared with each employee and submitted collectively to the IRS.
- As noted in the Overview Meeting on October 11, 2022, and the ACA Training Meetings on November 9 and 10, 2022, ACA reporting services are available to you via the MyEnroll360 benefits platform. This pertains to locations participating in St. Raphael Health Plan only.
- Large Employers (50+ FTE Employees)
 - Important: Large employers must contact [Maureen Wurster](#) by December 12, 2022 if you want BAS USA to complete the ACA reporting. There is no additional cost for this service.
- Small Employers (49 or less FTE Employees)
 - Most of our parishes fall into this category.
 - BAS USA will complete the ACA reporting for you.

- Resources
 - The [ACA training slide deck](#) is available for your review along with the [ACA training video](#) (advance 3.5 minutes into the video before viewing).
 - BAS Client Services is an excellent resource and is available to assist as well. Their contact information is Service@MyEnroll.com and 800-945-5513.

Form W-4, Employee's Withholding Certificate

- The current version of the [W-4 form](#) was updated in 2022 and is published on the IRS website.
- Any new employees, or any current employees who request changes to withholdings, will be required to complete the current version of the form. Do not use prior versions.
- The IRS does **not** require employers to update all existing employees to the new form.

IRS Mileage Rate for 2023

- The [IRS standard mileage rate for 2023](#) increased by \$.03 to 65.5 cents per mile effective January 1, 2023. Business mileage may be reimbursed at that rate or less without inclusion on an employee's W-2.
- The IRS may make changes mid-year. We will send out a broadcast if that happens. You may also learn of a mid-year rate change in the general media.
- Also note that help-out priests are always paid at the IRS maximum rate, even if your employer chooses a lesser amount.

Form W-9 for Parishes and Schools

If you are requested by a vendor to verify your EIN by completing a W-9 for your parish or school, the correct answer to Line 3, check appropriate box for federal tax classification of the person named on line 1, is **C Corporation**. In that past some parishes have answered "Other 501c3" which is not correct. While each parish has non-profit status by virtue of the Group Ruling, the W-9 form is only verifying the type of entity you are, not your non-profit status.

Catholic Relief Services – New address

Catholic Relief Services has a new PO Box for donations. If you are mailing a check, please use the new address below. Donations sent to the old PO Box will be automatically forwarded to the new address. The PO Box address has been updated on the [CRS website](#) and [CRS Rice Bowl](#). The physical headquarters location (228 W. Lexington, Baltimore, MD) remains the same.

Catholic Relief Services
P.O. Box 5200
Harlan, IA 51593-0700

Cold Weather Alert from Catholic Mutual

****Cold Weather Alert ****

TURN UP THE HEAT!

Winter has definitely arrived in Southeastern Wisconsin! We are going to experience severe cold temperatures and dangerously low wind chills. When the severe cold strikes, our parishes and schools can suffer serious property damage caused by heat system failure and frozen piping. Avoid these expensive property losses by turning up the heat and inspecting all of your buildings at least twice a day. Walk all portions of the buildings and if an area feels cold, check the heat supply to that area. **If you discover frozen pipes, cold radiators, or furnaces/boilers that are not working properly, contact repair immediately. Frozen pipes need to be carefully thawed out ASAP to avoid bursting.** [See the full alert here.](#)

The Regular Fare

How Do I Make That Check Payable?

The [Check Issuing Guidelines](#) are revised as of December 14, 2020.

Cyber Scams and Phishing

Tis the season – for Gift Card Scams

Be on alert that during busy times of the year, scammers are working extra hard to take advantage of parishes and their parishioners. Variations of these scams exist but commonly involve an email from someone claiming to be the pastor. The sender asks the parishioner to obtain gift cards for a specific person or need. Often there is a sense of urgency or a request to maintain confidentiality. The scammer may even offer to reimburse you for the cost of the gift cards.

The scammer does not want the parishioner to drop off the gift cards at the parish. Instead, the scammer will request the gift card and PIN numbers and steal the funds.

Parishes can do several things to help parishioners avoid becoming a victim of this type of scam:

- **Communicate.** Let parishioners know about these scams and how they work, and remind them the parish would never ask them to buy gift cards in this manner.
- **Verify.** Remind them not to click on a link if they are not expecting an email from the pastor. Feel free to call the parish office to ask about any unexpected emails. Delete any email that cannot be verified.
- **Alert.** Encourage parishioners to report active scams to their local police department. Notify others through articles in the parish bulletin, newsletter, social media sites, etc.

[Cyber Incident Reporting](#) is a useful, one page tool to keep handy. We recommend printing this and having it readily available to walk you through the appropriate reporting protocol in the event of a cyber incident. If you have a cyber incident, contact Catholic Mutual at 262-255-6906 immediately.

Scam and Fraud Resources:

[Federal Trade Commission Consumer Information Consumer Affairs](#)
[Identity Theft Resource Center](#)
[File a complaint with the Federal Trade Commission USA.gov common scams and fraud](#)
[Clark Howard advice on scams and other fraud Fraud.org](#)

BAAM Schedule

Meetings 9:00 a.m. – noon, at Our Lady of Lourdes, 3722 S. 58th Street, Milwaukee

2023

January 18 – topic: Employment Law
March 15 – topic: Stewardship of Your Facilities
April 19 – BAAM Retreat
May 17 – topic: Building & Workplace Safety and Security

Building Commission Schedule

Building Commission attendance is currently by appointment only. Contact the Chancery Office (414-769-3340) for more information.

Catholic Mutual Corner/PIPIT

Catholic Mutual Group publishes a quarterly on-line newsletter, [Catholic Mutual Connection](#), which focuses on timely loss prevention and safety topics. It is found on the [Catholic Mutual website](#) under *Newsletters*.

Information and forms specific to locations within the Archdiocese of Milwaukee are located on the [Catholic Mutual website](#). You must log in to access this information. The Archdiocese of Milwaukee username is *0065mil* and the password is *service*.

Catholic Mutual Group's coverages and policies apply only to those entities participating in the Participants' Indemnity Plan.

Questions about the Catholic Mutual Group website or specific articles in the newsletter can be directed to the Catholic Mutual Milwaukee Service Office at 262-255-6906.

PIPIT Mandatory Trainings – recertify annually

[Workplace Safety Training end user instructions](#). Read the [Workplace Safety Training Mandate](#).
[Cyber Security Training end user instructions](#). Read the [Cyber Security Training Mandate](#).

Church Unemployment Pay Program

CUPP Website

Church Unemployment Pay Program, Inc.
706 S. High Point Road, Unit 6
Madison, WI 53719
608-821-3027
cuppwi@madisondiocese.org

The Quarter Ahead

December 2022

- 1st – Second payment due on current year assessment
- 15th – Distribute budget information to staff and committees with budget responsibility
- 31st – Quarter End

January 2023

- 18th – BAAM meeting
- 31st – Forms W-2, 1095 and 1099 for previous calendar year must be mailed to **recipients** no later than today
- 31st – Forms W-2 with W3, and forms 1099 with 1096 must be mailed **to the IRS** no later than today. See the **Calendar Year-End Contributions, W-2, 1099** article above for accurate mailing dates of tax forms to individuals and the IRS.
- 31st – Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 12/31
- Begin budget review
- Lay pension reports for Oct-Dec (4Q) distributed
- Mail donation tax information to donors

February 2023

- 28th – if mailing, Form 1094 must be mailed to IRS no later than today (if filing electronically, deadline is March 31st)
- Clergy compensation information sent to priests for next fiscal year
- Lay pension information and payment for 4Q calendar year due

March 2023

- 1st – Third payment due on current year assessment
- 1st – Deadline for filing Wisconsin PR-230, Property Tax Exemption Request to convert a property from taxable to tax exempt [note: PC-220 Property Tax Exemption Report to maintain property tax exempt status is **not** due in odd-numbered years]
- 15th – BAAM meeting
- 31st – Deadline for electronic filing of Form 1094 (if mailing, deadline is February 28)
- 31st – Quarter End

Resources

- [Church Unemployment Pay Program](#)
- IRS Form 8822-B for Change of Address or Responsible Party. Parishes and schools must use [Form 8822-B](#) to notify the Internal Revenue Service if there has been a change in responsible party. Therefore, any parish who has been assigned a new pastor or administrator should complete [Form 8822-B](#) within 60 days of the transition.

Excel Tip

Do you want to set the print/page settings from one worksheet to another? Here's how:
Select the source sheet that contains the settings you want to copy. (click on the tab)
Select the target sheet(s) you want to update (press [Ctrl] and click each sheet tab).
Select Page Setup from the ribbon and click OK.
The print/page settings are now the same for all the sheets selected.

For more tips, check out [ExcelTips](#), a free, third party, email newsletter containing lots of tips on using Excel. Do you need an Excel tip or have one to share? [Let us know!](#)

Contact Us

Mailing address:

PO Box 070912

Milwaukee, WI 53207-0912

Katie Esterle, Director
Parish and School Financial Consulting
esterlek@archmil.org
414-769-3377

Denise Montpas, Parish Finance Consultant
Parish and School Financial Consulting
montpasd@archmil.org
414-769-3336

Michael Waddell, Parish Finance Consultant
Parish and School Financial Consulting
waddellm@archmil.org
414-769-3335

Chris Brown, Treasurer and CFO
Office for Financial Services
brownc@archmil.org
414-769-3325

Kim Kasten
Treasury Analyst
kastenk@archmil.org
414-769-3326

Bridget Fischer
Lay Pension Coordinator
fischerb@archmil.org
414-769-3317

Jenny Moyer
Parish and School Human Resources
moyerj@archmil.org
414-769-3370

Maureen Wurster
HR and Benefits Administrator
wursterm@archmil.org
414-769-3423

Suzanne Nickolai
Safe Environment Program Manager
nickolais@archmil.org
414-769-3449

Donna Steffan
Priest Pension Billing
steffand@archmil.org
414-769-3318