



# 2021 HR Compliance Timeline

**Compliance is a key element to the success of any business. The stack of forms to fill out and continual upcoming deadlines can be overwhelming. We've created the 2021 HR Compliance Timeline to help you stay on top of it.**

## January 1st

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- Ohio Minimum Wage increases to \$8.80 per hour. Obtain the new Ohio Minimum Wage poster [here](#). To view all State minimum wage laws visit the [Department of Labor – Wage and Hour Division](#).
- Federal Contractors minimum wage is \$10.95 per hour. Tipped employees working on or in connection with covered federal contracts minimum wage is \$7.65 per hour.

## January 31st

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- Quarterly Form 941 – Employers Federal Tax Return is due. Employers must report wages that have been paid, employee tips that have been reported and employment tax withholdings.

## February 1st *(January 31st falls on a Sunday)*

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- Deadline to distribute W-2s and 1099-MISC to employees, independent contractors, etc., for work performed in 2020.
- OSHA 300A form must be posted. Employers must complete an incident report (Form 301) for each injury or illness and log work-related incidents on OSHA Form 300. Form 300A is a summary of the information in the log that must be posted in the worksite from Feb 1st to April 30th each year.

## February 15th

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- Deadline to submit a new Form W-4 for employees claiming exempt status from federal income tax withholding for 2021.

## March 1st *(February 28th falls on a Sunday)*

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- Deadline to file paper 1094-B, 1094-C, 1095-B, 1095-C.
- Deadline to file paper Forms 1099 & 1096.

## March 2nd

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- Deadline for electronically reporting OSHA Form 300A data for calendar year 2020. Collection will begin January 2, 2021.
- Deadline for employers to provide employees with a copy of their 1095-C or 1095-B reporting form. The deadline was extended from January 31, 2021 to March 2, 2021.

## March 31st

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- Deadline to electronically file 1094-B, 1094-C, 1095-B, 1095-C.
- Deadline to electronically file Forms 1099 & 1096.
- **Potential** deadline for 2019 and 2020 EEO-1 reporting. In May of 2020, the EEOC announced that due to COVID-19, EEO-1 reporting would be delayed. The EEOC will provide additional guidance if this date has been approved.

## April 30th

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- Quarterly Form 941 – Employers Federal Tax Return is due. Employers must report wages that have been paid, employee tips that have been reported and employment tax withholdings.

## July 31st

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- Quarterly Form 941 – Employers Federal Tax Return is due. Employers must report wages that have been paid, employee tips that have been reported and employment tax withholdings.

## September 30th

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- Deadline for the Vets-4212 report. Due to delays caused by COVID-19, federal contractors and subcontractors are encouraged to complete and submit the reports online through the [VETS-4212 Reporting Application](#) website.

## October 31st

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- Quarterly Form 941 – Employers Federal Tax Return is due. Employers must report wages that have been paid, employee tips that have been reported and employment tax withholdings.

### Benefit Contributions Caps in 2021

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- Health Flexible Spending Accounts (health FSAs) – \$2,750 (unchanged from 2020)
- Health Savings Accounts (HSA)
  - Individual – \$3,600 (+\$50 from 2020)
  - Family – \$7,200 (+\$100 from 2020)
- 401(K) – \$19,500 (unchanged from 2020)
- 401(K) Catch-up – \$6,500 (unchanged from 2020)

Please note that all due dates and compliance requirements were compiled for the State of Ohio. By providing you with research information that may be contained in this article, ERC is not providing a qualified legal opinion. As such, research information that ERC provides to its readers should not be relied upon or considered a substitute for legal advice. The information that we provide is for general employer use and not necessarily for individual application.

### Print the 2021 HR Compliance Timeline

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Want to make sure that you don't forget any of these important compliance deadlines throughout the year? Print the HR compliance timeline and hang it at your desk.