



YEAR-END PAYROLL CHECKLIST

✓ Check Employee Information:

- Verify that employees' names are spelled correctly
- Verify that employees' addresses have been reported and are current
- Verify that employees' social security numbers have been reported and are correct
- Remind employees to fill out new Form W-4 for changes and if previously 'exempt'

✓ Report Special Procedures:

- Request any special year-end reports needed
- Report any uncashed checks that need to be voided
- Report any special payroll runs separate from normally scheduled runs

✓ Report Additional Compensation & Benefit Information:

- Report payments to independent contractors for processing Forms 1099-NEC
- Report any taxable compensation not previously submitted through payroll:
 - Tip allocations
 - Third-party sick pay
 - Cash awards and bonuses
 - Non-cash awards and bonuses
 - Non-qualifying moving expense reimbursements
 - Non-accountable business expense reimbursements
- Report any company-paid or provided taxable items and benefits:
 - Transportation or parking
 - Personal use of company vehicle
 - Personal use of company cell phone
 - Disability premiums, if company policy requires it
 - Dependent care benefits over the allowable limit (usually \$5,000)
 - Group term life insurance over the allowable limit (\$50,000 of coverage)
 - Education not related to employee's job or over the allowable limit (\$5,250)
 - S-Corp shareholders fringe benefits (i.e. health insurance premiums, HSA contributions)
 - Any other taxable benefit provided to an employee by the company