

Deceased Employee Final Payment

USPS-R Deceased Employee Final Payment

Wages that were constructively received by the employee while he or she was alive are reported on Form W-2 as any other regular wage payment, even if you may have to reissue the payment in the name of the estate or beneficiary.

Important Note-

If you made the payment in the same year the employee died and the employee was paying into Social Security and Medicare you must withhold Social Security and Medicare taxes on the final payment. Report the payment on the employee's Form W-2 only as Social Security and Medicare wages to ensure proper Social Security and Medicare credit is received.

If you made the payment in the same year the employee died and the employee was paying into Medicare you must withhold Medicare taxes on the final payment. Report the payment on the employee's Form W-2 only as Medicare wages to ensure proper Medicare credit is received.

If you made the payment after the year of death, do not report it on Form W-2, and do not withhold Social Security and Medicare taxes.

Whether the payment is made in the year of death or after the year of death, you also must report it in Box 3 of Form 1099-MISC, Miscellaneous Income, for the payment to the estate or beneficiary. Use the name and taxpayer identification number (TIN) of the payment recipient on Form 1099-MISC.

1. Enter **Stop dates** on all voluntary **Payroll Items** that should not be withheld.
2. Enter **Stop dates** on the **Federal, Ohio and OSDI Tax Payroll Items** with a date between the Beginning and Ending date of the payroll.
3. Enter a **Stop date** for the **City Payroll Item** if they DO NOT tax the payment
4. If retirement should not be withheld, change the **Retirement Code** to "**None**" on the **Position** record.
5. Calculate amount due to employee for most recent payroll. ie. accrued wages (amount earned but not yet paid), unused vacation, etc
6. Change **First Name** field on the **Employee** record to "**Estate of** " and in the **Last Name** field enter in the "**deceased employee's name**" or change the **Name fields** to the **Spouse's name**. You will want to check with your Legal or Tax advisor to be sure of the proper usage of name.
7. Process payroll as normal.
8. After pay is complete, change **Name** fields on **Employee** record back to original name.
9. In **USAS-R** go to **Core>Vendors**, create a Vendor payable to the **Estate of the deceased employee**. Under **Locations**, create a location for the vendor entering the **Address** details along with **marking both PO and 1099 boxes** so the vendor is marked as a 1099 vendor. **Click on 'Save'** to create the vendor. Next, **click on 'Vendor Adjustments' and 'create'**. Enter a **Date, Description** and the **Gross amount paid to the estate**, leaving the **Taxable Box checked** and **post the adjustment**. The amount will appear in the FYTD & YTD Taxable and Total amount fields on the vendor.
10. FYI....**W2 Report** may flag a **warning** for this employee indicating total **annuities do not equal total gross less applicable gross**. This warning is Okay and can be ignored. May want to attach notes to the W2 Report at Year End indicating why the warning is valid.
11. FYI....The **total gross on Quarter Report will be short** compared to the **total gross from the USAS checks** processed for the payrolls, by the gross paid to the estate.



Deceased employee's wages. If an employee dies during the year, you must report the accrued wages, vacation pay, and other compensation paid after the date of death. Also report wages that were available to the employee while he or she was alive, regardless of whether they were actually in the possession of the employee, as well as any other regular wage payment, even if you may have to reissue the payment in the name of the estate or beneficiary.

If you made the payment after the employee's death but in the same year the employee died, you must withhold social security and Medicare taxes on the payment and report the payment on the employee's Form W-2 only as social security and Medicare wages to ensure proper social security and Medicare credit is received. On the employee's Form W-2, show the payment as social security wages (box 3) and Medicare wages and tips (box 5) and the social security and Medicare taxes withheld in boxes 4 and 6. Do not show the payment in box 1.

If you made the payment after the year of death, do not report it on Form W-2, and do not withhold social security and Medicare taxes.

Whether the payment is made in the year of death or after the year of death, you must also report it in box 3 of Form 1099-MISC, Miscellaneous Information, for the payment to the estate or beneficiary. Use the name and taxpayer identification number (TIN) of the payment recipient on Form 1099-MISC. However, if the payment is a reissuance of wages that were constructively received by the **deceased** individual while he or she was still alive, do not report it on Form 1099-MISC.

Example. Before Employee A's death on June 15, 2021, A was employed by Employer X and received \$10,000 in wages on which federal income tax of \$1,500 was withheld. When A died, X owed A \$2,000 in wages and \$1,000 in accrued vacation pay. The total of \$3,000 (less the social security and Medicare taxes withheld) was paid to A's estate on July 20, 2021. Because X made the payment during the year of death, X must withhold social security and Medicare taxes on the \$3,000 payment and must complete Form W-2 as follows.