

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



Wednesday, 12/25 or 1/1

If your check date falls on either Wednesday, you will need to report by 12:00 on either 12/19 or 12/26 for a Tuesday (12/24 or 12/31) check date.



Thursday, 12/26 or 1/2

If your check date falls on either Thursday, you will need to report by 12:00 on either 12/20 or 12/27 for a Thursday check date.



Friday, 12/27 or 1/3

If your check date falls on either Friday, you will need to report by 12:00 on either 12/23 or 12/30 for a Friday check date.