

YEAR-END CHECK LIST

Have a stress free year-end with this easy to follow check list!

By Wednesday, December 11th:

- Submit all Christmas and year-end bonus information.

By Wednesday, December 13th:

- Submit any employee data changes (name, address, social security number) for W2s either online or report to customer service representative.
- Submit any year-end adjustments (owner health insurance, auto reimbursement, group term life insurance, 3rd party sick pay, etc.)
- Submit to customer service representative designated spreadsheet with 1099 contractor information for 1099MISC.
- Let customer service representative know about any needed additional retirement contributions.
- Let customer service representative know if you would like your W2s delivered to an address that is different from your normal payroll delivery address.
- Enter any additional manual checks and/or voided checks that need to be recorded in 2019 (if you enter payroll online).

Holiday Schedule



November 28th, Thanksgiving:

If your check date falls on this Thursday, you will need to report by 2:00 on 11/25 for a Wednesday check date or by 2:00 on 11/26 for a Friday check date.



December 25th, Christmas:

If your check date falls on this Wednesday, you will need to report by 2:00 on 12/20 for a Tuesday check date or by 2:00 on 12/23 for a Thursday check date.



January 1st, New Years Day

If your check date falls on this Wednesday, you will need to report by 2:00 on 12/27 for a Tuesday (2019) check date or by 2:00 on 12/30 for a Thursday (2020) check date.