

Funny You Should Ask...



A NEWSLETTER FROM PARISH & SCHOOL FINANCIAL CONSULTING · ARCHDIOCESE of MILWAUKEE
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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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Telephones and Voice Mail at the Pastoral Center

We have been experiencing a lot of telephone-related issues at the Pastoral Center. Incoming and outgoing calls still work, though we are experiencing some dropped calls. The voice mail is down and cannot be repaired. You are unable to leave messages for us, and we are unable to retrieve any messages that may be there. If you left a voice mail for someone at the Pastoral Center in the last couple of weeks, they may not have received it. We ask you to please send an email to the person you are trying to reach. These issues are affecting Archdiocese of Milwaukee

Central Offices, Catholic Cemeteries and Seton Catholic Schools; it does not affect Catholic Charities or St. Francis de Sales Seminary.

The new phone system will be installed once the new telephones are received. Installation is dependent on shipping time, but we anticipate this to happen *around* December 17, but it could go a few days beyond that. Our direct dial phone numbers will not be changing. Staff at the Pastoral Center will have a learning curve with this new system, as it is a much more robust system and should not be prone to the same difficulties we've been experiencing. We appreciate your patience and understanding.

Making Use of the Employee Assistance Program (EAP)

A message from Stephanie Delmore,
Employee Support Coordinator for Parishes & Schools

The OPTUM Employee Assistance Program (EAP) can help with stress, anxiety, depression, substance abuse, childcare and eldercare services, workplace concerns, financial and legal advice, and more. All employees at parishes and schools that participate in the St. Raphael Health Plan receive this benefit, even if they do not participate in the health insurance. Employees receive three EAP sessions per plan year (July 1- June 30) at no cost.

Access to the OPTUM EAP Program is easy, confidential, and available 24 hours a day. Call 866-248-4094 or log on to liveandworkwell.com. The access code is *straphael*. If you are using the EAP for behavioral health counseling, after the 3 EAP visits, you can most often continue to work with the same counselor, and benefits will be paid through your medical insurance plan.

Please share the [full article](#) with your staff so they have the information to access EAP should they need it.

If you have questions, or need additional information, please reach out to Stephanie Delmore at 414-769-3332 or delmores@archmil.org.

2021 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

- 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. There is no code for section 401(a) pension amounts withheld. Do NOT code priest pension amounts as code "E." Code E is used for 403(b) amounts only (priest or lay person).

- 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 due date to file W-2s (and W-3 transmittal) with Social Security is January 31, 2022. 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 now coincides with the due date for furnishing W-2 statements to payees.

Form W-2G

- Form W-2G is provided to any person winning a raffle amount if the amount exceeds \$600. In addition, 25% tax is withheld if the amount exceeds \$5,000. Do NOT issue raffle winnings on Form 1099. 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 for W-2Gs separate from 1099s being transmitted is required. Form W-2G is due to the IRS by February 28, 2022. If you file electronically, the due date is March 31, 2022.

Form 1099

- New this year! The IRS has created a new form 1099-NEC for non-employee compensation. Form 1099-MISC may no longer be used to report non-employee compensation.
- 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 Internal Revenue Service is January 31, 2022.
- [Form 1099-MISC](#) still exists for other qualifying payments made during the calendar year in excess of \$600. Refer to the IRS website for reporting requirements.
- Priest help out that exceeds \$600 in the calendar year requires a 1099. Also included are catechist and musician (if these individuals are not an employee) 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.
- IRS Form 1095 must be provided to each employee by the due date set by the IRS. The due date is currently January 31, 2022, but there is a proposed extension to March 2.

- Complete IRS Form 1094 and submit it, along with copies of the IRS Form 1095s that you completed for each of your employees, to the IRS by the specified due date. Hardcopy submissions are due by February 28, 2022; electronic submissions are due by March 31, 2022.
- Employers with 49 or less employees are subject to the minimum essential coverage provisions and must complete [IRS Forms 1094B and 1095B](#). Most of our parishes fall into this category.
- Employers with 50 or more employees are subject to the employer shared responsibility provisions and must complete [IRS Forms 1094C and 1095C](#).
- If you have any questions on ACA filing, contact [Maureen Wurster](#).

Form W-4, Employee's Withholding Certificate

- The current version of the [W-4 form](#) is from December 2020 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 2022

- The IRS standard mileage rate for 2022 has not yet been published. We suggest you search the [IRS Newsroom](#) or check the [IRS Mileage Rate](#) page in the next couple of weeks to find the 2021 rate; it *should* be published before December 31. 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.

Wisconsin Certificate of Exempt Status (CES) Update

Due to changes in state law, the State has been reviewing Certificate of Exempt Status (CES) numbers and issuing new 15-digit CES numbers to qualifying organizations. A CES number helps retailers identify organizations qualified to make purchases exempt from Wisconsin sales and use tax under sec. 77.54(9a), Wis. Stats. Organizations must use the new 15-digit CES number to make purchases exempt from Wisconsin sales and use tax. The old 6-digit CES number will expire.

If your organization has not automatically received a new CES number, you should have been provided with notification to reapply via [Form S-103, Application for Certificate of Exempt Status](#). This does not need to be done by entities who were automatically issued a new 15-digit CES number. You may contact the Wisconsin Department of Revenue to inquire of your status at (608) 266-2776.

PIPIT Statements Mailed in November

The Participants' Indemnity Plan invoices were mailed on November 19, 2021. They are labeled as Statements, not Invoices. The software we have been using for PIP is at least 20 years old and well past its life expectancy. We are now migrating the data off the old system and on to the new system. The new invoices and statements will strongly resemble those that you receive for the assessment, school marketing, etc.

The November 19 statements have two lines for workers compensation. There was an error in the original workers comp calculation that was not caught until the data was posted. Once the data posts, we cannot change it. Therefore, a second work comp line (ADJ) was uploaded to bring the invoice to the proper amount. Some increased, some decreased. If there is a decrease, the credit memo posted against the original amount, similar to a payment. Both WC lines must be added together to get the correct WC premium.

The Regular Fare

How Do I Make That Check Payable?

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

Cyber Scams and Phishing

[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

2022

January 19 (Technology Conference, at OLOL)

March 16

May 18

Building Commission Schedule

Building Commission attendance is currently by appointment only. Contact [Linda King](#) (414-769-3340) for more information.

2022 Meeting Dates:

February 10

April 7

June 16

August 11

October 13

December 10

Catholic Mutual Corner

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.

The Quarter Ahead

December 2021

- 1st – Second payment due on current year assessment
- 9th – Building Commission Meeting. Attendance by appointment only. Contact [Brad Berghouse](#) at 414-769-3360
- 15th – Distribute budget information to staff and committees with budget responsibility
- 31st – Quarter End

January 2022

- 19th – [Gigs, Geeks and God](#)
- 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 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) mailed
- Mail donation tax information to donors

February 2022

- 10th – Building Commission, by appointment only. Contact [Linda King](#) (414-769-3340)
- 28th – Form 1094 must be mailed to IRS no later than today (however, electronic filing deadline is March 31st)
- Clergy compensation information sent to priests for next fiscal year
- Lay pension payment for 4Q calendar year due

March 2022

- 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
- 16th – BAAM meeting
- 31st – Deadline for filing Wisconsin PC-220 Property Tax Exemption Report to maintain property tax exempt status
- 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. *[should we run this again or just in the June/Sep issues?]*
- **COVID-19 Related Materials**
 - [Employee Retention Tax Credit IRS FAQ](#)
 - [ERTC Zoom Meeting from February 24, 2021](#)
 - [COVID-19 Relief Accounting Manual](#)
 - [PPP-1 Forgiveness Proxy Request Template](#)
 - [PPP-2 Loan Acceptance Proxy Request Template](#)
 - [PPP-2 Forgiveness Proxy Request Template](#)
 - [Wisconsin EANS Program](#)

Excel Tip

Have you ever copied a worksheet and then had to reset the print settings in the new tab? Instead of copying the information and pasting it into a new worksheet, try this... Right click on the existing tab, then select Move or Copy from the menu. In the context box, choose where to insert the new tab, check the Create a Copy box, then click OK. The new tab will be a copy of the original tab, including all of the page settings of the original tab.

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!](#)

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