

Higher Ed Reporting Checklist

Process	Agency	Frequency
Payroll Tax Payments	IRS	As applicable
Payroll Tax Payments	State	As applicable
Form 941 Reporting	IRS	Due Apr, July, Oct, Jan for prior quarter
State Withholding Reporting	State	Due as applicable
Unemployment Reporting - Qtrly	State	Due as applicable
W2 File- Forms & File	SSA	Annually
W2 File- Forms & File	State	Due as applicable
1099 Reporting (Misc, R, Others) - Forms & File	IRS	Annually
1099 Reporting (Misc, R, Others) - Forms & File	State	Due as applicable
OTC Annual Employee List	OTC	Currently due August 1
1042-S Reporting - Forms & File	IRS	Annually
1095-C Reporting - Forms & File	IRS	Annually
TRS Calendar Year Reporting - W2	TRS	Annually
TRS Calendar Year Reporting - 1099	TRS	Annually
OPERS	OPERS	Monthly
OLERS	OLERS	Monthly
SoonerSave	OPERS	TBD with OPERS, currently weekly
Tip Reporting - Form or File	IRS	Annually
Corrections to any filed forms		Due as applicable