

YEAR-END PAYROLL CHECKLIST

Before December 31	Notes
<ul style="list-style-type: none"> • Employee & contractor data <ul style="list-style-type: none"> ◦ Verify names are spelled correctly ◦ Verify SSN's and EIN's ◦ Verify mailing and email addresses ◦ Verify W-9's have been received for each contractor ◦ Report fringe benefits ◦ Report healthcare coverage • Company data <ul style="list-style-type: none"> ◦ Verify company name, & tax ID's ◦ Update any company information • Run last payroll for the year <ul style="list-style-type: none"> ◦ Process final payroll adjustments ◦ Decide on & process bonuses ◦ Consider holiday timeline adjustments • Order payroll forms & envelopes <ul style="list-style-type: none"> ◦ W-2's for employees ◦ 1099's for contractors ◦ Labor compliance posters 	
<h2 data-bbox="110 1066 927 1115">Before First Payroll of the New Year</h2> <ul style="list-style-type: none"> • Employee data <ul style="list-style-type: none"> ◦ Adjust PTO accrual balances ◦ Update wages <ul style="list-style-type: none"> ▪ Payrates, benefits, deductions ◦ Obtain new W-4 form, if necessary • Review rules <ul style="list-style-type: none"> ◦ ACA ◦ State minimum wage changes ◦ State unemployment changes 	
<h2 data-bbox="110 1396 513 1444">Before January 31</h2> <ul style="list-style-type: none"> • Employee form W-2 filing <ul style="list-style-type: none"> ◦ Prepare or have prepared, then review for accuracy ◦ Distribute to employees ◦ File with the Social Security Administration • Contractor form 1099 filing <ul style="list-style-type: none"> ◦ Prepare or have prepared, then review for accuracy ◦ Distribute to contractors ◦ File with the Internal Revenue Service • Company filing <ul style="list-style-type: none"> ◦ File form W-3 after reconciling with quarterly reports ◦ File form 940 ◦ File form 941 or 944 ◦ File State withholding returns and State W-2's ◦ File quarterly State unemployment returns 	