

YEAR-END PAYROLL CHECKLIST

Before December 31	Notes
- Employee & contractor data - 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 - Verify company name, & tax ID's - Update any company information - Run last payroll for the year - Process final payroll adjustments - Decide on & process bonuses - Consider holiday timeline adjustments - Order payroll forms & envelopes - W-2's for employees 1099's for contractors - Labor compliance posters	
Before First Payroll of the New Year	
- Employee data - Adjust PTO accrual balances - Update wages - Payrates, benefits, deductions - Obtain new W-4 form, if necessary - Review rules - ACA - State minimum wage changes - State unemployment changes	
Before January 31	
- Employee form W-2 filing - Prepare or have prepared, then review for accuracy - Distribute to employees - File with the Social Security Administration - Contractor form 1099 filing - Prepare or have prepared, then review for accuracy - Distribute to contractors - File with the Internal Revenue Service - Company filing - 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	