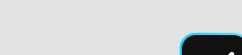
End of the year Payroll Checklist

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