Year-End Payroll Checklist

pinkpayroll

Close out the year without carrying payroll problems into the next one.

	YEAR-END CHECK	BEFORE YOU CLOSE THE YEAR	✓
1	**Verify employee information**	Confirm employee names, Social Security numbers, and mailing addresses are accurate before preparing W-2s.	
2	**Review taxable wages and benefits**	Make sure bonuses, fringe benefits, and other taxable compensation have been properly included.	
3	**Review retirement and benefit contributions**	Confirm employee and employer contributions are accurately reflected in year-end payroll records.	
4	**Reconcile quarterly payroll reports**	Make sure quarterly wages and taxes agree with your year-end payroll totals.	
5	**Verify payroll tax payments**	Confirm federal and state payroll tax payments have been made and applied correctly.	
6	**Review terminated employees**	Make sure former employees who received wages during the year are included in year-end reporting.	
7	**Confirm contractor information**	Review applicable contractor records and make sure required W-9 information is on file for 1099 reporting.	
8	**Review W-2s before filing**	Check wage and tax amounts for accuracy before forms are submitted to agencies and distributed to employees.	
9	**Distribute W-2s and 1099s**	If handing them out, consider having employees sign for them. If providing only digital access, ensure you are following rules regarding proper access. If mailing, keep a note of date mailed.	
10	**Check year-end filing deadlines**	Confirm W-2s, applicable 1099s, and other required year-end forms are filed on time.	

READY FOR THE NEW YEAR

Payroll reconciled • Year-end forms checked • Fewer loose ends following you into January

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