

End of the year Payroll Checklist

Before Year End

Confirm



All Employee Information
(legal name, mailing address, phone #s, SSN, etc.).



Verify



All paychecks, employee wages, benefits,
deductions, and PTO (and remaining time off).



Order Forms



Tax forms (W3, W9, 1099, etc.), Updated labor
law posters, etc.



Review



Employment tax rates, have employees review
withholding allowances and payroll dates for the
next calendar year.



Determine



Deposit schedule for federal income and FICA
taxes.



After New Year

Update



New wage rates and deductions



Distribute



W2 forms to employees and governments by
January 31.



File



Form 940, 841 or 944 by January 31



By following this checklist, you can assess your life insurance needs thoroughly and select a policy that provides adequate protection for your loved ones' financial future.

No Hassle

S O L U T I O N S

www.nohasslesolutions.com