W2's and 1099's!

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OUR MISSION

Acumen Fiscal Agent facilitates freedom, choice and opportunity through innovative fiscal agent solutions.

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Agenda

- W2's vs 1099's
- Where Do You Find Them?
- Tax Facts/FAQs
- Question and Answer

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W-2 v. 1099

What’s a W-2 form?

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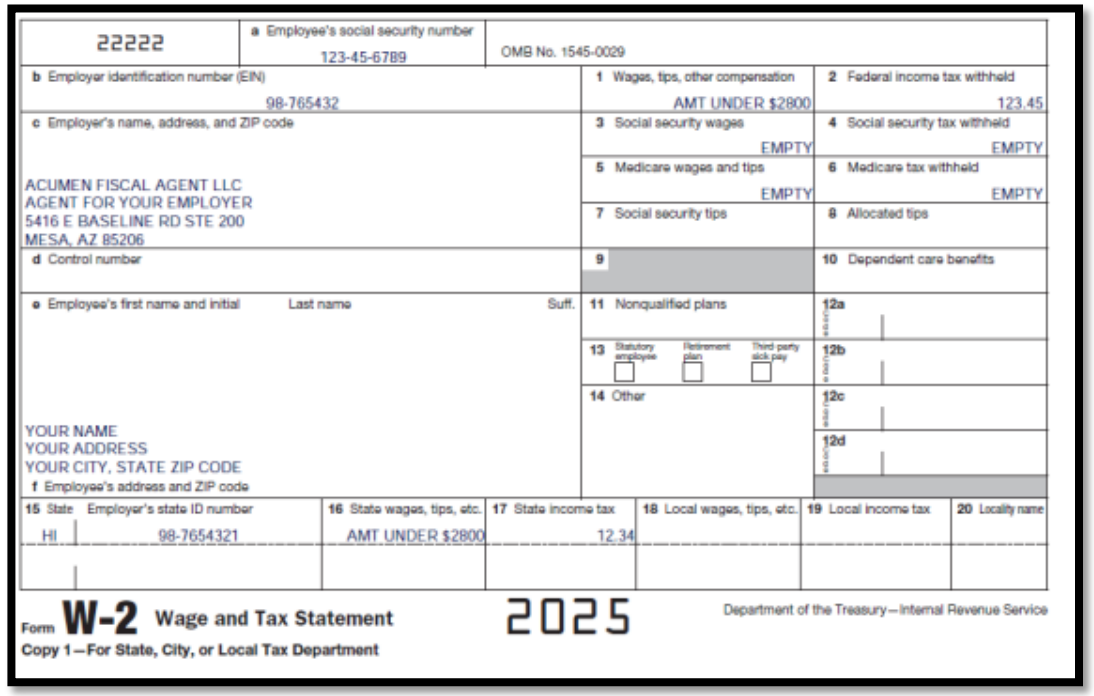
- The W-2 is a mandatory annual tax form employers must complete and provide to current or former employees who receive more than $600 in compensation. Employees use the information in their W-2s to complete their federal and state tax returns, so most businesses issue them early in the first quarter.

- The W-2 contains information about gross wages paid to an employee, as well as federal income tax, Social Security, and Medicare withholdings. It also includes information about state income tax withholding and employee benefits.



22222	a Employee's social security number 123-45-6789	OMB No. 1545-0029	
b Employer identification number (EIN) 98-765432		1 Wages, tips, other compensation AMT UNDER $2800	2 Federal income tax withheld 123.45
c Employer's name, address, and ZIP code		3 Social security wages EMPTY	4 Social security tax withheld EMPTY
ACUMEN FISCAL AGENT LLC AGENT FOR YOUR EMPLOYER 5416 E BASELINE RD STE 200 MESA, AZ 85206		5 Medicare wages and tips EMPTY	6 Medicare tax withheld EMPTY
		7 Social security tips	8 Allocated tips
d Control number		9	10 Dependent care benefits
e Employee's first name and initial Last name Suff.		11 Nonqualified plans	12a
		13 Statutory employee ☐ Retirement plan ☐ Third party sick pay ☐	12b
		14 Other	12c
YOUR NAME YOUR ADDRESS YOUR CITY, STATE ZIP CODE f Employee's address and ZIP code			12d

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
HI	98-7654321	AMT UNDER $2800	12.34			

Form **W-2** Wage and Tax Statement 2025 Department of the Treasury—Internal Revenue Service
Copy 1—For State, City, or Local Tax Department

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What's a 1099 form?

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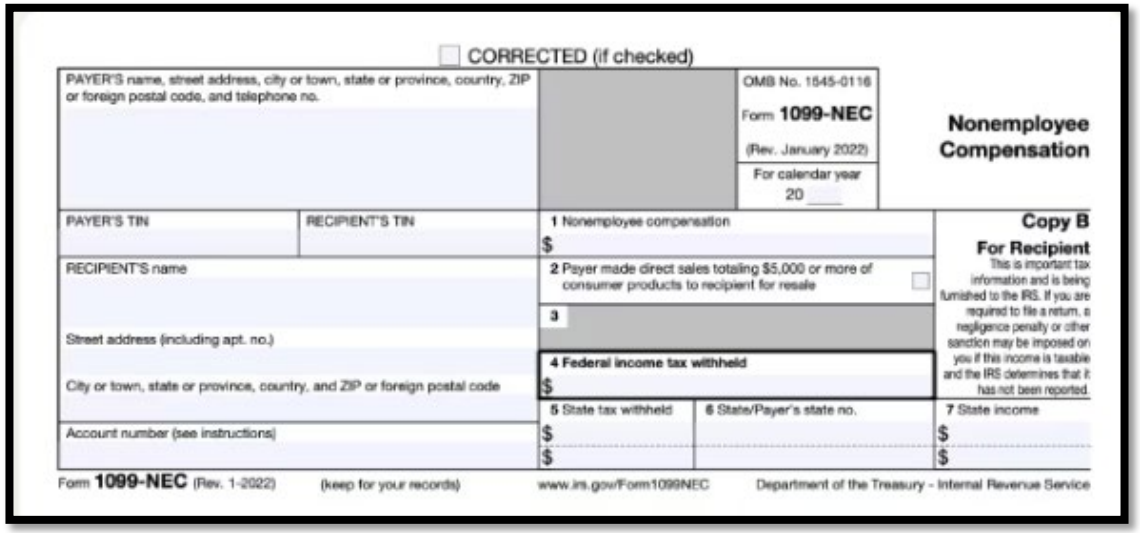
Like a W-2, a 1099 form lists all the compensation paid to an independent contractor. It's required when the total value of payments a business makes to a contractor exceeds $600 in a calendar year.

Vendors who are paid $600 in taxable wages (not reimbursements) or more are issued a 1099.



☐ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

OMB No. 1545-0116
Form **1099-NEC**
(Rev. January 2022)
For calendar year 20 ____

Nonemployee Compensation

PAYER'S TIN | RECIPIENT'S TIN

1 Nonemployee compensation
$

RECIPIENT'S name

2 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ☐

3

Street address (including apt. no.)

4 Federal income tax withheld
$

City or town, state or province, country, and ZIP or foreign postal code

5 State tax withheld | 6 State/Payer's state no. | 7 State income
$ | | $

Account number (see instructions)
$ | | $

Copy B
For Recipient
This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

Form **1099-NEC** (Rev. 1-2022) (keep for your records) www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

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Where are they found?

Self-Directed Employees

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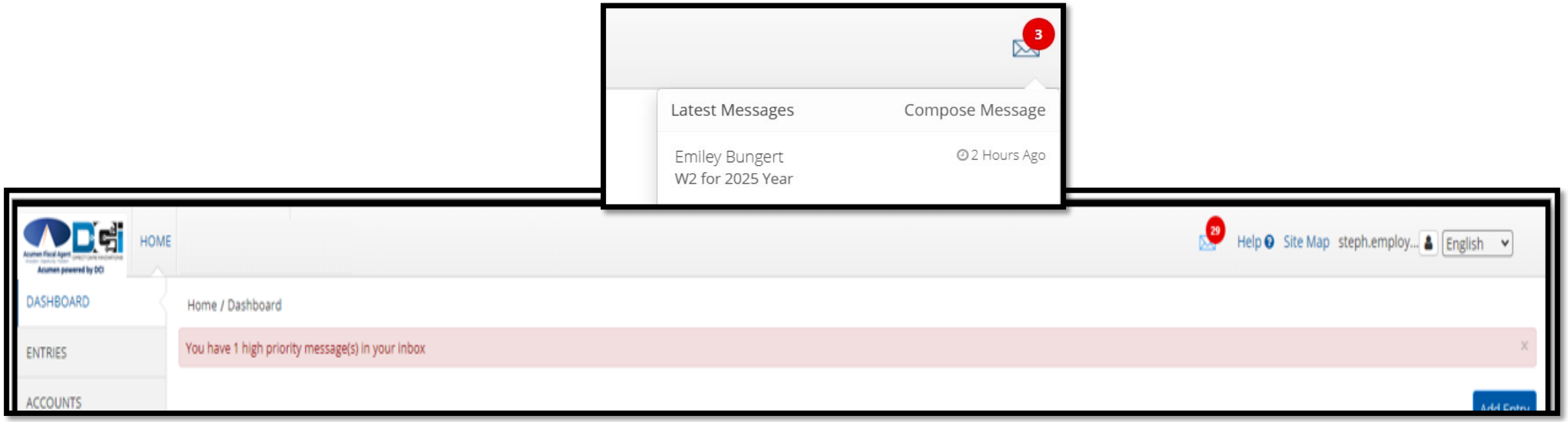
- (Aka Paid Caregivers):
  - W-2's are sent via the Messaging Module!
  - Accessed on Web Portal, Mobile Web and Mobile App
  - Click the Envelope Icon (or the Red Banner) to open!



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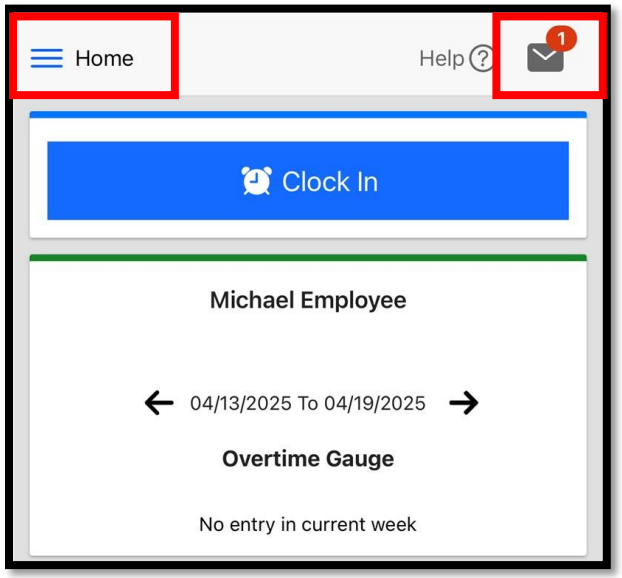
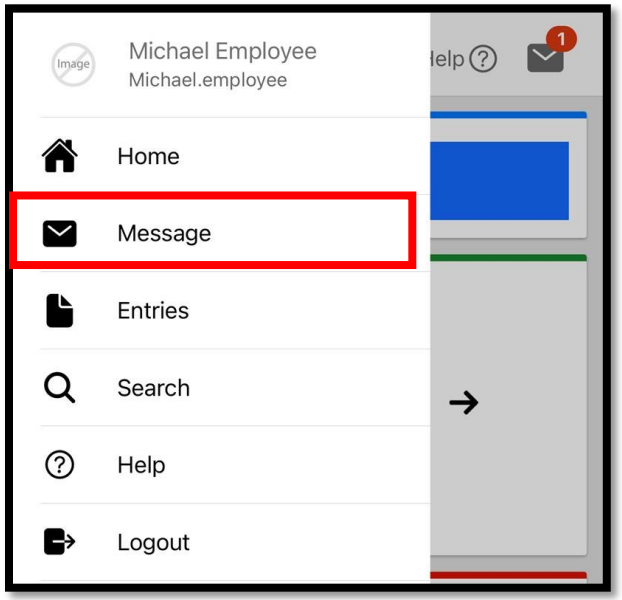
View Messages in DCI Mobile App

- Tap the **Menu** icon in the upper-left corner (three horizontal lines)
- Select **Message**
- From there, you will select **Inbox**





Or: The **Mail** icon (envelope) in the upper-right corner of the Dashboard takes users directly to the **Inbox**

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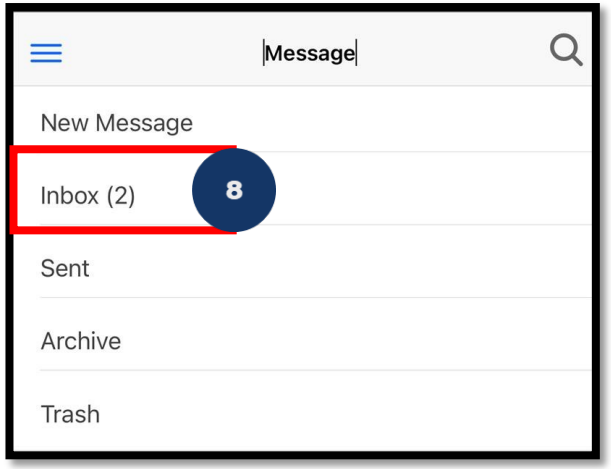
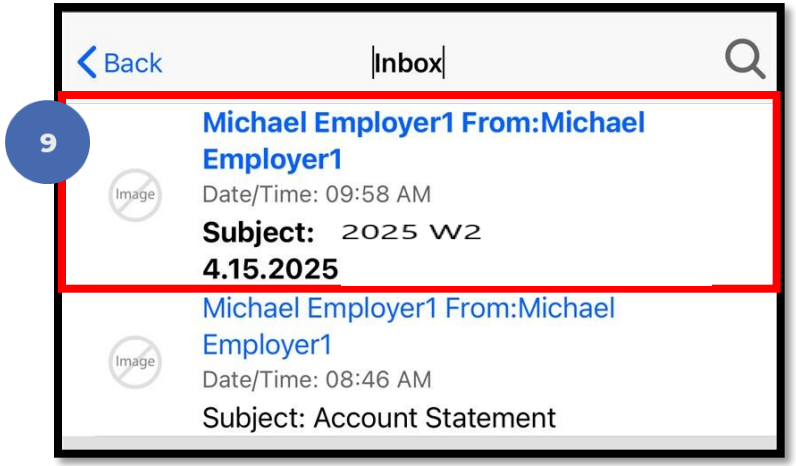
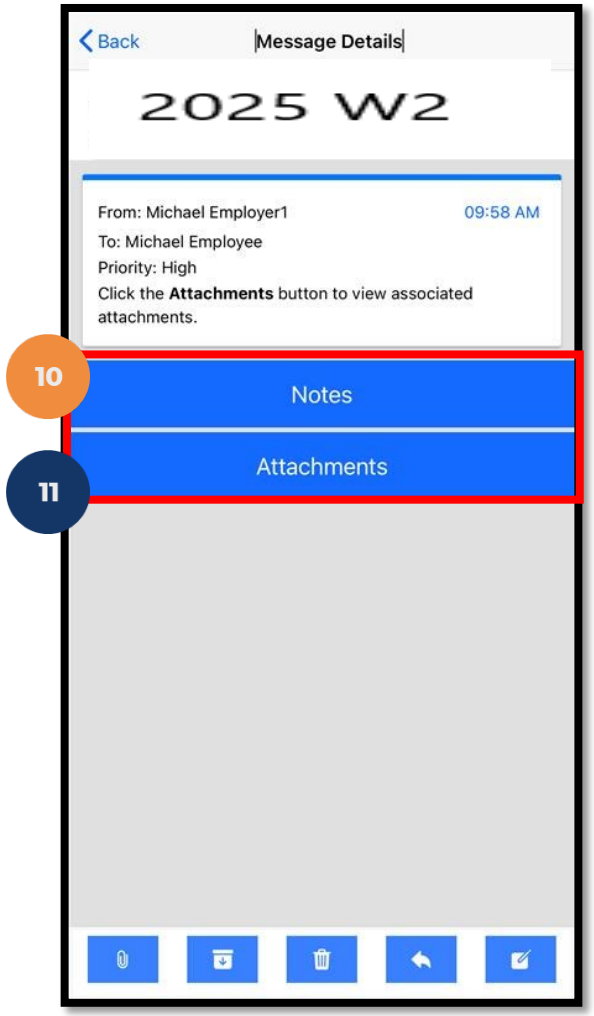
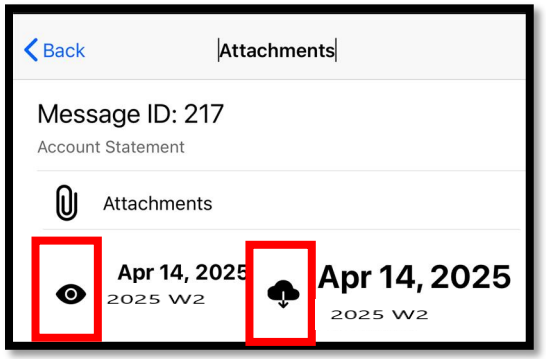
View Messages in DCI Mobile App

8. Tap **Inbox** from the messaging module submenu
9. Tap on a message to view
10. Tap the **Notes** button to view the associated notes/or to add notes to the message
11. Tap the **Attachments** button
    - <u>Option A:</u> Tap the **view** icon (eye) to view the attachment
    - <u>Option B:</u> Tap the **download** icon (cloud) to download the attached statement









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Attachment View Options

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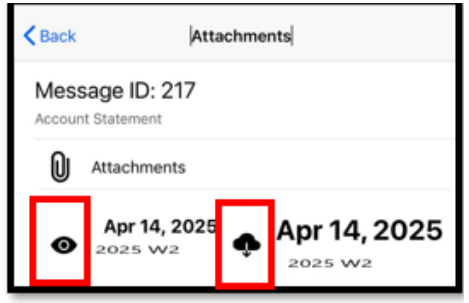
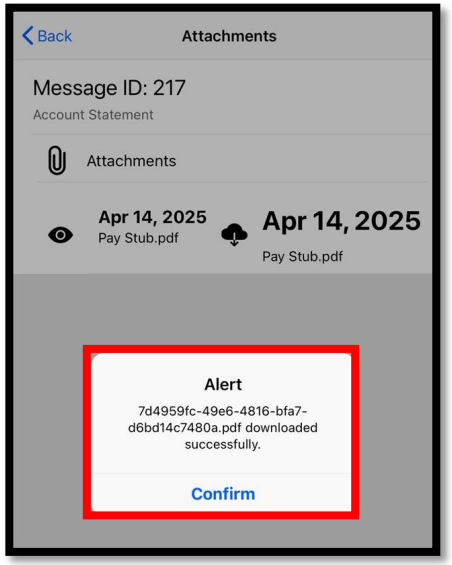
iPhone Users:



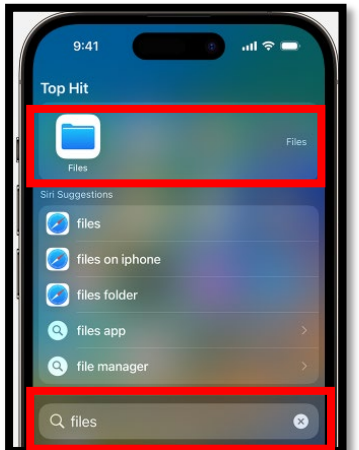
Option A: Tap the **view** icon (eye) to view the attachment:

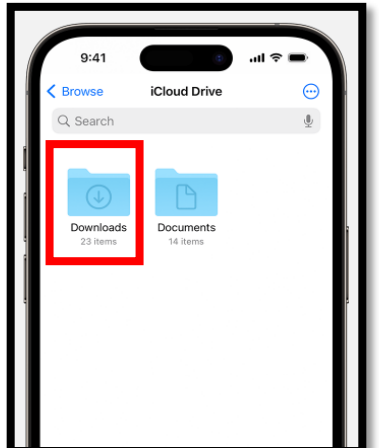
- The screen will display the attachment to view.
- Tap the **<Back** button to return to the Message Details, Inbox or Dashboard.



Option B: Tap the **download** icon (cloud) to download the attachment:

1. An **alert** appears indicating the download was successful. Tap **Confirm**.
2. Open the **Files** app. If unable to locate, swipe down from the center of your Home screen, then search for the Files app.
3. Tap the **Browse** tab
4. Tap **iCloud Drive**
5. Tap the **Downloads** folder to see the attachment. ***Please note:** If attachment is not in iCloud Drive > Downloads, tap the **Browse** tab, then choose another location such as **On My iPhone** to search for the attachment.





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Attachment View Options

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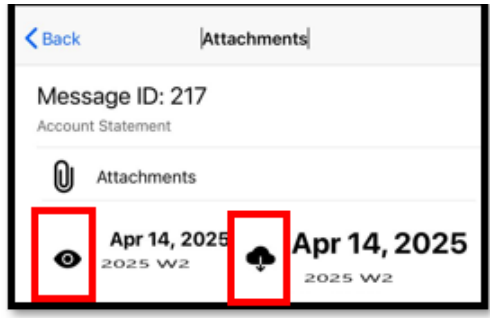
Android Users:

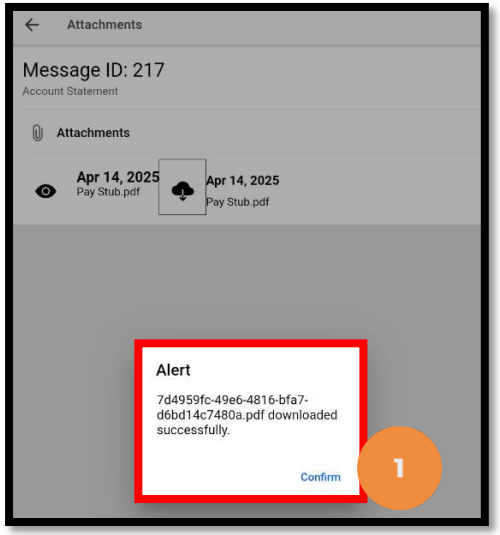
<u>Option A:</u> Tap the **view** icon (eye) to view the attachment:

- The screen will display the attachment to view
- Tap the **back arrow** to return to the Message Details, Inbox or Dashboard.

<u>Option B:</u> Tap the **download** icon (cloud) to download the attachment:

1. An alert appears indicating the download was successful. Tap **Confirm**.
2. Open the **Files** or **My Files** app. If unable to locate, use the Search bar from the center of your Home screen to search for the Files or My Files app.
3. The **Files** or **My Files** app displays the most recent files downloaded. Locate the attachment within the **Recents** list.





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W2 Messaging Module – Web Portal

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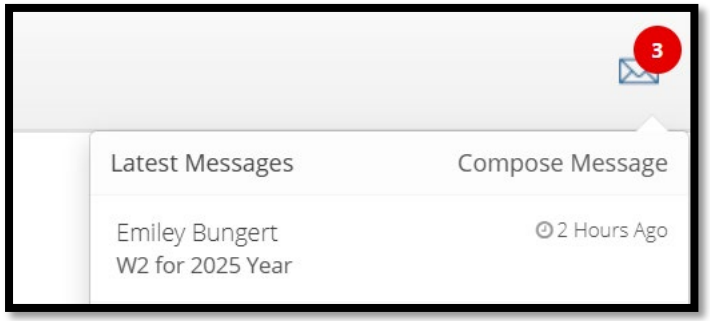
- Find the envelope in the top corner of the portal, once logged in
- Click either the envelope icon, or the red banner that displays, to open your messaging module



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W2 Messaging Module – Web Portal

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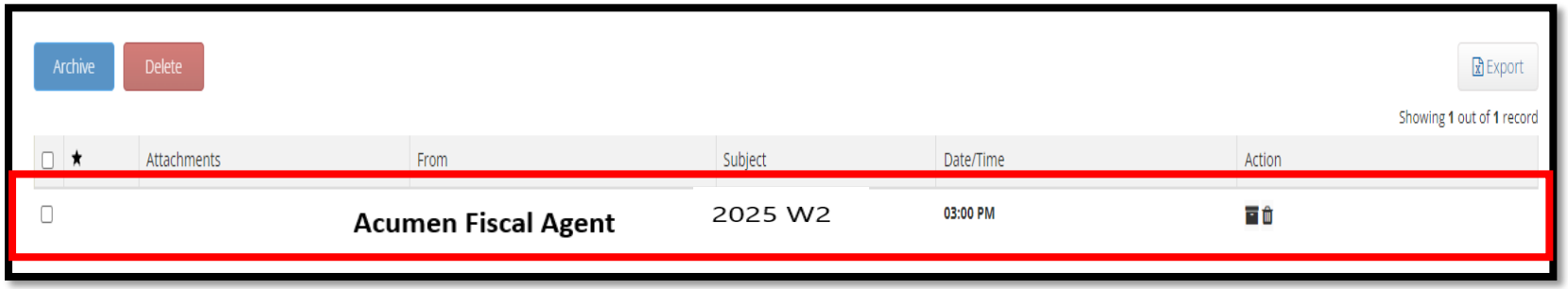
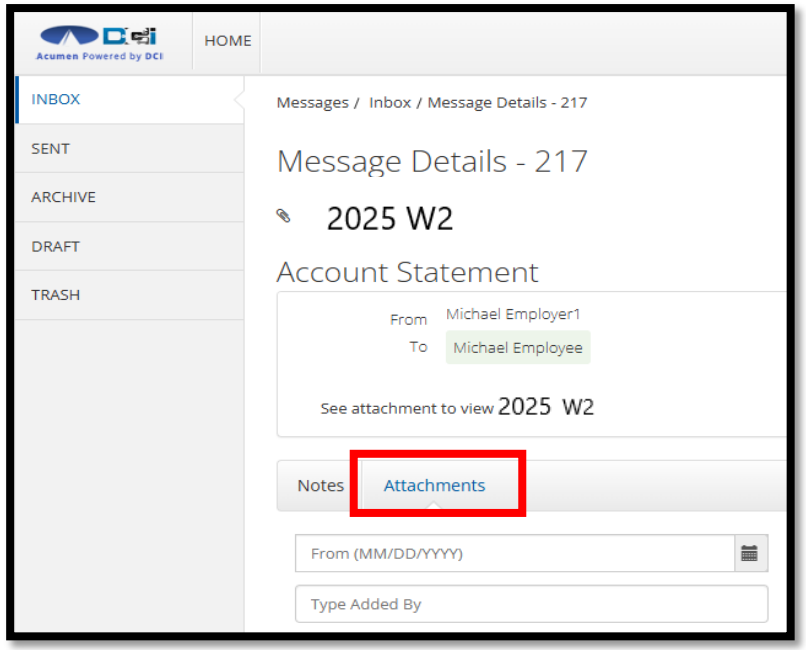
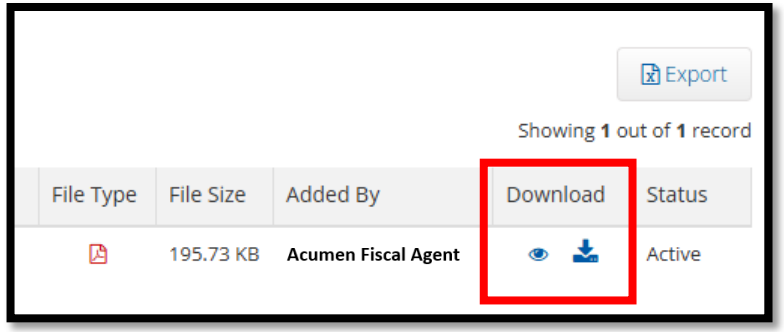
- Locate and open the message labeled "W2"
- Find the "attachments" tab inside the message
- Download or print the W2 attached.
  - In the Download column, click the **view** icon (eye) to view the attachment.
    - The attachment will open in a new tab in the web browser
- In the Download column, click the download icon to download the attached statement.
  - The attachment will be downloaded to the computer (typically saved in a dedicated "Downloads" folder on the computer)







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Tax Facts and FAQs

Tax Facts

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- **What to Expect**
  - Employees may reach out as they access their W-2s or attempt to file early.
  - Some may ask about EINs shown on the W-2, FICA, or overtime (OT) reporting.
  - W-2s were finalized yesterday; employees must wait until they have the actual form to file.
  - We should not attempt to provide W-2 amounts or EIN numbers outside of the form.
- **Access & Timing**
  - W-2s are being released via PaperlessEmployee and mailed per standard timelines (postmarked by 1/31).
  - Employees should not complete tax filing until they have their W-2 available to prevent errors.
- **EIN on the W-2**
  - The Fiscal Agent EIN appearing on the W-2 is expected and correct for our program structure.
- **Overtime (OT) on the W-2**
  - Overtime is not reported as a separate line item on the W-2.
  - OT earnings are included on pay slips during the year.
  - For 2025, the IRS does not require employers to list overtime separately (including Box 14).
  - Any overtime-related credits are claimed by the individual when filing their tax return, not through W-2 changes.

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Tax Facts

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- **Corrections**
  - W-2s are finalized; address changes or other updates cannot be included in the original mailing.
  - No W-2 corrections should be initiated unless directed by Tax.
- **When to Escalate**
  - Only escalate to Tax if there is a suspected data error (e.g., missing employer, incorrect wages). You can do this by reaching out to your agent to do a ticket for follow up.
  - General filing questions, OT credit questions, or EIN structure questions should be answered by Customer Service or the Acumen Agent.
- **Resources**
  - If you, the Employee would prefer, you can also sign up for paperless W2s here: https://www.paperlessemployee.com/afa
  - https://www.acumenfiscalagent.com/w-2-information/ also has a lot of great resources for W2s!

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Frequently Asked Questions

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- **Where is my W2 or 1099 being sent?**
- W-2s are being released via PaperlessEmployee and mailed per standard timelines (postmarked by 1/31). It will also be sent through your Acumen portal messaging module! Use the mobile app or the web portal to find the message.

- **When is the W2 or 1099 being sent?**
- W2/1099s will be sent soon! Postmarked by 1/31!

- **Who will receive the W2 or 1099?**
- The Employee/Vendor (main vendor profile) will receive this message

- **What do I do if I did not get my W2 or 1099?**
- A copy can be requested, no earlier than 2/23/26

- **Can I sign up for paperless delivery for my 2025 W2?**
- The deadline to sign up was January 10th but sign up now for the 2026 W2 to be delivered paperless!

- **Is my W2 also being physically mailed to me?**
- Yes! Postmarked by 1/31!

- **If something is incorrect or if I have a question about my W2, who do I contact?**
- This will be need to escalated directly to the tax department (missing Employer, incorrect wages) via zendesk/issuetrak

- **What if I did not receive a W2?**
- Only Employees who made over $600 will receive a W2.

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Frequently Asked Questions

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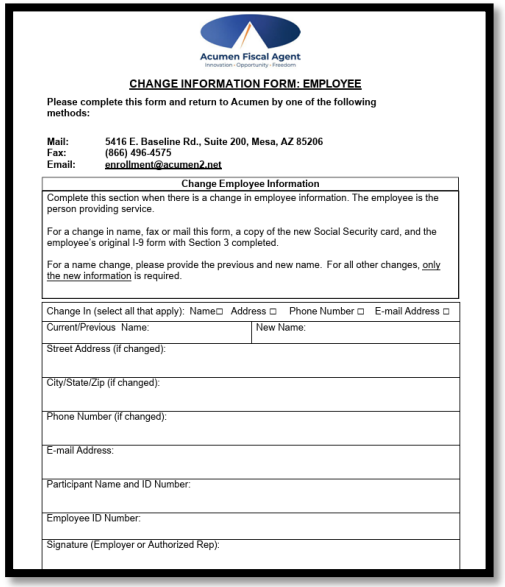
- **What do I need to update my address?**
- To update your demographic information, Employees will complete a new Employee **Change of Information** form. This can be found on your states page, on acumenfiscalagent.com/state.

- **How can I verify what address you have on file to ensure timely W2 delivery?**
- Log into your DCI portal. In the top right corner, you can find your username. The drop down will list your own name. Click your username, and your profile demographics will appear. Make sure this is the correct physical address you want the W2 to be sent to.

- **Who do we reach out if we have a tax question?**
- Contact Customer Service by email at customerservice@acumen2.net or by phone at **833-892-0413** for any tax-related questions.

- **When is both the W2 Doc and Relationship W2 both applicable?**
- When both are applicable, the W-2 is blank other than box 12 with code ii



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CHANGE INFORMATION FORM: EMPLOYEE

Please complete this form and return to Acumen by one of the following methods:

Mail: 5416 E. Baseline Rd., Suite 200, Mesa, AZ 85206
Fax: (866) 496.4575
Email: enrollment@acumen2.net

Change Employee Information

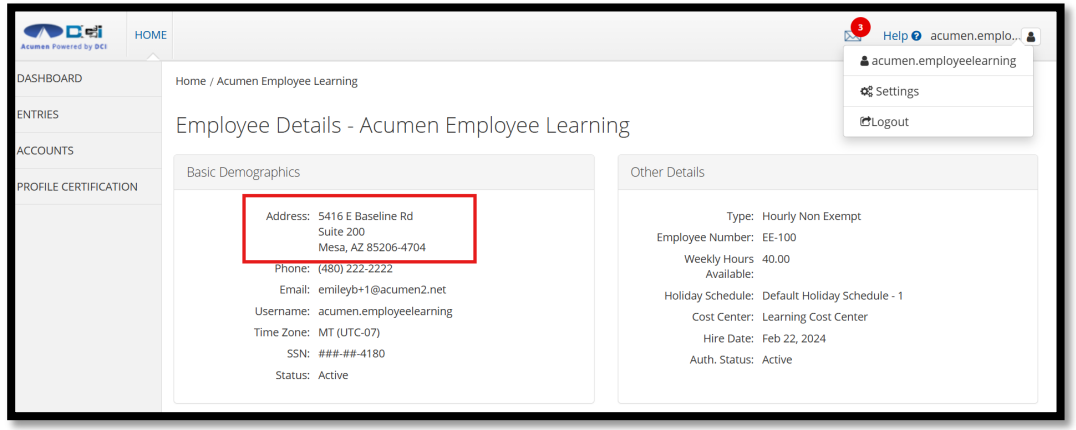
Complete this section when there is a change in employee information. The employee is the person providing service.

For a change in name, fax or mail this form, a copy of the new Social Security card, and the employee's original I-9 form with Section 3 completed.

For a name change, please provide the previous and new name. For all other changes, only the new information is required.

Change In (select all that apply): Name☐ Address ☐ Phone Number ☐ E-mail Address ☐

Current/Previous Name:	New Name:
Street Address (if changed):	
City/State/Zip (if changed):	
Phone Number (if changed):	
E-mail Address:	
Participant Name and ID Number:	
Employee ID Number:	
Signature (Employer or Authorized Rep):	



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HOME
Help acumen.emplo...
acumen.employeelearning
Settings
Logout

DASHBOARD
ENTRIES
ACCOUNTS
PROFILE CERTIFICATION

Home / Acumen Employee Learning

Employee Details - Acumen Employee Learning

Basic Demographics

Address: 5416 E Baseline Rd
Suite 200
Mesa, AZ 85206-4704
Phone: (480) 222-2222
Email: emileyb+1@acumen2.net
Username: acumen.employeelearning
Time Zone: MT (UTC-07)
SSN: ###-##-4180
Status: Active

Other Details

Type: Hourly Non Exempt
Employee Number: EE-100
Weekly Hours Available: 40.00
Holiday Schedule: Default Holiday Schedule - 1
Cost Center: Learning Cost Center
Hire Date: Feb 22, 2024
Auth. Status: Active

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THANK YOU!

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training@acumen2.net

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