



Preparing for 2026: 2025 Year-End Procedures

Vision W2 and IRS e-file Changes

- We continue to be certified to print W2 forms on standard printer paper. Also, Payroll will create an electronic data file that can be uploaded directly to the SSA's website.
- Note: OBBB changes for FLSA Overtime - **Payroll Clerk** will need to add TT to Box 12a to report on 2026 W2.

IRS W2 Changes

- There have been no format changes for W-2's this year. Please refer to 2026 IRS W2 and W3 Instructions for further instructions. Please refer to the How To - Vision W2's, New W4 Setup and 1099's provided with the links below.
- The [2026 Publication 15 \(Circular E\)](#) is available for downloading. You may also refer to [Federal Income Tax Withholding Methods \(Publication 15-T\)](#). Note the social security rate remained at 6.2% for employee and employer for a total of 12.4% with a cap of \$184,500 and Medicare tax remained at 1.45% for employee and employer for a total of 2.9% with no wage cap.
- Note: If you have multiple Social Security and Medicare rates, adjust accordingly.

Helpful Links:

- [How To - Vision W2's](#)
- [How To - New W4 Setup](#)
- [How To - Vision 1099's](#)
- [2026 IRS W2 and W3 Instructions](#) – No 2026 yet
- [2026 Standard Mileage Rates](#) – Not officially released for 2026 yet.
- [2026 Publication 15 \(Circular E\)](#)



Year End Procedures (Vision)

Here are some helpful hints for preparing 2025-year end

Remember there is no year change in Vision!

Financial year end tips

- Process 1099s in the Forms menu. ([How To - Vision 1099's](#))
- 508.xx (select Restricted - 31 Unassigned - 91 Assigned - 51 Non-spendable - 21) Ending Fund Balances are New General Journal debit postings. ([How to Post General Journal Fund Balances Ending-Beginning](#))
- All state schedules and annual reports are provided in the Washington folder of the Reports home page.
- Back up data to appropriate media(disk, flash drive, etc.) and hold for the WA State Auditor's request. (located in the Vision backups folder)
- Electronic Schedule 01 for the state is in the Washington folder of the Reports page. (Export to CSV or Excel and send to State Auditors)
- Set up Council Meeting dates for 2026 in Setup Fiscals on Home page.
- 2026 Budget in Budget Forecasting.
- 308.xx (assign to either Restricted - 31 Unassigned - 91 Assigned - 51 Non-spendable - 21) Beginning Fund Balances are New General Journal credit postings. ([How to Post General Journal Fund Balances Ending-Beginning](#))

Open Period

- You can set up a January 2025 council meeting for 2026 obligations.
 - Go to Setup Fiscals on Home Page of Financials.
 - Highlight 2026 in the Fiscal column and December in the Period column.
 - Click the + button above the Council Date to add the meeting for open period payments.
- It is recommended that a new Council Meeting also be set up in the month of December for a 2026 corrections period as well. All end of year corrections will be easily identifiable.



Reports to run for Financials

To create a set of paperless reports:

- Create a new folder 2025 End of Year in desired location.
- Run desired reports, select Acrobat (PDF) file format, and Export, save report in 2025 folder.
- Reports may be printed if desired
- All report parameters should include the fiscal year desired, and all periods within that year
- Account Activity - Rendered for Excel (this report is not for printing, there are too many columns)
- Outstanding Transaction Directory
- Register
- Transaction Activity
- Vendor Activity
- Annual Reports are in the Washington folder on Reports home page

Payroll year end tips

- Process W-2s in the Forms menu. ([How To - Vision W2's](#))
 - Remember, payroll for 2026 may be processed before W-2s are printed.
- Set up Pay Periods for 2026 in Setup Pay Periods on Home page.
- Change new L&I and Employment Security rates in Components.
 - Remember, rate changes for all components may be changed very quickly by selecting the component, clicking on the Employee tab, and changing all employee amounts on one screen

Washington State specific payroll deductions

- As PMFL varies based on the number of employees, **Vision will not be updating the rate automatically.**
- [2026 PMFL Updates](#) - STARTING JAN. 1, 2026:
 - The total premium rate will be 1.13%.



- Employers will pay 28.57% (0.00322841) of the total premium and employees will pay 71.43% (0.00807159).
- Employers will continue to report each employee's total gross wages, not including tips, and collect premiums up to the Social Security cap (\$184,500 in 2026). **Once an employee meets the Social Security cap, you must stop collecting premiums but continue to report their wages.**
- Don't hesitate to reach out if you need assistance:
VisionSupport@Tripleview.com

Reports to run for Payroll

- Benefit Summary (for each Component Group)
- Component Activity
- Component Directory
- Component Employee Directory
- Cost Center Account Activity (Detail option)
- Cost Center Timesheet Activity
- Employee Activity
- Employee Component Directory
- Paycheck Activity
- Paycheck Detail Activity
- Payroll Distribution
- Register
- Timesheet Activity
- Timesheet Summary Activity