

End-of-Year Processing FAQs

This FAQ provides important information about end-of-year processing, including submission deadlines, file review responsibilities, portal access, document availability, corrections, distribution options, and where to get assistance.

Submission Deadlines and Responsibilities

What is the deadline to submit W-2, 1099, and ACA files?

The deadline for final submission is January 5, 2027, by 10:00 p.m. EST.

All files received by this deadline will be considered final and will be submitted directly to PayPro/Vensure for processing. **Files received after the deadline will not be processed, and your agency will be responsible for securing alternative processing arrangements.**

Does the End-of-Year team review files for accuracy?

No. Your agency is solely responsible for reviewing and validating all data before submission. Once files are submitted, they are automatically sent to PayPro/Vensure for processing.

What happens if submitted files are incorrect or incomplete?

In most cases, a correction will need to be submitted. Your agency is responsible for verifying that all file content is complete and accurate before submission.

HHAXchange/Sandata is not responsible for errors, omissions, or filing issues resulting from inaccurate, incomplete, or incorrect data provided by your agency.

I am receiving error messages while gathering data. What should I do?

Please notify the End-of-Year Team as soon as possible to avoid processing delays and potential missed deadlines.

When reporting an issue, include:

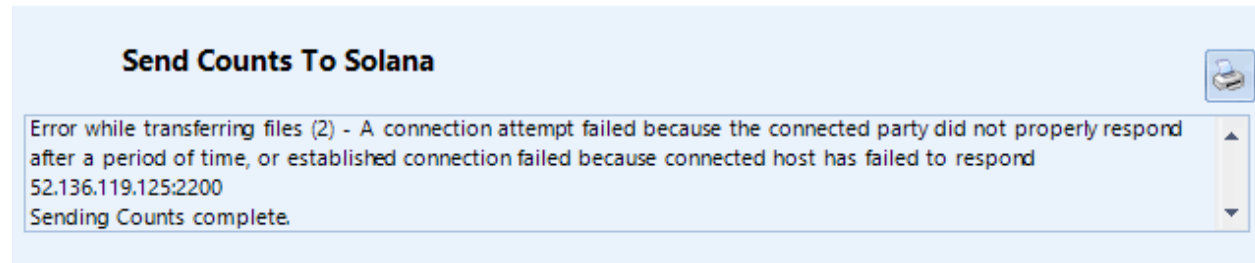
- A description of the steps being performed when the error occurred
- Screenshots of any error messages
- The tax year and agency name

Providing detailed information will help us investigate and resolve the issue more efficiently.

I received an error message when submitting my counts file. Was it received?

A known error may generate the message below during counts file submission. In most cases, the file is still successfully received.

If you would like confirmation, please contact EndOfYear@hhaexchange.com.



Important Dates

The following dates apply to the 2026 end-of-year processing cycle:

Form/Action	Deadline	Communications
Contact Information Form	October 26, 2026	First Communication: October 7, 2026 Final Reminder: October 26, 2026
Processing Selection Form	October 26, 2026	First Communication: October 7, 2026 Final Reminder: October 26, 2026
Counts Files for Quoting	November 2, 2026	First Communication: October 27, 2026 Final Reminder: November 2, 2026
Authorization Form for Processing 2026 Tax Forms	December 1, 2026	First Communication: November 16, 2026 Final Reminder: December 1, 2026
Completed Quotes	November 17, 2026 – November 20, 2026	
4th Quarter Release - ProviderPro	December 31, 2026 (approx.)	
Final File(s) W-2, 1099 and 1094/1095-C Submission	January 5, 2027, by 10:00pm EST	First Communication: December 22, 2026 Final Reminder: January 5, 2027 Note: Files received after January 5, 2027, will not be processed. Your agency will be responsible for arranging alternative processing. Sandata will not begin to process your data until all the above information is received.

File Availability and Portal Access

When will PDF copies be available?

PDF copies of employee and employer **W-2** and **1099** forms will be available in the PayPro/Vensure portal in **early February 2027**.

When will Company Totals be available?

Company Totals will be available in the PayPro/Vensure portal during the **last week of January 2027**.

My agency selected electronic delivery via vendor for the 1095-C forms.

How do I access them?

If you are the designated ACA contact, you should have received **SyncStream** credentials to access your 1095-C forms.

If you did not receive your credentials or no longer have access, please contact EndOfYear@hhaexchange.com. We will coordinate with PayPro/Vensure to restore access.

What should I do if I cannot access the PayPro portal?

You may first attempt a password reset using the PayPro portal.

If you still cannot access your account or need portal access established, contact EndOfYear@hhaexchange.com. The End-of-Year Team will work with PayPro/Vensure to assist.

What should I do if I am locked out of the PayPro portal?

Please contact EndOfYear@hhaexchange.com. The End-of-Year Team will coordinate with PayPro/Vensure to request an account reset.

Who handles missing documents in the PayPro portal?

The End-of-Year team works with PayPro/Vensure because the vendor controls portal document availability and uploads.

Please reach out to End-of-Year team at EndOfYear@hhaexchange.com for assistance.

Corrections and Distribution

How are W-2, 1099 and 1095C corrections handled?

All correction requests must be submitted through the PayPro Client Portal.

PayPro's Tax Department processes correction requests, typically between mid-February and May. Please note that corrections can only be processed for forms issued within the previous three tax years.

What is the process if my agency selected MyPay distribution?

Once PDF review is complete, your agency must notify the End-of-Year Team at EndOfYear@hhaexchange.com when you are ready for W-2 and/or 1095 forms to be uploaded to MyPay.

Files will not be uploaded until your agency provides authorization.

Please note: PDF review is optional. You may request a MyPay upload at any time after file processing is complete.

How will employees know when W-2 forms are uploaded to MyPay?

After the upload begins, employees typically receive automated MyPay notifications within 5 to 10 minutes.

The End-of-Year Team will also notify your agency once the upload process has started.

Are 1099 forms mailed to vendors?

Yes. 1099 forms are mailed directly to vendors.

What information should I include when reporting missing documents?

When reporting missing documents, include the following information:

- Agency name
- Document type
- Tax year
- Portal screenshot if available

Reports and Filing Scope

Where can Employer Summary Reports be found?

Employer Summary reports are provided through PayPro and are typically located in the final pages of the employer W-2 package.

Does PayPro/Vensure file Forms 941, 940, SUTA, FUTA, or WH-3?

No. PayPro files only the applicable federal and state tax files associated with year-end processing.

Any additional state reporting requirements, including Forms 941, 940, SUTA, FUTA, WH-3, or similar filings, remain the responsibility of the agency unless otherwise requested by Sandata or the processing vendor.

What is the 1099 reporting threshold for this year?

The IRS increased the reporting threshold for Forms 1099-NEC and 1099-MISC from **\$600 to \$2,000** for payments made after December 31, 2025. [\[irs.gov\]](https://www.irs.gov)

As a result, PayPro/Vensure will only print and file Forms 1099 when reportable payments total **\$2,000 or more** during the calendar year.

When will the Tax Tables, changes to exemption amounts, federal FICA taxes and 940 report be updated?

Updates are completed in two phases. The **first update** is typically released in **late December**, followed by a **second and final update in January** to incorporate any additional year-end tax changes and regulatory updates.

Please monitor the **release notes** for specific release dates, details on changes.

How do I report overtime this year?

Current wage types are configured to report overtime appropriately on Forms **W-2s** and **1099**, meeting the needs of most overtime calculation scenarios.

To comply with federal reporting requirements, only **federal weighted overtime premiums** are reported on the W-2. For agencies utilizing **daily overtime** or **7th-day overtime** calculations, only overtime amounts generated through **span overtime calculations** will be reflected as overtime on the W-2.

This reporting methodology affects **W-2 reporting only** and will **not impact payroll calculations, payroll processing, or other system-generated payroll reports.**

For additional information on supported overtime and wage type configurations, please refer to the **Learning Center article:** [Overtime Types](#) and [Wage Types](#).

Need Additional Assistance?

If your question is not addressed in this FAQ, please contact the End-of-Year Team at EndOfYear@hhaexchange.com.

To help us assist you as quickly as possible, include:

- Agency name
- Tax year
- Detailed description of your question or issue
- Screenshots or supporting documentation, if applicable

We are committed to ensuring a smooth and successful end-of-year processing experience for your agency.